



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

[Established by the Govt. of NCT of Delhi vide Guru Gobind Singh Indraprastha University Act No.9 of 1998]

Ordinances

[As notified in Part – IV of Delhi Gazette (Extraordinary) dated March 10, 2005 and amended upto December 31, 2006 and notified in Part IV of Delhi Gazette (Extraordinary) from time to time]

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ORDINANCES

[As notified in Part – IV of Delhi Gazette (Extraordinary) dated March 10, 2005 and amended upto December 31, 2006 and notified in Part IV of Delhi Gazette (Extraordinary) from time to time]

ORDINANCE 1 : PROCEDURE FOR CONSIDERING PROPOSALS FOR AFFILIATION OF COLLEGES AND INSTITUTIONS

NOTIFICATION

1st November, 1999

No.F.18(88)/92/CB/Edn.- In pursuance of the provisions of sub-section (2) of section 27 of the Guru Gobind Singh Indraprastha University Act, 1998 (9 of 1998), the Vice-Chancellor of the Guru Gobind Singh Indraprastha University, with the prior approval of the Lt. Governor of the National Capital Territory of Delhi, hereby makes the following Ordinances relating to the procedure for considering proposals for affiliation of colleges and institutions to the said University, namely :-

1. Short title and commencement
 - (1) These Ordinances may be called the **Guru Gobind Singh Indraprastha University (First) Ordinances, 1999.**
 - (2) They shall come into force on the date of their publication in the official Gazette.
2. Definitions.
 - (1) In these Ordinances, unless the context otherwise requires,-
 - (a) "Act" means the Guru Gobind Singh Indraprastha University Act, 1998 (9 of 1998);
 - (b) "Clause" means a clause of the Ordinances in which that expression occurs.
 - (2) Words and expressions used in these ordinances shall have the meanings assigned to them in the Act and the statutes.
3. Procedure of affiliation.
 - (1) A college or an institution applying for affiliation to the University shall apply to the Registrar in charge of affiliation in the prescribed form within the time-limit fixed by the University; accompanied by such fees as may be prescribed in this behalf by the University and shall satisfy the University that it fulfills all the conditions prescribed for affiliation by the Act, the statutes, the ordinances, the regulations and the instructions issued by the University from time to time.
 - (2) On receipt of such application, the Registrar shall conduct a scrutiny of the application and submit a report to the Vice-Chancellor.

- (3) Such inquiry and inspection shall be made, as the Vice-Chancellor deems necessary, by a competent person or persons authorised in this behalf by the Vice-Chancellor with regard to the fulfillment of conditions of affiliation and such other matters as he may think necessary and relevant.
- (4) The Board of Affiliation shall take a final decision on the application for affiliation after considering the report of inquiry and inspection referred to in sub-clause (3) and the decision shall be communicated to the applicant by the Registrar.
- (5) An application for affiliation made under sub-clause (1) may be withdrawn at any time before any communication is made under sub-clause (4).
- (6) The procedure followed for the grant of affiliation shall apply mutatis mutandis to continuation of affiliation from time to time and for opening of new courses, subjects and programmes.
- (7) Where affiliation to a college or an institution is refused, the society or trust, as the case may be, aggrieved by such refusal may, within thirty days from the date of communication of such refusal, request the Registrar for reconsideration of the decision by the University in such manner and with such fees as specified in the regulations, and the decision of the Board of Affiliation on the request shall be final:

Provided that no request for reconsideration shall be entertained once such request has already been rejected.

- (8) Where a college or an institution obtains affiliation by fraud, misrepresentation or suppression of material facts and particulars, the Board of Management may, after giving the governing body of the college or the institution, as the case may be, a reasonable opportunity of showing cause against the proposed action, in addition to any other action under any other law, withdraw the affiliation granted to the college or the institution, as the case may be.

4. Provisional and permanent Affiliation.

- (1) Affiliation granted initially to a college or an institution shall be provisional in nature and shall be required to be renewed on a year to year basis.

- (2) Request for permanent affiliation may be considered only after at least two batches of the college or the institution, as the case may be, have successfully completed their degree course and it has fulfilled all the conditions of affiliation and attained academic standards prescribed by the University from time to time.

5. Regulations. Regulations made under section 28 of the Act may lay down any other requirement which may be considered necessary by the University for affiliation of a college or an institution.

FOR AND ON BEHALF OF
LT. GOVERNOR OF NATIONAL
CAPITAL TERRITORY OF DELHI

Sd/-
(A.S. AWASTHI)
SPECIAL SECRETARY (EDUCATION)

BOM Resolution – 2.7 dated 7.5.1999

ORDINANCE 2

F.2(29)/Ord/IPU/DRP/2005/ - In pursuance of the provisions of Section 27 of the Guru Gobind Singh Indraprastha University Act 1998 (9 of 1998), the Board of Management of the Guru Gobind Singh Indraprastha University, hereby makes the following ordinances, number 2 to 27 relating to various matters relating to Academic, Examination, Establishment and other allied matters of the University.

1. Establishment of Schools
 - (a) The following schools of studies shall be established:-
 1. School of Information Technology
 2. School of Management Studies
 3. School of Chemical Technology
 4. School of Bio-Technology
 5. School of Environmental Sciences
 6. School of Medicine & Para Medical Health Sciences
 7. School of Architecture & Planning
 8. School of Engineering & Technology
 9. School of Basic & Applied Sciences
 10. School of Humanities & Social Sciences
 11. School of Law & Legal Studies
 12. School of Education
 13. School of Mass Communication

To this list, Board of Management is authorised to add any school(s) on the recommendation of the Academic Council.
 - (b) Every School of Studies (hereinafter referred to as the School) shall be responsible for those programmes as may be assigned to it by regulations.

2. Board of School of Studies
 - (a) Every School shall have a Board namely 'Board of School of Studies' (hereinafter referred to as Board) consisting of the following members:
 - (i) The Dean of the School;
 - (ii) The Professors in the School;
 - (iii) Three Readers and two Lecturers, by rotation according to seniority, amongst the Readers and Lecturers appointed in the School respectively.
 - (iv) Three persons (one Professor, one Reader & one Lecturer) from amongst the recognised teachers of the affiliated colleges/ institutions, to be nominated by Vice-Chancellor, according to seniority, in rotation (applicable in case affiliated colleges or institutions are covered in the School);

- (v) Five members nominated by the Vice-Chancellor for their special knowledge in any subject assigned to the School or in any allied branch of studies;
- (b) All members of the Board, other than ex-officio members, shall hold office for a term of two years. The term of members shall commence from such date as may be nominated. Any member can be considered for re-nomination.
- (c) The powers and functions of the Board shall be:-
 - (i) To coordinate the teaching and research work in the programmes assigned to the School;
 - (ii) To appoint committees of courses for the School's teaching, wherever required, and to supervise the work of such committees. The composition, powers, functions of such committees and other relevant matters shall be as approved by the Vice-Chancellor;
 - (iii) To recommend to the Academic Council, the courses and syllabi of Studies in the various programmes assigned to the school;
 - (iv) To recommend to the Vice-Chancellor, names of paper setters, examiners and moderators, wherever required;
 - (v) To consider schemes for the advancement of the standards of teaching and research, and to submit such proposals to the Academic Council;
 - (vi) To promote and consider schemes for interaction with industry, and to submit such proposals to Vice-Chancellor/ Academic Council;
 - (vii) to prepare and formulate schemes for Faculty development and to submit such proposals to Vice-Chancellor/ Academic Council;
 - (viii) to consider feed back reports on the placement and employability of the passed out students and to suggest remedial measures, wherever necessary, for consideration of the Vice-Chancellor/ Academic Council;
 - (ix) to consider proposals for revenue generation including professional consultancies, Resource sharing etc. and to submit such proposals to Vice-Chancellor/ Academic Council;
 - (x) to perform all other functions which may be

prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Board of Management, the Academic Council or the Vice-Chancellor;

- (xi) to delegate to the Dean, or to any other member of the Board or to a Committee, such general or specific powers as may be decided upon by the Board from time to time.

- 3. Meetings : Notice for a meeting of the Board, shall ordinarily be issued at least 10 days before the day fixed for the meeting. However, an emergent meeting can be called at a shorter notice, with the prior approval of the Vice-Chancellor.
- 4. Quorum : The quorum for the meeting of the Board shall be one-third of its total members.
- 5. Rules of conduct of the meeting : Rules of conduct of the meeting of the Board shall be prescribed by the Regulations.
- 6. The Dean of the School, powers & duties : The Dean of the School shall be Convenor and Chairman of the Board and his powers and duties shall be as follows, subject to the provision of Statute 6 :-
 - i) to coordinate and generally supervise the teaching and research work in school;
 - ii) to frame the general time-table of the School in coordination with that of other schools, whenever applicable;
 - iii) to maintain discipline in the class rooms and laboratories;
 - iv) to keep a record of the evaluation of sessional work and of the students at lectures, tutorials, seminars or practical where these are prescribed;
 - v) to arrange for examination of the university, in respect of students of school in accordance with such directions as may be given by the academic council or Vice-Chancellor;
 - vi) to perform such other academic duties as may be assigned to him by the Academic Council, the Board of Management or Vice-Chancellor.

ORDINANCE 3 : MAINTENANCE OF DISCIPLINE AMONG STUDENTS

1. Definitions
 - (1) In these ordinances, unless the context otherwise requires, :-
 - (a) “Act”, “statutes”, “ordinances” and “regulations” mean respectively the Guru Gobind Singh Indraprastha University Act, 1998 (9 of 1998), the statutes, the ordinances and the regulations of the Guru Gobind Singh Indraprastha University.
 - (b) “Affiliated colleges and institutions” mean the colleges and institutions affiliated to the Guru Gobind Singh Indraprastha University.
 - (2) Words and expressions used, but not defined, in these ordinances shall have the meanings assigned to them in the Act and the statutes.
2. Powers to vest in the Vice-Chancellor / Heads of affiliated colleges and institutions.
 - (1) All powers relating to maintenance and enforcement of discipline among and disciplinary action against the students of the University shall vest in the Vice-Chancellor.
 - (2) The Vice-Chancellor may delegate all or any such of his powers, as he deems proper, to such other officers and authorities of the university as he may specify in this behalf.
 - (3) The Principals/ Directors of affiliated colleges and institutions shall have the authority to exercise all such disciplinary powers over the students in their respective colleges and institutions.
3. Acts of indiscipline and misconduct.
 - (1) Without prejudice to the generality of the power to maintain and enforce discipline under this ordinance, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and affiliated colleges and institutions :-
 - (a) physical assault, or threat to use physical force, against any member of the teaching or non-teaching staff of the University or an affiliated college or institution or against any student of the University, an affiliated college or institution.
 - (b) remaining absent from the class, test or examination or any other curricular or co-curricular activity which he is expected to

- participate in;
- (c) carrying of, use of or threat to use, any weapon;
 - (d) misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a college or institution;
 - (e) use of drugs or other intoxicants except those prescribed by a qualified doctor;
 - (f) any violation of the provisions of the Civil Rights Protection Act, 1976;
 - (g) indulging in or encouraging violence or any conduct which involves moral turpitude;
 - (h) any form of gambling;
 - (i) violation of the status, dignity and honour of a student belonging to a scheduled caste or a scheduled tribe;
 - (j) discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
 - (k) practising casteism and untouchability in any form or inciting any other person to do so;
 - (l) any act, whether verbal or otherwise, derogatory to women;
 - (m) drinking or smoking;
 - (n) any attempt at bribing or corruption of any manner or description;
 - (o) wilful destruction of the property of the University or an affiliated college or institution;
 - (p) behaving in a rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;
 - (q) creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
 - (r) causing disruption of any manner or description of the academic functioning of the University system;
 - (s) indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.

- (t) Truancy and unpunctuality;
 - (u) Ragging as defined in this ordinance.
- (2) The Vice-Chancellor may amend or add to the list of malpractices under clause (1).

4. Penalties for breach of discipline.

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him,

- (1) The Vice-Chancellor, Directors/ Principals of affiliated colleges or institutions as the case may be, may in the exercise of his powers aforesaid, order or direct that any student –
- (a) be expelled from the University, college or institution, as the case may be, in which case he shall not be re-admitted to the University, college or institution from where he is expelled but it shall not preclude his admission to any other affiliated college or institution with the previous approval of the Vice-Chancellor; or
 - (b) be, for a stated period, rusticated in which case he shall not be admitted to the University or an affiliated college or institution, till the expiry of the period of rustication; or
 - (c) be not, for a stated period, admitted to a course or courses of study of the University; or
 - (d) be imposed with the fine of a specified amount of money;
 - (e) be debarred from taking a University examination or examinations for one or more years.
- (2) the Vice-Chancellor, in exercise of his powers aforesaid or on the recommendations of the Directors/ Principals of the affiliated colleges or institutions, may also order or direct that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.

5. Declaration to be signed by a student.

At the time of admission, every student shall be required to sign a declaration on oath that he shall submit to the disciplinary jurisdiction of the Vice-Chancellor and authorities of the University or of the Director or the Principal, as the case may be, of the college or institution, as the case may be.

6. Total prohibition of ragging and penalties therefore.

- (1) Ragging in any form shall be strictly prohibited within the premises of the University, a college or an institution, as the case may be, or in any part of the University system as well as on public transport, or at any other place, public or private.
- (2) Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this ordinance.
- (3) Ragging, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which-
 - (a) Involve physical assault or threat to use physical force;
 - (b) Violate the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe;
 - (c) Expose students to ridicule or contempt or commit an act which may lower their self esteem; and
 - (d) Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.
- (4) The Dean of the school, Director of the institution or the Principal of the college, as the case may be, shall take immediate action on the receipt of any information that ragging has taken place or is likely to take place.
- (5) Notwithstanding anything contained in clause (4), the chairman of the Board of Discipline of a University teaching department or the convenor of the Board of Discipline of an affiliated college or institution may also *suo motu* inquire into any incident of ragging or likelihood of such incident and make a report to the Vice-Chancellor clearly pinpointing, among other details, the identity of the student or the students who were involved in the incident and the nature of the incident.
- (6) The chairman or the convenor of the Board of Discipline, as the case may be, may also submit an interim report to the Vice-Chancellor establishing the

identity of the perpetrators of ragging and the nature of the incident.

- (7) The chairman of a Board of Discipline is satisfied that for any reason, to be recorded in writing, it is not feasible to hold an inquiry referred to in clauses (4) and (5), he may so advise the Vice-Chancellor accordingly.
- (8) Where the Vice-Chancellor is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he shall order accordingly for reasons to be recorded in writing.

7. Constitution of the Boards of Discipline.

- (1) The Boards of Discipline at the level of the University teaching departments and affiliated colleges and institutions shall be constituted by the Vice-Chancellor as follows :-
 - (a) University Teaching Departments :
 - (i) A Professor of the University to be nominated by Vice-Chancellor by rotation, convenor
 - (ii) Two senior teachers of the University to be nominated by the Vice-Chancellor, members
 - (iii) One senior lady teacher of the University to be nominated by the Vice-Chancellor, member
 - (iv) Dean/ Deans of the concerned school / schools to which the act of indiscipline or misconduct by a student or students pertains to.
 - (b) Affiliated colleges or institutions :
 - (i) The Director of the institution or the Principal of the college concerned , chairman
 - (ii) Two senior teachers of the institution or the college to be nominated by the trust or the society running the college or the institution, member
 - (iii) One senior lady teacher of the college or the institution to be nominated by the trust or the society running the college or the institution, member
 - (iv) A senior teacher of the institution or the college of the programme to which the

act of indiscipline or misconduct by a student or students pertains to.

- (2) The nominated members shall hold office for a period of two years and a vacancy occurring in the Board of Discipline shall be filled for the remaining period of the term of the member whose departure has caused the vacancy.
- (3) Three members of the Board of Discipline including the chairman, shall form the quorum.
- (4) In the absence of the chairman, the senior most member of the Board of Discipline shall act as the chairman.

8. Functions of the Board of Discipline.

- (1) The Board of Discipline shall perform the following functions :-
 - (i) To consider matters concerning maintenance of discipline among the students in the University teaching department or the college or the institution, as the case may be,
 - (ii) To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to the Board of Discipline by the Dean of the concerned school or the Principal of a college or Director of an institution and to submit their findings, conclusions and recommendations for the quantum of punishment under the provision of this ordinance to the Vice-Chancellor or the person authorised by the Vice-Chancellor in this behalf/ Director of the institution/ Principal of the college, as the case may be.
 - (iii) To supervise and monitor the disciplinary climate prevailing in the University or the college or the institution, as the case may be.
 - (iv) To take preventive and precautionary steps such as issue of notices, warnings, instructions etc. as the case may be, for the purpose of forestalling acts of individual or collective indiscipline, misconduct and ragging, etc.
 - (v) To maintain liaison with the police authorities and the concerned departments of the Government, neighbouring institutions and the concerned authorities of the University regarding maintenance of law and order in the University or the college or the institution, as the case may be.

- (vi) To perform such other functions as may be assigned to it by the Vice-Chancellor / Director of the institution/ Principal of the college from time to time.
- (2) The decision in each case shall be conveyed by the chairman/ Convenor of the Board of Discipline concerned communicating the penalty or penalties, if any, imposed on a student or students.
- (3) A student or students who are aggrieved with the penalty imposed upon them, may appeal to the Vice-Chancellor whose decision in this regard shall be final and binding on the parties.

ORDINANCE 4 : CONTRIBUTORY PROVIDENT FUND–CUM-GRATUITY SCHEME

SECTION – I

CONTRIBUTORY PROVIDENT FUND

1. Application

- (1)
 - (a) Every whole time non-pensionable employee of the University who opts for the Contributory Provident Fund shall be entitled to subscribe to the University Contributory Provident Fund after continuous service of one year with effect from the date of appointment.
 - (b) Person who have retired from Government or a University or any of its colleges, if re-employed in the University may be permitted to subscribe to the Contributory Provident Fund, provided that where the term of re-employment is initially for a year or less but is later extended so as to exceed one year, the contribution with interest will be credited only after the completion of one year's re-employed service. The contribution with interest shall be payable for the entire period for which the re-employed pensioner is allowed to contribute to the Contributory Provident Fund if such period exceeds one year.
- (2)
 - (i) Every employee entitled to subscribe to the Contributory Provident Fund shall be required to subscribe to the Fund.
 - (ii) No employee of the University shall be entitled to the benefits of the Contributory Provident Fund whose service in the University entitles him to a pension or on whose account the University contributes towards his pension and leave allowance or who has been appointed by the University on a consolidated salary on special terms precluding him from subscribing to the Provident Fund or on a part-time or daily wage basis.
 - (iii) The Board of Management may in the case of a person appointed to a substantive post, permit the transfer to the Contributory Provident Fund of any moneys standing to his credit in any recognised Provident Fund to which he was a subscriber immediately before his appointment in the University, and may, with his consent, make such arrangements with the authorities of that other Provident Fund for the purpose of the transfer.
 - (iv) If an employee admitted to the benefit of the Fund was previously a subscriber to any other Contributory or Non-Contributory Fund of the Central Government/ State Government or of a body corporate, owned or controlled by Government or Universities/ Colleges or Institutions of University status or an autonomous organisation registered under the Societies Registration Act of 1860, immediately before his appointment in the University, the amount of his subscriptions and the

Government contributions in the other Contributory Provident Fund or the amount of his subscriptions in the Non-Contributory Fund, as the case may be, together with interest thereon, shall be transferred to his credit in the Fund.

2. Definitions :

In these Rules unless the context otherwise requires –

- (i) “Fund” means the Contributory Provident Fund of the University;
- (ii) “Leave” means any kind of leave recognised by the Leave Rules, whichever may be applicable to the subscriber; and
- (iii) “Subscription” means the amount paid by the subscriber in the Provident Fund and “contribution” means the amount contributed by the University in subscriber’s Provident Fund account.

3. Constitution and management of the Fund

- (1) The Fund shall be maintained in rupees and all sums paid by the subscribers into the Fund under these rules shall be credited in the books of the University to an account named “The Contributory Provident Fund Account”. The contributions made by the University and interest paid to the subscribers account shall also be credited to the said account.
- (2) The management of the Fund shall vest in the Board of Management which may, from time to time, make Regulations or issue such general or special directions as may be consistent with the ordinances as to the conduct of the business of the Fund, or its management or the privileges of the subscribers, not herein expressly provided for, or vary, or cancel any regulations made or directions given.
- (3) There shall be constituted a Provident Fund Committee for advising the Board of Management in matters relating to investments, payments and other matters in respect of the Contributory Provident Fund.
- (4) The University may invest such part of the funds, as may be considered expedient, in the Government securities/ certificates, negotiable Government guaranteed bonds, and in such deposit schemes of the Central Government as may be notified in this regard from time to time, the interest or profit realized on such investments being credited to the University as miscellaneous receipts. All investments and securities shall be held in the name of the University.

4. Nominations

- (1) Every employee of the University entitled to the benefits of the Provident Fund shall at the time of joining the Fund, be required to sign a declaration in the prescribed form that he has read the ordinance and agrees to abide by it, and shall hand in for registration in the University Office a nomination containing the names of one or more persons to whom he wishes the amount that may stand to his credit in the Fund to be paid in the event of

his death, before that amount has become payable or having become payable has not been paid:

Provided that, if, at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

Provided further that the nomination made by the subscriber in respect of any other provident fund to which he was subscribing before joining the Fund shall, if the amount to his credit in such other fund has been transferred to his credit in this Fund, be deemed to be a nomination duly made under this rule until he makes a nomination in accordance with this rule.

- (2) If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (3) Every nomination shall be made in the Form set forth in the First schedule.
- (4) A subscriber may, at any time, cancel a nomination by sending a notice in writing to the Registrar. The subscriber shall, alongwith such notice or separately, send a fresh nomination made in accordance with the provisions of this rule.
- (5) A subscriber may provide in a nomination-
 - (a) in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members. Where the subscriber confers such a right on more than one person under this clause, he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee.
 - (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein.

Provided that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

- (6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (5) or the proviso thereto, the subscriber shall send to the Registrar a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this rule.

- (7) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Registrar.

Note :- In this rule, unless the context otherwise requires “person” or “persons” shall include a company or association or body of individuals, whether incorporated or not. It shall also include a Fund such as the Prime Minister’s National Relief Fund or any charitable or other Trust or Fund, to which nomination may be made through the Secretary or other executive of the said funds or Trust authorised to receive payments.

- (8) An upto date register of all such nominees shall be maintained in the University office.

5. Subscriber’s Account

An account shall be opened in the name of each subscriber in which shall be shown –

- (i) subscriber’s subscriptions;
- (ii) contributions made under Rule 10 by University to his account;
- (iii) interest, as provided by Rule 11, on subscriptions;
- (iv) interest, as provided by Rule 11, on contributions;
- (v) advances and withdrawals from the Fund.

Note :- As soon as an employee is admitted to the Provident Fund, the Provident Fund Account number allotted to him should be entered on the right hand top of page 1 of his Service Book by means of a rubber stamp.

6. Conditions and rates of subscriptions

Conditions of subscriptions

- (1) Every subscriber shall subscribe monthly to the Fund when on duty or foreign service but not during a period of suspension;

Provided that a subscriber on re-instatement after a period passed under suspension shall be allowed the option of paying in one sum, or in instalments, any sum not exceeding the maximum amount of arrears of subscriptions payable for that period.

- (2) A subscriber may, at his option, not subscribe during leave which either does not carry any leave salary or carries leave salary equal to or less than half-pay or half average pay.
- (3) The subscriber shall intimate his election not to subscribe during the leave referred to in sub-rule (2) by written communication to the Registrar before he proceeds on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.

The option of a subscriber intimated under this sub-rule shall be final.

- (4) A subscriber who has under Rule 20 withdrawn the amount standing to his credit in the Fund shall not subscribe to the Fund after such withdrawal unless he returns to duty.

(5) Notwithstanding anything contained in sub-rule (1) a subscriber shall not subscribe to the Fund for the month in which he quits service unless, before the commencement of the said month, he communicates to the Registrar in writing his option to subscribe for the said month.

7. Rates of subscription

(1) The amount of subscription shall be fixed by the subscriber himself, subject to the following conditions, namely:-

- (a) It shall be expressed in whole rupees;
- (b) It may be any sum, so expressed not less than ten percent of the emoluments and not more than his emoluments.

(2) For the purpose of sub-rule(1) the emoluments of a subscriber shall be-

(a) in the case of a subscriber who was in University service on the 31st March of the preceding year, the emoluments to which he was entitled on that date:

Provided that-

- (i) if the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty;
- (ii) if the subscriber was on deputation out of India on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in India;
- (iii) if the subscriber joined the Fund for the first time on a day subsequent to the said date, his emoluments shall be the emoluments to which he was entitled on such subsequent date;

(b) in the case of a subscriber who was not in University service on the 31st March of the preceding year, the emoluments to which he was entitled on the first day of his service, or if he joined the Fund for the first time on a date subsequent to the first day of his service, the emoluments to which he was entitled on such subsequent date:

(3) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner-

(a) By deduction from his pay for that month if he was on duty on the 31st March of the preceding year or if he was on leave on 31st March of the preceding year, and elected not to subscribe during such leave, or was under suspension on that date, by the deduction which may be made in this behalf from his first pay bill after his return to duty.

- (b) If he has entered University service for the first time during the year, or joins the Fund for the first time, by the deduction from his pay bill for the month during which he joins the Fund;
 - (c) If he was on leave on the 31st March of the preceding year, and continues to be on leave and has elected to subscribe during such leave, by the deduction which he causes to be made in this behalf from his salary bill for that month.
 - (d) If he was on foreign service on the 31st March of the preceding year, by the amount credited by him on account of subscription for the month of April in the current year;
- (4) The amount of subscription so fixed may be-
- (a) reduced once at any time during the course of the year;
 - (b) enhanced twice during the course of the year; and
 - (c) reduced and enhanced as aforesaid:

Provided that when the amount of subscription is so reduced it shall not be less than the minimum prescribed in sub-rule (1).

Provided further that if a subscriber is on leave without pay or leave on half-pay or half average pay for a part of a calendar month and he has elected not to subscribe during such leave, the amount of subscription payable shall be proportionate to the number of days spent on duty including leave, if any, other than those referred to above.

8. Transfer to foreign service or deputation out of India

When a subscriber is transferred to foreign service or sent on deputation out of India, he shall remain subject to the rules of the Fund in the same manner as if he were not so transferred or sent on deputation.

9. Realisation of subscriptions

- (1) When emoluments are drawn from the University source, recovery of subscriptions on account of these emoluments and of the principal and interest of advances shall be made from the emoluments themselves.
- (2) When emoluments are drawn from any other source, the subscriber shall forward his dues monthly to the University.

Provided that in the case of a subscriber on deputation to a body corporate, owned or controlled by Government, the subscription shall be recovered and forwarded to the University by such body.

10. Contributions by University

- (1) University shall with effect from the 31st March of each year, make a contribution to the account of each subscriber:

Provided that if a subscriber quits the service or dies during a year, contribution shall be credited to his account for the period between the close of the preceding year and the date of the casualty.

Provided further that no contribution shall be payable in respect of any period for which the subscriber is permitted under the rules not to, or does not, subscribe to the Fund.

- (2) The contribution shall be ten percent or be such percentage of the subscriber's emoluments drawn on duty during the year or period, as the case may be, as may be prescribed by University by general or special order:

Provided that if, through oversight or otherwise, the amount subscribed is less than the minimum subscription payable by the subscriber under sub-rule (1) of Rule 7 and if the short subscription together with the interest accrued thereon is not paid by the subscriber within such time as may be specified by the Vice-Chancellor, the contribution payable by the University shall be equal to the amount actually paid by the subscriber or the amount normally payable by University, whichever is less, unless the University in any particular case, otherwise directs.

- (3) If a subscriber is on deputation out of India, the emoluments which he would have drawn had he been on duty in India shall, for the purposes of this rule, be deemed to be emoluments drawn on duty.
- (4) Should a subscriber elect to subscribe during leave, his leave salary shall, for the purposes of this rule, be deemed to be emoluments drawn on duty.
- (5) Should a subscriber elect to pay arrears of subscriptions in respect of a period of suspension, the emoluments or portion of emoluments which may be allowed for that period on re-instatement, shall, for the purpose of this rule, be deemed to be emoluments on duty.
- (6) The amount of any contribution payable in respect of a period of foreign service shall, unless it is recovered from the foreign employer, be recovered by University from the subscriber.
- (7) The amount of contribution payable shall be rounded to the nearest whole rupee (fifty paise counting as the next higher rupee).

11. Interest

- (1) Interest at such rate as the Central Government may, from time to time, prescribe in case of Government employees for the payment of interest on subscriptions to the General Provident Fund shall be credited to each subscriber's account.
- (2) Interest shall be credited with effect from the 31st March of each year in the following manner:-

- (i) on the amount to the credit of a subscriber on the 31st March of the preceding year, less any sums withdrawn during the current year – interest for twelve months.
 - (ii) on sums withdrawn during the current year – interest from the 1st April of the current year, upto the last day of the month preceding the month of withdrawal.
 - (iii) on all the sums credited to the subscriber's account after the 31st March of the preceding year- interest from the date of deposit upto the 31st March of the current year;
- (i) the total amount of interest shall be rounded to the nearest rupee.

Provided that when the amount standing to the credit of a subscriber has become payable, interest shall thereupon be credited under this rule in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, upto the date on which the amount standing to the credit of the subscriber became payable.

- (3) For the purpose of this rule, the date of deposit shall in the case of recoveries from emoluments be deemed to be the first day of the month in which they are recovered, and in the case of amounts forwarded by the subscriber, shall be deemed to be the first day of the month of receipt, if they are received by the Accounts Officer before the fifth day of that month, but if they are received on or after the fifth day of that month, the first day of the next succeeding month.

Provided that where there has been delay in the drawal of pay or leave salary and allowances of a subscriber and consequently in the recovery of his subscription towards the Fund, the interest on such subscriptions shall be payable from the month in which the pay or leave salary of the subscriber was due under the rules, irrespective of the month in which it was actually drawn:

Provided further that in the case of an amount forwarded in accordance with the proviso to sub-rule (2) of Rule 9, the date of deposit shall be deemed to be the first day of the month if it is received by the Accounts Officer before the fifteenth day of that month.

Provided further that where the emoluments for a month are drawn and disbursed on the last working day of the same month, the date of deposit shall, in the case of recovery of his subscriptions, be deemed to be the first day of the succeeding month.

- (4) In addition to any amount to be paid under Rule 24, interest thereon upto the end of the month preceding that in which the payment is made, or upto the end of sixth month after the month in which such amount, became payable whichever of these periods be less, shall be payable to the person to whom such amount is to be paid.

Provided that where a subscriber on deputation to a body corporate, owned or controlled by the Government or an Autonomous organisation registered under the Societies Registration Act, 1860 (21 of 1860) is subsequently absorbed in such body

corporate or organisation with effect from a retrospective date, for the purpose of calculating the interest due on the Fund accumulations of the subscriber the date of issue of the orders regarding absorption shall be deemed to be the date on which the amount to the credit of the subscriber become payable subject, however, to the condition and the amount recovered as subscription during the period commencing from the date of absorption and ending with the date of issue of orders of absorption shall be deemed to be subscription to the Fund only for the purpose of awarding interest under this sub-rule.

- (5) Interest shall not be credited to the account of a subscriber if he informs the Accounts Officer that he does not wish to receive it, but if he subsequently asks for interest, it shall be credited with effect from the 1st April of the year in which he asks for it.
- (6) The interest on amounts which under Rule 19 or Rule 20 are replaced to the credit of the subscriber in the Fund, shall be calculated at such rates as may be successively prescribed under sub-rule (1) of this rule and so far as may be in the manner described in this rule.
- (7) In case a subscriber is found to have drawn from the Fund an amount in excess of the amount standing to his credit on the date of the drawal, the overdrawn amount, irrespective of whether the overdrawal occurred in the course of an advance or a withdrawal or the final payment from the Fund, shall be repaid by him with interest thereon in one lumpsum or in default, be ordered to be recovered by deduction in one lumpsum, from the emoluments of the subscriber. If the total amount to be recovered is more than half of the subscriber's emoluments recoveries shall be made in monthly instalments of moieties of his emoluments till the entire amount together with interest, is recovered. For this sub-rule the rate of interest to be charged on overdrawn amount would be 2 ½ % over and above the normal rate on Provident Fund balance under sub-rule (1).

12. Advances from the fund

- (1) The sanctioning authority may sanction the payment to any subscriber of a temporary advance not exceeding in amount three month's pay or half the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund, whichever is less, for one or more of the following purposes:-
 - (a) to pay expenses in connection with the illness, confinement or a disability, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him;
 - (b) to meet the cost of higher education, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him in the following cases, namely:-
 - (i) for education outside India for academic, technical, professional or vocational course beyond the High School stage; and
 - (ii) for any medical, engineering or other technical or specialized course in India beyond the High School stage, provided that the course of study is for not less than three years;

- (c) to pay obligatory expenses on a scale appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with betrothal or marriages, funerals or other ceremonies;
 - (d) to meet the cost of legal proceedings instituted by or against the subscriber, any member of his family or any person actually dependent upon him, the advance in this case being available in addition to any advance admissible for the same purpose from any other source.
 - (e) to meet the cost of the subscriber's defence where he engages a legal practitioner to defend himself in an enquiry in respect of any alleged official misconduct on his part;
 - (f) to purchase consumer durables such as TV, VCR/VCP, Washing Machines, Cooking Range, Geysers and Computers.
- (1-A) The Vice-Chancellor may, in special circumstances, sanction the payment to any subscriber of an advance if he is satisfied that the subscriber concerned requires the advance for reasons other than those mentioned in sub-rule(1).
- (2) An advance shall not, except for special reasons to be recorded in writing, be granted to any subscriber in excess of the limit laid down in sub-rule (1) or until repayment of the last instalment of any previous advance;

Provided that an advance shall in no case exceed the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund.

- (3) When an advance is sanctioned under sub-rule(2) before repayment of last instalment of any previous advance is completed the balance of any previous advance not recovered shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.

13. Authority to sanction advances

- (1) A temporary advance from the Fund to the subscriber under sub-rule (1) of Rule 12 shall be sanctioned by the Registrar of the University.
- (2) An advance from the Fund to the subscriber under sub-rule (1-A) and sub-rule (2) of Rule 12 shall be sanctioned by the Vice-Chancellor.

14. Recovery of advances

- (1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects and more than twenty-four. In special cases where the amount of advance exceeds three month's pay of the subscriber under sub-rule (2) of Rule 12, the sanctioning authority may fix such number of instalments to be more than twenty-four but in no case more than thirty six.

A subscriber, may, at his option, make repayment in smaller number of instalments than prescribed. Each instalment shall be a number of whole rupees, the

amount of advance being raised or reduced, if necessary, to admit of the fixation of such instalments.

- (2) Recovery shall be made in the manner prescribed in Rule 9 for the realisation of subscriptions, and shall commence with the issue of pay for the month following the one in which the advance was drawn. Recovery shall not be made, except with the subscriber's consent, while he is in receipt of subsistence grant or is on leave for ten days or more in a calendar month which either does not carry any leave salary or carries leave salary equal to or less than half pay or half average pay, as the case may be. The recovery may be postponed, on the subscriber's written request, by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.
- (3) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn shall forthwith be repaid by the subscriber to the Fund, or in default be ordered to be recovered by deduction from the emoluments of the subscriber in lumpsum or in monthly instalments not exceeding twelve as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under sub-rule (2) of Rule 12.

Provided that, before such advance is disallowed, the subscriber shall be given an opportunity to explain to the sanctioning authority in writing and within fifteen days of the receipt of the communication why the repayment shall not be enforced and if an explanation is submitted by the subscriber within the period of fifteen days, it shall be referred to the Vice-Chancellor for decision, and if no explanation within the said period is submitted by him, the repayment of the advance shall be enforced in the manner prescribed in this sub-rule.

- (4) Recoveries made under this rule shall be credited as they are made to the subscriber's account in the Fund.

15. Wrongful use of advance

Notwithstanding anything contained in these rules, if the sanctioning authority has reason to doubt that money drawn as an advance from the Fund under Rule 12 has been utilized for purpose other than that for which sanction was given to the drawal of money, he shall communicate to the subscriber the reasons for the same and require him to explain in writing and within fifteen days of the receipt of such communication whether the advance has been utilized for the purpose for which it was sanctioned. If the sanctioning authority is not satisfied with the explanation furnished by the subscriber within the said period of fifteen days, the sanctioning authority shall direct the subscriber to repay the amount in question to the Fund forthwith or, in default, order the amount to be recovered by deduction in one lumpsum from the emoluments of the subscriber even if he be on leave. If, however, the total amount to be repaid be more than half the subscriber's emoluments, recoveries shall be made in monthly instalments of moieties of his emoluments till the entire amount is repaid by him.

Note : The term 'emoluments' in the rule does not include subsistence grant.

16. Withdrawal from the Fund

(1) Subject to the conditions specified therein, withdrawals may be sanctioned by the Vice-Chancellor, at any time.

(A) after the completion of fifteen years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund, for one or more of the following purposes, namely:-

(a) meeting the cost of higher education, including where necessary, the travelling expenses of the subscriber or any child of the subscriber in the following cases, namely:-

- (i) for education outside India for academic, technical, professional, or vocational course beyond the High School stage; and
- (ii) for any medical, engineering or other technical or specialized course in India beyond the High School stage;

(b) meeting the expenditure in connection with the betrothal/ marriage of the subscriber or his sons or his daughters, and any other female relation actually dependent upon him;

(c) meeting the expenses in connection with the illness, including where necessary, the travelling expenses, of the subscriber and members of his family or any person actually dependent upon him;

(d) meeting the cost of Consumer durables such as TV, VCR/ VCP, Washing Machines, Cooking Range, Geysers and Computers.

(B) during the service of a subscriber from the amount of subscription and interest thereon standing to his credit in the Fund for one or more of the following purposes, namely :-

(a) building or acquiring a suitable house or ready built flat for his residence including the cost of the site or any payment towards allotment of a plot or flat by the Delhi Development Authority, State Housing Board or a House Building Cooperative Society;

(b) repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready built flat for his residence;

(c) reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber;

- (d) renovating, additions or alterations or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of loan from University or Government at a place other than the place of duty;
 - (e) constructing a house on a site purchased under clause (a);
- (C) within twelve months before the date of subscriber's retirement on superannuation from the amount of subscription and interest thereon standing to his credit in the Fund, without linking to any purpose;
- (D) once during the course of a financial year, an amount equivalent to one year's subscription paid for by the subscriber towards the Group Insurance Scheme for the University employees on self-financing and contributory basis.

Note 1 :- A subscriber who has availed himself of an advance from the University or has been allowed any assistance in this regard from any Government source, shall be eligible for the grant of final withdrawal under sub-clauses (a), (c) and (e) of Clause (B) for the purposes specified therein and also for the purpose of repayment of any loan taken from sources indicated above subject to the limit specified in the proviso to sub-rule (1) of Rule 17.

If a subscriber has an ancestral house or built a house at a place other than the place of his duty with the assistance of loan taken from the University he shall be eligible for the grant of a final withdrawal under sub-clauses (a), (c) and (e) of Clause B for purchase of a house-site or for construction of another house or for acquiring a ready-built flat at the place of his duty.

Note 2:- Withdrawal under sub-clauses (a), (c), (d) or (e) of clause (B) shall be sanctioned only after a subscriber has submitted a plan of the house to be constructed or of the additions or alterations to be made, duly approved by the local municipal body of the area where the site or house is situated and only in cases where the plan is actually got to be approved.

Note 3:- The amount of withdrawal sanctioned under sub-clause (b) of Clause (B) shall not exceed $\frac{3}{4}$ th of the balance on date of application together with the amount of previous withdrawal under sub-clause (a), reduced by the amount of previous withdrawal. The formula to be followed is : $\frac{3}{4}$ th of the balance as on date plus amount of previous withdrawal(s) for the house in question minus the amount of the previous withdrawal(s).

Note 4:- Withdrawal under sub-clause (a) or (c) of Clause (B) shall also be allowed where the house-site or house is in the name of wife or husband provided she or he is the first nominee to receive Provident Fund money in the nomination made by the subscriber.

Note 5:- Only one withdrawal shall be allowed for the same purpose under this rule. But marriage or education of different children or illness on different occasions or a further addition or alteration to a house or flat covered by a fresh plan duly approved by the local municipal body of the area where the house or flat is situated shall not be treated as the same purpose. Second or subsequent withdrawal under sub-clause (a) or (e) of Clause

(B) for completion of the same house shall be allowed upto the limit laid down under Note 3.

Note 6:- A withdrawal under this rule shall not be sanctioned if an advance under Rule 12 is being sanctioned for the same purpose and at the same time.

17. Conditions for withdrawal

- (1) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in Rule 16 from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund or six month's pay, whichever is less. The Vice-Chancellor may, however, sanction the withdrawal of an amount in excess of this limit upto 3/4th in the case of withdrawal under sub-clause (A) and 90% in the case of withdrawal under sub-clause (B) of clause (1) of Rule 16 of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber, and (iii) the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund.

Provided that in the case of a subscriber who has availed himself of an advance or has been allowed any assistance in this regard from any other Government source, the sum withdrawn under this sub-rule together with the amount of advance or assistance taken from any other Government source shall not exceed the maximum limit prescribed from time to time by the Government under the scheme for the grant of advances for house-building purposes.

Provided further that the withdrawal admissible under Rule 16(1)(C) shall not exceed 90% of the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund.

- (2) A subscriber who has been permitted to withdraw money from the Fund under Rule 16 shall satisfy the Vice-Chancellor within a reasonable period as may be specified by him that the money has been utilised for the purpose for which it was withdrawn, and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lumpsum by the subscriber to the Fund and in default of such payment, it shall be ordered by the Vice-Chancellor to be recovered from his emoluments either in a lumpsum or in such number of monthly instalments, as may be determined by the Vice-Chancellor.

Provided that, before repayment of a withdrawal is enforced under this sub-rule, the subscriber shall be given an opportunity to explain in writing and within fifteen days of the receipt of the communication why the repayment shall not be enforced; and if the Vice-Chancellor is not satisfied with the explanation or no explanation is submitted by the subscriber within the said period of fifteen days, the Vice-Chancellor shall enforce the payment in the manner prescribed in this sub-rule.

- (3)(a) A subscriber who has been permitted under sub-clause (a) or sub-clause (b) of Clause (B) of sub-rule (1) of Rule 16 to withdraw money from the amount of subscription together with interest thereon standing to his credit in the Fund, shall not part with the possession of the house built or acquired or house-site purchased with the money so withdrawn, whether by way of sale, mortgage, gift, exchange or otherwise, without the previous permission of the Vice-Chancellor.

Provided that such permission shall not be necessary for-

- (i) the house or house-site being leased for any term not exceeding three years, or
 - (ii) its being mortgaged in favour of a Housing Board, Nationalised Banks, the Life Insurance Corporation or any other Corporation owned or controlled by Government which advances loans for the construction of a new house or for making additions or alterations to an existing house.
- (b) The subscriber shall submit a declaration not later than the 31st day of December every year as to whether the house or the house-site, as the case may be, continues to be in his possession or has been mortgaged, otherwise transferred or let out as aforesaid and shall, if so required, produce before the Vice-Chancellor on or before the date specified by him in that behalf, the original sale, mortgage or lease deed and also the documents on which his title to the property is based.
- (c) If, at any time before his retirement, the subscriber parts with the possession of the house or house-site without obtaining the previous permission of the Vice-Chancellor, he shall forthwith repay the sum so withdrawn by him in a lumpsum to the Fund, and in default of such repayment, the Vice-Chancellor shall, after giving the subscriber a reasonable opportunity of making a representation in the matter, cause the said sum to be recovered from the emoluments of the subscriber either in a lumpsum or in such number of monthly instalments, as may be determined by him.

Note : A subscriber who has taken loan from Government and in lieu thereof mortgaged the house or house-site to the Government shall be required to furnish the declaration to the following effect, namely :-

“I do hereby certify that the house or house-site for the construction of which or for the acquisition of which I have taken a final withdrawal from the Provident Fund continues to be in my possession but stands mortgaged to Government.”

18. Conversion of an advance into a withdrawal

A subscriber who has already drawn or may draw in future an advance under Rule 12 for any of the purposes specified in sub-rule (1) of Rule 16 may convert, at his discretion by written request addressed to the Controller of Finance through the sanctioning authority, the balance outstanding against it into a final withdrawal on his satisfying the conditions laid down in Rules 16 and 17.

19. Final withdrawal of accumulations in the fund

When a subscriber quits the service, the amount standing to his credit in the Fund shall, subject to any deduction under Rule 23, become payable to him.

Provided, that a subscriber, who has been dismissed from the service and is subsequently re-instated in the service shall, if required to do so by the University, repay any amount paid to him from the Fund in pursuance of this rule, with interest thereon at the rate provided in Rule 11 in the manner provided in the proviso to Rule 20. The amount so repaid shall be credited to his account in the Fund, the part which represents his subscriptions and interest thereon, and the part which represents University contribution with interest thereon, being accounted for in the manner provided in Rule 5.

EXPLANATION I:- A subscriber other than one who is appointed on contract or one who has retired from service and is subsequently re-employed, with or without a break in service, shall not be deemed to quit the service, when he is transferred without any break to a new post under a state Government or in any department of the Central Government or any University (in which he is governed by another set of Provided Fund Rules) and without retaining any connection with his former post. In such a case, his subscription and the University contribution, together with interest thereon shall be transferred to his account in the other Fund in accordance with the rules of that Fund if the State Government or Central Government or other University consents, by general or special order, to such transfer of his subscriptions, the University contribution and interest.

EXPLANATION II:- When a subscriber, other than one who is appointed on contract or one who is retired from service and is subsequently re-employed, is transferred, without any break, to the service under a body corporate owned or controlled by Government, or an autonomous organisation, registered under the Societies Registration Act, 1860, the amount of subscriptions and the University contribution together with interest thereon, shall not be paid to him but shall be transferred with the consent of that body, to his new Provident Fund Account under that body.

Transfers shall include cases of resignation from service in order to take up appointment under a body corporate owned or controlled by Government or an autonomous organisation, registered under the Societies Registration Act, 1860, without any break and with proper permission of the University. The time taken to join the new post shall not be treated as a break in service if it does not exceed the joining time, admissible to an employee on transfer from one post to another.

Provided that the amount of subscription and the university contribution together with interest thereon, of a subscriber opting for service under a Public Enterprise may, if he so desires, be transferred to his new Provident Fund Account under the Enterprise if the concerned Enterprise also agrees to such a transfer. If, however, the subscriber does not desire the transfer or the concerned Enterprise does not operate a Provident Fund, the amount aforesaid shall be refunded to the subscriber.

20. Retirement of subscriber

When a subscriber-

- (a) has proceeded on leave preparatory to retirement or if he is employed in a vacation department, on leave preparatory to retirement combined with vacation;
- (b) while on leave, has been permitted to retire or declared by a competent authority to be unfit for further service,

the amount of subscription and interest thereon standing to his credit in the Fund shall, upon application made by him in that behalf to the Accounts Officer, become payable to the subscriber.

Provided that the subscriber, if he returns to duty shall, except where the University decides otherwise, repay to the Fund for credit to his account, the amount paid to him from the Fund in pursuance of this rule with interest thereon at the rate provided in Rule 11 in cash or securities or partly in cash and partly in securities, by instalments or otherwise, by recovery from his emoluments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which, special reasons are required under sub-rule (2) of Rule 12.

21. Procedure on death of a subscriber

Subject to any deduction under Rule 23, on the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made:

- (i) When the subscriber leaves a family -
 - (a) if a nomination made by the subscriber in accordance with the provisions of Rule 4 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
 - (b) if no such nomination in favour of a member or members of the family, of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nominations does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares:

Provided that no share shall be payable to –

- (1) sons who have attained majority;
- (2) sons of a deceased son who have attained majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified in Clauses (1), (2), (3) and (4).

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

- (ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Rule 4 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

22. Deposit-linked Insurance scheme

On the death of a subscriber, the person entitled to receive the amount standing to the credit of the subscriber shall be paid by the Accounts Officer an additional amount equal to the average balance amount of subscription and interest thereon at the credit in the amount during the 3 years immediately preceding the death of such subscriber, subject to the condition that:-

- (a) the balance representing subscription with interest thereon at the credit of such subscriber shall not at any time during the 3 years preceding the month of death have fallen below the limits of –
 - (i) Rs. 12,000 in the case of a subscriber who has held, for the greater part of the aforesaid period of three years, a post the maximum of which is Rs. 4,000 or more;
 - (ii) Rs. 7,500 in the case of a subscriber who has held for the greater part of the aforesaid period of three years, a post the maximum of the pay scale of which is Rs. 2,900 or more but less than Rs. 4,000.
 - (iii) Rs. 4,500 in the case of a subscriber who has held for the greater part of the aforesaid period of three years, a post the maximum of the pay scale of which is Rs. 1,151 or more but less than Rs. 2,900.
 - (iv) Rs. 3,000 in the case of a subscriber who has held for the greater part of the aforesaid period of three years, a post the maximum of pay scale of which is less than Rs. 1,150.
- (b) the additional amount payable under this rule shall not exceed Rs. 30,000;
- (c) the subscriber has put in at least 5 years service at the time of his/ her death.

Note I:- The average balance shall be worked out on the basis of the balance at the credit of the subscriber at the end of each of the 36 months, preceding the month in which the death occurs. For this purpose, as also for checking the minimum balance prescribed above –

- (a) the balance at the end of March, shall include the annual interest credited in terms of Rule 11 and;

- (b) if the last of the aforesaid 36 months is not March, the balance at the end of said last month shall include interest in respect of the period from the beginning of the financial year in which death occurs to the end of the said last month.

Note 2:- Payment under this scheme should be in whole rupees. If an amount due includes a fraction of a rupee it should be rounded to the nearest rupee (50 paise counting as the next higher rupee)

Note 3:- Any sum payable under this scheme is in the nature of insurance money and therefore, the statutory protection given by Section 3 of the Provident Funds Act, 1925 (Act 19 of 1925), does not apply to sums payable under this scheme.

Note 4:- (a) In case of an employee who has been admitted to the benefits of the Fund under Rule 25 but dies before completion of three years of service or as the case may be, five years of service from the date of his admission to the Fund, the period of his service under the previous employer in respect whereof the amount of his subscription and the employer's contribution, if any, together with interest have been recovered, shall count for purpose of clause (a) and clause (c).

(b) In case of persons appointed on tenure basis and in the case of re-employed pensioners, service rendered from the date of such appointment or re-employment, as the case may be, only will count for purposes of this rule.

(c) The scheme does not apply to persons appointed on contract basis.

Note 5:- The Budget Estimates of expenditure in respect of this scheme will be prepared by the Accounts Officer responsible for maintenance of the account of the Fund.

23. Deductions

Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by University with interest thereon credited under Rules 10 and 11, before the amount standing to the credit of the subscriber in the Fund is paid out of the Fund.

(A) the Vice-Chancellor may direct the deduction therefrom and payment to University of-

- (i) all amounts representing such contribution and interest; if the subscriber is dismissed from service due to misconduct, insolvency or inefficiency;

Provided that where the Vice-Chancellor is satisfied that such deduction would cause exceptional hardship to the subscriber, he may, by order, exempt from such deduction an amount not exceeding two-third of the amount of such contribution and interest which would have been payable to the subscriber, if he had retired on medical grounds:-

Provided further that if any such order of dismissal is subsequently cancelled, the amount so deducted shall, on his re-instatement in the service be replaced to his credit in the Fund.

- (ii) all amounts representing such contribution and interest, if the subscriber within five years of the commencement of his service as such, resigns from the service or ceases to be an employee under University otherwise than by reason of death, superannuation, or a declaration by a competent medical authority that he is unfit for further service, or the abolition of the post or the reduction of establishment.
- (B) the Vice-Chancellor may direct the deduction therefrom and payment to the University of any amount due under a liability incurred by a subscriber to University.

Note 1:- For the purpose of sub-clause (ii) of Clause (A) of this rule-

- (a) the period of five years shall be reckoned from the commencement of the subscriber's continuous service under University;
- (b) resignation from service in order to take up appointment in another Department of the Central Government, State Government or under a body corporate owned or controlled by Government or an autonomous organisation, registered under the Societies Registration Act, 1860 (21 of 1860) without any break and with proper permission of the University, shall not be treated as resignation from University service.

24. Manner of payment of amount in the Fund

- (1) When the amount standing to the credit of a subscriber in the Fund or the balance thereof after any deduction under Rule 23 becomes payable, it shall be the duty of the Accounts Officer after satisfying himself when no such deduction has been directed under that rule, that no deduction is to be made, to make payment on receipt of a written application in this behalf as provided in sub-rule (2).
- (2) The following procedure shall be adopted for claiming payment by a subscriber, namely-
 - (i) To enable a subscriber to submit an application for withdrawal of the amount in the Fund, the Registrar shall send to every subscriber necessary forms either one year in advance of the date on which the subscriber attains the age of superannuation, or before the date of his anticipated retirement, if earlier, with instructions that they should be returned to him duly completed within a period of one month from the date of receipt of the forms by the subscriber. The subscriber shall submit the application to the Accounts Officer through the Registrar for payment of the amount in the Fund. The application shall be made-
 - (A) for the amount standing to his credit in the Fund as indicated in the Accounts statement for the year ending one year prior to the date of his superannuation or his anticipated date of retirement, or
 - (B) for the amount indicated in his ledger account in case the Accounts Statement has not been received by the subscriber.

- (ii) The Registrar shall forward the application to the Accounts Officer indicating the recoveries effected against the advances which are still current and the number of instalments yet to be recovered and also indicate the withdrawals, if any, taken by the subscriber after the period covered by the last statement of the subscriber's account sent by the Accounts Officer.
- (iii) The Accounts Officer shall, after verification with the ledger account, issue an authority for the amount indicated in the application at least a month before the date of superannuation but payable on the date of superannuation.
- (iv) The authority mentioned in clause (iii) will constitute the first instalment of payment. A second authority be issued as soon as possible after superannuation. This will relate to the contribution made by the subscriber subsequent to the amount mentioned in the application submitted under clause (i) plus the refund of instalments against advances which were current at the time of first application.
- (v) After forwarding the application for final payment to the Accounts Officer, advance/ withdrawal may be sanctioned but the amount of advance/ withdrawal shall be drawn on an authorisation from the Accounts Officer who shall arrange this as soon as the formal sanction of sanctioning authority is received by him.

Note : When the amount standing to the credit of a subscriber has become payable under Rule 19, 20, 21 the Accounts Officer shall authorise prompt payment of the amount in the manner indicated in sub-rule (2).

25. Procedure on transfer to Pensionable service

- (1) If a subscriber is permanently transferred to pensionable service under the University, he shall, at his option, be entitled-
 - (a) to continue to subscribe to the Fund, in which case he shall not be entitled to any pension; or
 - (b) to earn pension in respect of such pensionable service, in which case, with effect from the date of his permanent transfer-
 - (i) he shall cease to subscribe to the Fund;
 - (ii) the amount of contributions by University with interest thereon standing to his credit in the Fund shall be repaid to University;
 - (iii) the amount of subscription together with interest thereon standing to his credit in the Fund shall be transferred to his credit in the General Provident Fund, to which thereafter he shall subscribe in accordance with the rules of that Fund; and

- (iv) he shall thereupon be entitled to count towards pension, service rendered prior to the date of permanent transfer, to the extent permissible under the Pension Rules.
- (2) A subscriber shall communicate his option under sub-rule (1) by a letter to the Registrar within three months of the date of the order transferring him permanently to pensionable service; and if no communication is received in the office of the Registrar within that period, the subscriber shall be deemed to have exercised his option in the manner referred to in clause (b) of that sub-rule.
26. Annual statement of accounts
- (1) As soon as possible after the 31st March of each year, the Accounts Officer shall send to each subscriber a statement of his account in the Fund showing the opening balance as on the 1st April of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 31st March of the year and the closing balance on that date. The Accounts Officer shall attach to the statement of accounts an enquiry whether the subscriber-
- (a) desires to make any alteration in any nomination made under Rule 4;
 - (b) has acquired a family in cases where the subscriber has made no nomination in favour of a member of his family under the proviso to sub-rule (1) of Rule 4.
- (2) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Accounts Officer within three months from the date of the receipt of the statement.
- (3) The Accounts Officer shall, if required by a subscriber, once but not more than once, in a year, inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

SECTION – II

GRATUITY

27. Retirement/ Death Gratuity

- (1) (a) An employee, who has completed five years' qualifying service at the University shall, on his retirement, be granted retirement gratuity equal to one-fourth of his emoluments for each completed six monthly period of qualifying service, subject to a maximum of 16 ½ times the emoluments.
- (b) If an employee dies while in service, the death gratuity shall be paid to his family in the manner indicated in the nomination made by the deceased, at the rates given in the table below, namely-

Length of qualifying service	Rate of death gratuity
(i) Less than 1 year	2 times of emoluments
(ii) One year or more but less than 5 years	6 times of emoluments
(iii) 5 years or more but less than 20 years	12 times of emoluments
(iv) 20 years or more	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments.

Provided that the amount of retirement gratuity or death gratuity payable under this rule shall in no case exceed three lakhs and fifty thousand rupees.

Provided further that where the amount of retirement or death gratuity as finally calculated contains a fraction of a rupee, it shall be rounded off to the next higher rupee.

- (2) If an employee who has become eligible for payment of University's share of contribution to the Contributory Provident Fund under the rules of the University, dies within a period of five years after he retires from the service of the University, and the sums actually received by him at the time of death on account of University's share of contribution to the Contributory Provident Fund, together with the gratuity under the sub-rule (1) above is less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency shall be granted to his family.
- (3) For the purpose of determining the amount of Gratuity under this rule, 'emoluments' shall mean basic pay which an employee was receiving immediately at the time of relinquishment of service or on the date of his death, as the case may be, including dearness pay, if any, but it will not include special pay, personal pay and other emoluments as pay.

EXPLANATION : Stagnation increment shall be treated as emoluments.

NOTE : In case the employee concerned was on leave with or without allowances immediately before retirement or death, pay for this purpose will be pay which he would have drawn had he not proceeded on such leave.

28. Persons to whom Gratuity is payable

- (1) (a) The gratuity payable under Rule 27 shall be paid to the person or persons on whom the right to receive the gratuity is conferred by means of a nomination in Form 1 or 2, as the case may be, as appropriate in the circumstances of the case conferring on one or more persons the right to receive the retirement/ death gratuity.
- (b) If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below :-
 - (i) If there are one or more surviving members of the family as in the following sub-clauses (aa), (bb), (cc) and (dd) to all such members in equal shares:
 - (aa) wife or wives including judicially separated wife or wives in the case of a male employee;
 - (bb) husband including judicially separated husband in the case of a female employee;
 - (cc) sons including step-sons and adopted sons; and
 - (dd) unmarried daughters including step-daughters and adopted daughters.
 - (ii) If there are no such surviving members of the family as in clause (i) above, but there are one or more members as in the following sub-clauses (aa), (bb), (cc) and (dd), (ee), (ff) and (gg) to all such members in equal shares:
 - (aa) widowed daughters including step-daughters and adopted daughters;
 - (bb) father } including adoptive parents in the case of individuals
 - (cc) mother } whose personal law permits adoption;
 - (dd) brothers below the age of eighteen years including step-brothers;
 - (ee) unmarried sisters and widowed sisters including step-sisters;
 - (ff) married daughters; and
 - (gg) children of the pre-deceased son.
- (2) If an employee dies after retirement without receiving the gratuity admissible under sub-rule (1) of Rule 27 the gratuity shall be disbursed to the family in the manner indicated in sub-rule (1).
- (3) The right of a female member of the family, or that of a brother, of an employee who dies while in service or after retirement, to receive the share of gratuity shall not be affected if the female marries or re-marries, or the brother attains the age of eighteen years, after the death of the employee and before receiving her or his share of the gratuity.
- (4) Where gratuity is granted under Rule 27 to a minor member of the family of the deceased employee, it shall be payable to the guardian on behalf of the minor.

28-A. Debarring a person from receiving gratuity-

- (1) If a person who in the event of death of an employee while in service is eligible to receive gratuity in terms of Rule 28, is charged with the offence of murdering the employee or for abetting in the commission of such an offence, his claim to receive his share of gratuity shall remain suspended till the conclusion of the criminal proceedings instituted against him.
- (2) If on the conclusion of the criminal proceedings referred to in sub-rule (1), the person concerned-
 - (a) is convicted for the murder or abetting in the murder of the employee, he shall be debarred from receiving his share of gratuity which shall be payable to other eligible members of the family, if any,
 - (b) is acquitted of the charge of murdering or abetting in the murder of the employee, his share of gratuity shall be payable to him.

29. Lapse of retirement gratuity/ death gratuity

Where an employee dies while in service or after retirement without receiving the amount of gratuity and leaves behind no family and-

- (a) has made no nomination, or
- (b) the nomination made by him does not subsist;

The amount of Retirement, Gratuity/ Death Gratuity payable in respect of such employee under Rule 27 shall lapse to the University.

Provided that the amount of Death Gratuity/ Retirement Gratuity shall be payable to the person in whose favour a succession certificate in respect of the gratuity in question has been granted by a Court of Law.

30. No gratuity shall be payable on resignation from the service of the University or dismissal or removal from it for misconduct, insolvency, inefficiency not due to age.

31. Relaxation of the provisions of the rules

Where the Board of Management is satisfied that the operation of any of these rules, causes or is likely to cause undue hardship in any particular case, it may, notwithstanding anything contained in these rules, by order for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

32. GENERAL :

The decisions, explanations, instructions, clarifications or procedure etc; issued by the Government of India or Government of NCT of Delhi from time to time relating to payment of Pensions, Gratuity, Family Pension etc; shall be applicable to the University employees also covered under these rules as per context.

**ORDINANCE 5 : INSTITUTION OF MEDALS, PRIZES AND AWARDS TO
THE OUTSTANDING STUDENTS**

The University may institute various medals, prizes, awards and certificates to the outstanding students pursuing various programmes in the Schools of Studies of the University, institutes and institutions maintained by the University or affiliated to it. The value of the awards/prizes, eligibility conditions, methods & procedure of selection and mode of payment shall be as laid down in the regulations formulated from time to time separately for Schools of Studies of the University, Institutions and Institutes maintained by the University or affiliated to it.

ORDINANCE 6 : CONFIRMATION

1. General

Confirmation will be made only once in the service of an official which will be in the entry grade. An officer who has successfully completed the probation shall be considered for confirmation.

2. Confirmation in the grade to which initially recruited :-

- (i) The appointee should satisfactorily complete the probation.
- (ii) The case will be placed before the Departmental Promotion Committee for confirmation.
- (iii) A specific order of confirmation will be issued when the case is cleared from all angles.

Note :- If a University employee is appointed to another post in the University by direct recruitment, it will be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. The fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post, the job requirements of which may be quite different from those of the old post.

3. Eligibility for confirmation :-

Before confirming a University employee, the appointing authority shall satisfy himself-

- (i) that the person concerned is educationally qualified unless the educational qualifications were specifically relaxed in his case by the competent authority or he belonged to a category of persons in whose case the prescribed educational qualifications stood relaxed at the time of his initial appointment.
- (ii) that the person satisfied the condition of the age-limit prescribed in the recruitment rules at the time of his initial appointment unless he was exempted from the condition to the extent provided in any general or special instructions.
- (iii) that he has been duly examined by appropriate medical authority and found fit, wherever necessary.
- (iv) that his character and antecedents have duly been verified through appropriate authorities.
- (v) that before confirming, integrity clearance in respect of him shall be obtained.

4. Confirmation of Probationers :-

A person appointed against a permanent post as a direct recruit with definite conditions of probation shall be confirmed in the grade with effect from the date on which he successfully completes the period of probation. The decision whether he should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, i.e., ordinarily within 6 to 8 weeks and communicated to the employee together with the reasons in case of extension. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service should be informed of his shortcomings well before the expiry of the original probationary period so that he can make severe efforts at self-improvement.

5. Composition of DPCs to consider cases of confirmation -

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|----|---|----|--|
| 1. | Posts equivalent to the grade of Lecturer and above | 1. | The Vice-Chancellor |
| | | 2. | Two members nominated by the Board of Management |
| | | 3. | The Dean of the School of Studies concerned. |
| 2. | All posts lower than the grade of Lecturer | 1. | The Vice-Chancellor (or his nominee) |
| | | 2. | The Registrar |
| | | 3. | A Dean, nominated by the Vice-Chancellor |
| | | 4. | A Dy. Registrar, nominated by the Vice-Chancellor. |

REVISED ORDINANCE 7 : MIGRATION OF STUDENTS

F.2(30)/Ord/IPU/DRP/2006/ - In pursuance of the provisions of Section 27 of the Guru Gobind Singh Indraprastha University Act 1998 (9 of 1998), the Board of Management of the Guru Gobind Singh Indraprastha University, hereby makes the revised Ordinance 7 relating to Migration of students.

1. No migration shall be allowed from other universities / colleges to the University Schools of Studies, University maintained colleges or affiliated institutions i.e. no inter-university migration shall be allowed in normal circumstances. It can be allowed in special circumstances by the Vice-Chancellor, on the recommendations of a Sub-Committee, comprising of three members of Academic Council, constituted by the Vice-Chancellor.
2. Migration (inter-se) from the University Schools of Studies, maintained institutions or affiliated institutions shall, however be considered as under :-
 - (a) No migration shall be allowed during first year of studies except on extreme compassionate grounds, with the prior approval of Academic Council.
 - (b) Migration from University School of Studies to University maintained institutions or affiliated institutions and vice-versa or from one institution to another institution in the same programme/ discipline in the second year / third semester can be considered in respect of following cases:-
 - (i) (a) Mutual migration of the student(s) in the same programme/ discipline may be allowed when 'No Objection' is conveyed by both the Deans/Directors/Principals, concerned of the University School of Studies/respective institutions, as applicable. Such migration shall be allowed with the approval of the Registrar of the University.
 - (b) In case applicants seeking migration from affiliated institutions to University School of Studies are more than the vacancies available, migration will be allowed on the basis of merit.
 - (ii) Under genuine circumstances migration of the students from University School of Studies to another institution and vice-versa or from one institution to another institution in the same programme/discipline may be allowed provided that the 'No Objection Certificate' is issued by the University School of Studies/ institution where he or she is studying in the previous semester and also vacancy exists in the institution/ University School of Studies where he or she is seeking migration. Such migration shall be allowed only with the prior approval of Vice-Chancellor.
 - (ii) In case of migration of the student from one affiliated institution to another institution, the fee structure shall remain unchanged. However, in case of migration from affiliated institutions to University Schools of Studies, the

candidate is required to pay the fee as prescribed in the University Schools of Studies for the same programme / discipline.

3. Under exceptional circumstances or in order to take care of unforeseen situations, the Academic Council may consider any relaxation in this Ordinance for reasons to be recorded in writing.

The above ordinance has come into force with effect from the date of approval by the Board of Management.

By order

Sd/-
(V. K. Jain)
Registrar

BOM Resolution : 29.4 dated 20.3.2006

ORDINANCE 8 : APPOINTMENT OF QUALIFIED STAFF / RECOGNITION OF TEACHERS IN PURSUANCE OF STATUTE 18

1. Recognised teachers mean such persons as are approved by the University for the purpose of imparting instructions in a College or Institution admitted to the privileges of the University. Recognised teacher of the University shall be
 - a. Teachers of the Colleges or Institutions affiliated to the University, subject to the fulfilment of the following conditions :
 - i) The teachers have the qualifications & experience, as laid down for various programmes as specified in the appendices linked herewith.
 - ii) The teachers are working on regular basis in the scales of pay as laid down by the University/ Statutory authorities relating to the said programmes.
 - iii) The teacher is taking classes for a course/ programme, for the conduct of which, the affiliation has been granted by the University.
 - iv) The teacher is approved by the selection committee as a Professor, Reader, Lecturer or in any other capacity, after following the procedure as laid down in subsequent clause.
2. Procedure for recognition of teachers :
 - i) All applications for the recognition of teachers of the University shall be made in a format laid down by the University, through the Director/ Principal of the College or Institution.
 - ii) The bio-data of teachers who fulfill the conditions as laid down above shall be submitted before the Selection Committee as constituted under Statute 16(2) for approval for recognition of the teachers.
3. In case a teacher recognised in any of the capacities mentioned above by the University discontinue to serve in any institution affiliated to the University, he/ she shall loose his/ her recognition. However, if he/ she rejoins any of the affiliated institutions subsequently, his/ her recognition as previously done by the University shall be restored.
4. The Vice Chancellor may, withdraw recognition from a teacher, for reasons to be recorded.

Provided that the teacher or the college concerned may, within a period of thirty days from the date of order of withdrawal, appeal against the order to the Board of Management, whose decision shall be final.

Appendices in regard to the minimum qualifications and experience laid down for teaching posts for various disciplines / programmes in which teaching is conducted in a college or an institution admitted to the privileges of the University

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|-------|---|---|---------------------|
| I. | For teaching posts in degree / post graduate level
technical institution or college –Humanities & Sciences disciplines | - | Appendix-A |
| II. | For teaching posts in degree / post graduate level
technical institution – Engineering & Technology disciplines | - | <i>Appendix -B</i> |
| III. | For teaching posts in degree / post graduate level
technical institution – Architecture/ Planning disciplines | - | <i>Appendix -C</i> |
| IV. | For teaching posts in degree / post graduate level
technical institution – Pharmacy disciplines | - | <i>Appendix –D</i> |
| V. | For teaching posts in post graduate level
technical institution – Management disciplines | - | <i>Appendix –E</i> |
| VI. | For teaching posts in post graduate level
technical institution – Computer Application disciplines | - | <i>Appendix –F</i> |
| VII. | For teaching posts in institutions conducting studies for
the award of degree in Homeopathy | - | <i>Appendix –G</i> |
| VIII. | For teaching posts in institutions conducting studies for
the award of degree in Physiotherapy | - | <i>Appendix –H</i> |
| IX. | For teaching posts in institutions conducting
BBA (Hons.) /BBA/BCA/ BCAM/ /BIS (Hons)
programmes | - | <i>Appendix –I</i> |
| X. | For teaching posts in institutions conducting
LLB (Hons.) programme | - | <i>Appendix –J</i> |
| XI. | For teaching posts in institutions conducting
B.Ed. programme | - | <i>Appendix –K</i> |
| XII. | For teaching posts in institutions conducting
BHMCT programme | - | <i>Appendix –L</i> |
| | Grade Equivalents | - | <i>Appendix – M</i> |

Minimum qualifications and experience laid down for teaching posts in degree/post graduate level technical institutions or colleges – Humanities & Sciences disciplines			
S.NO.	CADRE / DESIGNATION	QUALIFICATIONS	EXPERIENCE
1.	Lecturer	<p>Good academic record with at least 55% marks or an equivalent CGPA at the Master's degree level in the relevant subject from an Indian University or an equivalent degree from a Foreign University.</p> <p>Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.</p>	No minimum requirement
2.	Reader	<p>Good academic record with atleast 55% marks or an equivalent CGPA at the Master's level and Ph.D. degree in the relevant subject.</p>	5 years experience in Teaching and/or Research excluding the period spent for obtaining the degrees and has made some mark in the areas of Scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.
3.	Professor	<p>Good academic record with atleast 55% marks or an equivalent CGPA at the Master's level and Ph.D. degree in appropriate branch of Humanities and Sciences. (Desirable : Post-Doctoral work in appropriate branch of Humanities & Science)</p>	10 years experience of which at least 5 years should be at a Senior level comparable to that of a Reader in Postgraduate teaching, and/or experience in research at the University/National level Institutions, including experience of guiding research at Doctoral level.

Note :- If a grade point system is adopted, the CGPA will be converted into equivalent marks on a ten point / seven point scale as applicable, as per table given in Appendix-'M'.

Minimum qualifications and experience laid down for teaching posts in degree/post graduate level technical institutions - Engineering & Technology disciplines				
S.NO.	CADRE DESIGNATION /	QUALIFICATIONS	EXPERIENCE	QUALIFICATIONS & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION
1.	Lecturer	First Class Bachelor's Degree in the appropriate branch of Engineering/ Technology or First Class Master's Degree in the appropriate branch of Engineering/ Technology	No minimum requirement	
2.	Reader	Ph.D. Degree with the First Class Degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 3 years' experience in Teaching / Industry / Research at the level of Lecturer or equivalent. OR First Class Degree at Master's Level in the appropriate branch of Engineering/Technology with 5 years experience in Teaching / Industry at the level of Lecturer or equivalent. Such candidates will be required to obtain Ph.D. Degree within a period of 7 years from the date of appointment as Assistant Professor.		Candidates from Industry / Profession with First Class Bachelor's Degree / First Class Master's Degree in the appropriate branch of Engineering / Technology AND Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 5 years industrial / Professional experience would also be eligible.
3.	Professor	Ph.D. Degree with first class Degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology #	10 years experience in Teaching/Industry/Research out of which 5 years must be at the level of Reader and/or equivalent.	Candidates from Industry/ Profession with Master's Degree in Engineering/ Technology and with professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years experience of which atleast 5 years should be at a Senior Level comparable to that of a Reader would also be eligible.
4.	Director/ Principal/ Head of Institute	Ph.D. Degree (with first class degree at Bachelor's or Master's level) In addition, the candidate should be an eminent person in the field.	15 years experience in Teaching/Industry/Research out of which 5 years must be at the level of Professor or above in Engineering/ Technology	Candidates from Industry/ Profession with Master's degree in Engineering/Technology and with the professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 15 years experience of which atleast 5 years should be at a Senior Level comparable to that of a Professor would also be eligible. Desirable: Administrative Experience in a responsible Position
<p>Note: If a class/division is not awarded at BE/ME/Equivalent Degree a minimum of 60% marks in aggregate shall be considered equivalent to first class division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks on a ten point / seven point scale, as applicable, as per table given in Appendix -'M'.</p> <p># In the discipline of Computer Science/Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/or Master's Level in the appropriate branch", a first class Master's Degree in Computer Science Engineering/Technology together with a First Class Bachelor's Degree in any area of Engineering Technology will be acceptable.</p>				

Minimum qualifications and experience laid down for teaching posts in degree/post graduate level technical institutions – Architecture/Planning disciplines		
Cadre / Designation	Qualification / Work Experience (excluding time period for acquisition of PG/ Ph.D. Qualification)	Qualification and experience for candidates from Practice
Lecturer	First Class Bachelor's Degree in Architecture OR (i) Bachelor's Degree in Architecture; and (ii) First Class Master's Degree in Architecture / Planning No minimum requirement or work experience etc.	--
Reader	(i) First Class Bachelor's Degree in Architecture; and (ii) Master's Degree in Architecture/ Planning OR (i) Bachelor's Degree in Architecture; and (ii) First Class Master's Degree in Architecture/ Planning OR (i) First Class Bachelor's Degree in Architecture; and (ii) Ph.D. in Architecture / Planning 5 years experience in Teaching / Practice/ Research at the level of Lecturer or equivalent	Candidates from Practice with Bachelor's Degree in Architecture and Master's Degree in Architecture / Planning having First Class at either of the level and having 5 years of professional experience shall also be eligible.
Professor	(i) First Class Bachelor's Degree in Architecture; (ii) Master's Degree in Architecture/Planning (iii) Ph.D. in Architecture/ Planning or published research works in referred journals/ significant professional work which can be considered equivalent to Ph.D. OR (i) Bachelor's Degree in Architecture; (ii) First Class Master's Degree in Architecture/ Planning; and (iii) Ph.D. in Architecture/ Planning or published research works in referred journals/ significant professional work which can be considered equivalent to Ph.D. OR (i) First Class Bachelor's Degree in Architecture; and (ii) Ph.D. in Architecture / Planning 10 years experience in Teaching / Practice/ Research out of which 5 years must be at the level of Assistant Professor or equivalent in case the candidate is Ph.D. OR 13 years experience in Teaching / Practice / Research out of which 5 years must be at the level of Assistant Professor or equivalent in case the candidate is not Ph.D.	Candidates from Practice with Bachelor's Degree in Architecture and Master's Degree in Architecture / Planning having First Class at either of the level and having done professional work which is significant and can be recognized equivalent to Ph.D. in Architecture / Planning and with 13 years of professional experience, out of which 5 years should be at a Senior Level.

Professor (Design Chair)	Bachelor's Degree in Architecture	Each institution shall have at least one person, subject to a maximum of 10% of the Posts of Professors, appointed on this Chair who has 20 years of professional experience and having done exceptional professional work. Such appointment shall be for a tenure of 3 years.
Director / Principal	<p>(i) First Class Bachelor's Degree in Architecture; (ii) Master's Degree in Architecture/Planning; and (iii) Ph.D. in Architecture/ Planning or published research works in referred journals/ significant professional work which can be considered equivalent to Ph.D.</p> <p>OR</p> <p>(i) Bachelor's Degree in Architecture; (ii) First Class Master's Degree in Architecture/Planning; and (iii) Ph.D. in Architecture/ Planning or published research works in referred journals/ significant professional work which can be considered equivalent to Ph.D.</p> <p>OR</p> <p>(i) First Class Bachelor's Degree in Architecture; and (ii) Ph.D.in Architecture/ Planning; In addition to (i), (ii) & (iii), the candidate should be an eminent person in the field. 15 years experience in Teaching / Practice/ Research out of which 5 years must be at the level of Professor or above in Architecture / Planning in case the candidate is Ph.D.</p> <p>OR</p> <p>18 years experience in Teaching / Practice / Research out of which 5 years must be at the level of Professor or above in Architecture / Planning in case the candidate is not Ph.D.</p> <p><u>Desirable</u> : Administrative experience in responsible position.</p>	<p>Candidates from Practice with Bachelor's Degree in Architecture and Master's Degree in Architecture/ Planning having First Class at either of the level and having done professional work which is significant and can be recognized equivalent to Ph.D. in Architecture / Planning and with 18 years of professional experience, out of which 5 years should be at a Senior Level.</p> <p><u>Desirable</u> :- Administrative Experience in a responsible position.</p>
<p><u>Note</u>: 1. Only Candidates registered with the Council of Architecture under the provisions of the Architects Act, 1972 shall be eligible for the above posts.</p> <p>2. If a class/division is not awarded at Master's Level, a minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks on a ten point / seven point scale, as applicable, as per Table given in Appendix-'M'.</p>		

Minimum qualifications and experience laid down for teaching posts in degree/post graduate level technical institutions – Pharmacy disciplines				
S.NO.	CADRE / DESIGNATION	QUALIFICATIONS	EXPERIENCE	QUALIFICATIONS & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION
1.	Lecturer	First Class Master's Degree in appropriate branch of specialisation in Pharmacy	No minimum requirement	
2.	Reader	Ph.D. Degree (with First Class Degree either at Bachelor's or Master's level) in the appropriate branch of specialisation in Pharmacy.	3 years experience in Teaching/ Industry/ Research at the level of Lecturer or equivalent.	Candidates from Industry/ Profession with first class Master's degree in appropriate branch of specialisation in Pharmacy and professional work which is significant and can be recognised as equivalent to Ph.D degree and with 5 years experience would also be eligible..
3.	Professor	Ph.D. Degree (with First Class Degree either at Bachelor's or Master's level) in appropriate branch of specialisation in Pharmacy.	10 years experience in Teaching/ Industry/Research out of which 5 years must be at the level of Reader or equivalent.	Candidate from industry/ Profession with first class Master's degree in appropriate branch of specialization in pharmacy and with professional work which is significant and can be recognised as equivalent to Ph.D. degree and with 10 years experience of which atleast 5 years should be at a Senior Level comparable to that of a Reader would also be eligible.
4.	Director/ Principal/ Head of Institution	Ph.D. Degree (with First Class Degree either at Bachelor's or Master's level) in appropriate branch of specialisation in Pharmacy. In addition the candidates should be an eminent person in the field.	15 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Professor or above in Pharmacy. Desirable: Administrative experience in a responsible position.	Candidate from Industry/ Profession with Ph.D. degree (with first class degree either at Bachelor's or Master's level) in the appropriate branch of specialisation in pharmacy and with professional work which is significant and can be recognised as equivalent to Ph.D. degree and with 15 years experience of which atleast 5 years should be at a Senior Level comparable to that of a Professor would also be eligible. Desirable: Administrative experience in a responsible position
<u>Note:</u> If a class/division is not awarded at Master's Level a minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks on a ten point / seven point scale, as applicable, as per table given in Appendix -'M'.				

Minimum qualifications and experience laid down for teaching posts in post graduate level technical institutions – Management disciplines				
S.NO	CADRE / DESIGNATION	QUALIFICATIONS	EXPERIENCE	QUALIFICATIONS & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION
1.	Lecturer	First Class Master's Degree in Business Management/ Administration/ other relevant management related discipline.	No minimum requirement.	-
2.	Reader	Ph.D. Degree or a Fellowship of IIMs, ICA or ICWA with First Class Master's Degree in Business Management/Administration/other relevant management related discipline.	3 years experience in Teaching/ Industry/Research/ Profession.	Candidates from Industry/ Professions with first class Master's degree in Business Management/Administration/ other relevant management related discipline. And Professional work which is significant and can be recognised at national/ international level as equivalent to Ph.D. degree and with 5 years experience in Industry/ Profession, would also be eligible.
3.	Professor	Ph.D. Degree or a Fellowship of IIMs, ICA or ICWA with First Class Master's Degree in Business Management/ Administration/other relevant management related discipline.	10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Reader and / or equivalent.	Candidates from Industry/ Profession with first class Master's degree in Business Administration/other relevant management related discipline. And Professional work which is significant and can be recognized as equivalent to Ph.d. degree and with 10 years experience of which atleast 5 years should be at a Senior Level comparable to that of a Reader would also be eligible.
4.	Director/ Principal or Head of Institute	Ph.D. Degree or a Fellowship of IIMs, ICA or ICWA with First Class Master's Degree in Business Management/ Administration/other relevant management related discipline In addition, the candidate should be an eminent person in the field.,	15 years experience in Teaching/industry/ Research out of which 5 years must be at the level of Professor or above in Management. Desirable: Administrative experience in a responsible position.	Candidates from industry/ Profession with first class Master's degree in Business Management/Administration/other relevant management related discipline. And Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 15 years experience of which atleast 5 years should be at a Senior Level comparable to that of a Professor would also be eligible. Desirable : Administrative experience in a responsible position.
<u>Note:</u> If a class/division is not awarded at Master's Level, a minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks on a ten point / seven point scale, as applicable, as per table given in Appendix – 'M'.				

Minimum qualifications and experience laid down for teaching posts in post graduate level technical institutions – Computer Application disciplines				
S.NO.	CADRE DESIGNATION /	QUALIFICATIONS	EXPERIENCE	QUALIFICATIONS & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION
1.	Lecturer	First Class B.E./B.Tech. in Computer Science/Engineering/ Technology OR First Class M.C.A Degree	No minimum requirement	-
2.	Reader	Ph.D. Degree in any branch of Science/Engineering/Management with the First Class Degree at Bachelor's or Master's level in Computer Engineering/Computer Technology OR Ph.D. Degree in Computer Science with 1 st Class MCA Degree (Desirable : Ph.D. degree in Computer Science/Computer Engineering/Computer Technology)	3 years experience in Teaching/Industry/Research at the level of Lecturer or equivalent after Ph.D..	Candidates from Industry/ Profession with First Class B.E./B.Tech. in Computer/ Science/Engineering/ Technology or First Class MCA degree. And Professional work which is significant and can be recognised as equivalent to Ph.D. degree and with 5 years experience would also be eligible.
3.	Professor	Ph.D. Degree in any branch of Science/Engineering/ Management with First Class Degree at Bachelor's or Master's level in the Computer Science/Computer Engineering/Computer Technology. OR Ph.D. Degree in Computer Science with 1 st Class MCA Degree	10 years experience in Teaching/Industry/Research out of which 5 years must be at the level of Reader and / or equivalent.	Candidates from Industry/ Profession with First class B.E./B.Tech. in Computer Science/Engineering/ Technology or first class MCA degree and Professional work which is significant and can be recognised as equivalent to Ph.D. degree and with 10 years experience of which atleast 5 years should be at a Senior Level comparable to that of a Reader would also be eligible.
4.	Director/ Principal or Head of Institute	Ph.D. Degree in any branch of Science/ Engineering/ Management with First Class Degree at Bachelor's or Master's level in Computer Engineering/ Computer Technology OR Ph.D. Degree in Computer Science with 1 st Class MCA Degree	15 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Professor or above in Computer Engineering/ Computer Technology/ Application. Desirable : Administrative experience in a responsible position.	Candidates from Industry / Profession with First class B.E./ B. Tech. in Computer Science/ Engineering/ Technology or First Class MCA degree. AND Professional work which is significant and can be recognised as equivalent in Ph.D. degree and with 15 years experience of which atleast 5 years should be at a senior level comparable to that of a Professor would also be eligible. Desirable: Administrative experience in a responsible position.

- Note :** 1. For teaching posts in Management courses, if any, qualifications and experience for each category shall be governed by qualification and experience for Management discipline as given in the relevant Appendix.
2. In the discipline of Computer Science/Engineering/Technology, in lieu of the “First Class degree at Bachelor’s and/or Master’s level in the appropriate branch”, a first class Master’s Degree in Computer Science/Engineering/Technology together with a First Class Bachelor’s Degree in any area of Engineering/Technology will be acceptable.

Appendix-G

Minimum qualifications and experience laid down for teaching posts in institutions conducting studies for the award of degree in Homoeopathy				
S.NO.	CADRE / DESIGNATION	QUALIFICATIONS	EXPERIENCE	AGE
1.	Principal	<p>Essential Qualifications: A recognised diploma after 4 years’ study or a degree in Homoeopathy.</p> <p>OR</p> <p>Qualification included in the III Schedule of the Homoeopathy Central Council Act. 1973.</p> <p>Preferential qualifications: Having both a recognised diploma after 4 years’ study or a degree in Homoeopathy and any qualification included in III Schedule of the Homoeopathy Central Council Act.</p>	<p>Ten years teaching experience with 5 years administrative experience in a recognised Homoeopathic College or Hospital.</p> <p>Research experience in Homoeopathy in an institution recognised by the Central Council for Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy of the Central Government or a State Government.</p>	Not more than 50 years as on the last date of receipt of application for the post. Age relaxable for an exceptionally qualified person.
2.	Professor in Homoeopathic Subjects	<p>Essential Qualification: A recognised diploma after 4 years’ study or a degree in Homoeopathy.</p> <p>OR</p> <p>A qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.</p> <p>Preferential Qualifications: Having both a recognised diploma or a degree in Homoeopathy and the qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.</p>	<p>Three years teaching experience as a Reader or ten years teaching experience.</p> <p>Administrative experience or Research experience in an institution on unit recognised by Central Council for Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or the Central Government or a State Government in a responsible position.</p>	Not more than 45 years as on the last date of receipt of application for the post. Age relaxable in the case of an exceptionally qualified person.
3.	Professor in Allied Medical Subjects	<p>Essential Qualifications: A recognised diploma after 4 years’ study or a degree in Homoeopathy</p> <p>OR</p>	Three years teaching experience as Reader or ten years teaching experience in the subject concerned in Homoeopathic or Allopathic Medical College.	Not more than 45 years as on the last date of receipt of application for the post. Age relaxable in the case of an exceptionally qualified person.

		<p>A degree recognised by the Medical Council of India preferably with qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.</p> <p>Preferential Qualifications: Any qualification in Homoeopathy as per Second and Third Schedules for those possessing qualifications recognised by the Medical Council of India.</p>	<p>Administrative or Research experience in an institution recognised by the Central Council of Homoeopathy or Central Council of Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or Central Government or a State Government in a responsible position.</p>	
4.	Reader in Homoeopathic subjects	<p>Essential qualifications:</p> <p>A recognised diploma after 4 years' study or a degree in Homoeopathy.</p> <p>OR</p> <p>A qualification included in the III Schedule of Homoeopathy Central Council Act, 1973.</p> <p>Preferential Qualifications:</p> <p>Having both a recognised diploma or a degree in Homoeopathy and a qualification included in the III Schedule of Homoeopathy Central Council Act, 1973.</p>	<p>Four years of teaching experience as Lecturer or seven years of teaching experience.</p> <p>Administrative experience or Research experience in an Institution recognised by Central Council of Homoeopathy or Central Council for Research in Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or Central Government or a State Government in a responsible position.</p>	<p>Not more than 40 years as on the last date of receipt of application for the post. Age relaxable in the case of an exceptionally qualified person.</p>
5.	Reader in Allied Medical Subjects	<p>Essential Qualification:</p> <p>A recognised diploma after 4 years' study or a degree in Homoeopathy</p> <p>OR</p> <p>A degree recognised by the Medical Council of India preferably with qualifications included in the III Schedule of the Homoeopathy Central Council Act, 1973</p> <p>Preferential Qualification: A qualification in Homoeopathy included in the Second and Third schedules for those possessing allopathic qualifications.</p>	<p>Four years of teaching experience as a lecturer or seven years of teaching experience in a recognised Allopathic or Homoeopathic Medical College.</p> <p>Administrative or Research experience in an institution recognised by the Central Council of Indian Medicine and Homoeopathy or Central Council for Research in Homoeopathy or Central Government or a State Government in a responsible position.</p>	<p>Not more than 40 years as on the last date of receipt of application for the post. Age relaxable in the case of an exceptionally qualified person.</p>

6.	Lecturer in Homoeopathic Subjects	<p>Essential Qualifications:</p> <p>A recognised diploma after 4 years' study or a degree in Homoeopathy OR A qualification included in the III Schedule of the Homoeopathy Central Council Act, 1973.</p> <p>Preferential Qualifications:</p> <p>Having both a recognised diploma or a degree in Homoeopathy and qualification included in III Schedule of the Homoeopathy Central Council Act, 1973.</p>	Three years teaching experience as demonstrator.	Not more than 35 years as on the last date of receipt of application for the post. Age relaxable in the case of an exceptionally qualified person.
7.	Lecturer in Allied Medical subjects	<p>Essential Qualifications:</p> <p>A recognised diploma after 4 years' study or a degree in Homoeopathy OR A degree recognised by the Medical Council of India preferably with qualifications included in the III Schedule of Homoeopathy Central Council Act, 1973.</p> <p>Preferential Qualifications:</p> <p>M.D. or M.S. or an Allopathic Post Graduate diploma or degree in the subject concerned and/or qualification in Homoeopathy included in the Third Schedule of the Homoeopathy Central Council Act, 1973.</p>	Three years experience in a recognised Homoeopathic or Allopathic Medical College.	Not more than 35 years on the last date of receipt of application for the post. Age relaxable for an exceptionally person.
8.	Demonstrators (in all subjects)	<p>Essential Qualifications:</p> <p>A recognised diploma after 4 years' study or a degree in Homoeopathy OR A degree in modern medicine.</p> <p>Preferential Qualifications:</p> <p>Having both a recognised diploma or a degree in Homoeopathy and qualification included in the III Schedule of Homoeopathy Central Council Act, 1973. OR M.D. or M.S. or Post Graduate Diploma or degree in the subject concerned.</p>	--- Experience of working at any State Homoeopathic Dispensary, Government Homoeopathic Dispensary or at any recognised Homoeopathic or Allopathic College and Hospital.	Must be between 22 to 30 years on the last date of receipt of application. Age relaxable in the case of an exceptionally qualified and experienced person.

Minimum qualifications and experience laid down for teaching posts in institutions conducting studies for the award of degree in Physiotherapy			
S.NO.	CADRE / DESIGNATION	QUALIFICATIONS	EXPERIENCE IN RELEVANT FIELD
1.	Director/Professor	MD (PMR) or DNB (PMR) or MS (ORTHO)	15 years
2.	Reader	Ph.D. in Physiotherapy or M.Sc. in Physiotherapy or Degree in Physiotherapy	One year for Ph.D., 5 years for M.Sc. and 10 years for Degree
3.	Lecturer/Clinical Tutor	M.Sc. in Physiotherapy or Degree in Physiotherapy	Two years for M.Sc. and 3 years for Degree in the relevant field.
4.	Senior Physiotherapist	M.Sc. in Physiotherapy or Degree in Physiotherapy or Diploma in Physiotherapy	One year for M.Sc., 2 years for Degree and 3 years for Diploma
5.	Physiotherapists	M.Sc. in Physiotherapy or Degree in Physiotherapy or Diploma in Physiotherapy	One year for Degree and 2 years for Diploma
6.	Occupational Therapists	M.Sc. in Occupational Therapy or Degree in Occupational Therapy	One year for Degree and two years for Diploma

* PMR - Physical Medicine & Rehabilitation

* DNB - Diploma in National Board

Minimum qualifications and experience laid down for teaching posts in institutions conducting BBA(Hons.)/BBA/BCA/ BCAM / BIS(Hons.) programmes			
S.NO.	CADRE / DESIGNATION	QUALIFICATIONS	EXPERIENCE
1.	Lecturer (Computer Application)	Good academic record with at least 55% marks or equivalent grade in BE/B.Tech. in Computer Science/Computer Application/ Software Engineering/ Information Technology OR At least 55% marks in MCA/Master of Software Engineering or an equivalent grade.	-
2.	Lecturer (Humanities, Management, Commerce, Social Science, Languages, Applied Science)	Good academic record with at least 55% marks or equivalent grade at the Master's degree level in the relevant subject from Indian University or from Foreign University. Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	-
3.	Reader (Computer Application)	Ph.D. degree in any branch of Science/ Engineering/Management/Information Technology with at least 55% marks or equivalent grade in B.E./B.Tech. in Computer Science/ Computer Application/Software Engineering/ Information Technology. or Ph.D. degree in Computer Science/ Application with 55% marks in MCA / Master of Software Engineering.	5 years experience of Teaching and or research excluding the period spent for obtaining the research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

4.	Reader in Humanities, Management, Social Science, Languages, Commerce & Applied Science	Good academic record with at least 55% marks or an equivalent grade at master degree level in relevant subject with doctoral degree or equivalent published work.	5 years experience of Teaching and or research excluding the period spent for obtaining the research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contributions to educational innovation, design of new courses and curricula.
5.	Professor	(i) A Master's Degree with at least 55% of the marks or its equivalent grade. (ii) Ph.D. or equivalent qualification.	10 years of experience in postgraduate teaching, and/or experience in research at the University/National Level institutions, including experience of guiding research at doctoral level OR An outstanding scholar with established reputation who has made significant contribution to knowledge.
6.	Director/Principal	(i) A Master's Degree with at least 55% of the marks or its equivalent grade. (ii) Ph.D. or equivalent qualification.	Total experience of 15 years of teaching/Research in Universities/ Colleges and other institutions of higher education.

Notes :-

- (1) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ ST category.
- (2) A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September, 1991.
- (3) If a grade system is adopted, the grading shall be converted into equivalent marks on a ten point / seven point scale, as applicable, as per table given in Appendix-'M'.
- (4) NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject upto 31st December, 1993, are exempted from appearing the NET examination.
- (5) The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers.
- (6) A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC / CSIR only prior to 1989, when the minimum marks required to appear for JRF exam were 50%.

Minimum qualifications and experience laid down for teaching posts in institutions conducting LLB (Hons.) Programme			
S.NO.	CADRE / DESIGNATION	QUALIFICATIONS	EXPERIENCE
1.	Lecturer (Law)	Good academic record with: - LLB. 55% marks or equivalent grade - LLM 55% marks or equivalent grade Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	
2.	Lecturer (Language/Political Science/Economics)	Good academic record - Master's degree in relevant subject not less than 55% marks or equivalent Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	
3.	Reader	Good Academic record with master degree in Law (LLM) at least 55% marks or an equivalent grade M.Phil (in Law) desirable	5 years teaching experience or 10 years practice in High Court/ Supreme Court.
4.	Professor (Law)	Good academic record with Master degree in Law (LLM) 55% marks or equivalent grade Ph.D. or equivalent published work desirable.	10 years teaching experience of law in any University/College or 15 years experience of legal practice in High Court/Supreme Court.
5.	Professor/Director	Good academic record with Master degree in Law (LLM) 55% marks or equivalent grade Ph.D. or equivalent published work desirable.	15 years teaching experience in any University/20 years experience in High Court/Supreme Court.

Notes :-

- (1) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ ST category.
- (2) A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September, 1991.
- (3) If a grade system is adopted, the grading shall be converted into equivalent marks on a ten point / seven point scale, as applicable, as per table given in Appendix-'M'.
- (4) NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject upto 31st December, 1993, are exempted from appearing the NET examination.

- (5) The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers.
- (6) A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC / CSIR only prior to 1989, when the minimum marks required to appear for JRF exam were 50%.

Appendix-K

Minimum qualifications and experience laid down for teaching posts in institutions conducting B.Ed. Programme		
S.No.	Cadre / Designation	Qualifications & Experience
1.	Principal/Head (Education)	* UGC Norms with PG Degree in Education and with 10 years experience in teaching, research / administration of which at least 5 years related to Teacher education.
2.	Reader/Lecturer (Education)	* UGC Norms with PG degree in Education, M.A. (Edn)/ M.Ed. / PG in relevant school subject, 5 years teaching and / or research experience in Teacher Education institution, Ph.D. in any subject, preferably in Education.
3.	Lecturer Method Subjects	* UGC Norms with a Master's degree in a school subject and a P.G. degree in Education.
4.	Lecturer Method Subjects/ Physical Education	As above / Master's degree in Physical Education

* UGC Norms :-

Principal

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F.
2. Ph.D. or equivalent qualification.
3. Total experience of 10 years of teaching / Research in Universities / Colleges and other institutions of higher education.

Reader

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the university system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at the Master's degree level.

Five years of experience of teaching and / or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

Lecturer

Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the National eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

Note :- NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject upto 31st December, 1993, are exempted from appearing in the NET examination.

Notes :-

- (1) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ ST category.
- (2) A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September, 1991.
- (3) If a grade system is adopted, the grading shall be converted into equivalent marks on a ten point / seven point scale, as applicable, as per table given in Appendix-'M'.
- (4) NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidate who have completed M.Phil. degree or have submitted Ph.D. thesis in the concerned subject upto 31st December, 1993, are exempted from appearing the NET examination.
- (5) The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers.
- (6) A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC / CSIR only prior to 1989, when the minimum marks required to appear for JRF exam were 50%.
- (7) A relaxation of 5% (from 55% to 50%) of marks at the Master's level may be provided to the Physically and Visually Handicapped persons in appointments as Lecturer in the University and colleges. (BOM Resolution : 21.8 dated 11.3.2003)

Minimum qualifications and experience laid down for teaching posts in institutions Conducting degree in Hotel Management & Catering Technology			
S.NO.	CADRE / DESIGNATION	QUALIFICATION & EXPERIENCE	QUALIFICATION AND EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION
1.	Lecturer	First Class 3 year Degree/ Diploma with 10+2 in HMCT or equivalent with 2 years experience in teaching/ industry/ research. OR First Class 4 years Bachelor's degree in HMCT or equivalent OR (i) Bachelor's Degree in HMCT or equivalent, and (ii) First Class Master's Degree in HMCT or equivalent.	Candidates from Industry/ Practice with First Class in 3 years Diploma with 10+2 / Degree in HMCT or equivalent and with professional experience of 2 years would also be eligible.
2.	Assistant Professor	First Class 3 years Degree/ Diploma with 10+2 in HMCT or equivalent with 8 years experience in teaching / industry/ research at the level of Lecturer or equivalent. OR First Class 4 years Bachelor's Degree in HMCT or equivalent with 7 years of experience in teaching/ industry/ research at the level of Lecturer or equivalent. OR First Class Master's Degree in HMCT or equivalent with 5 years experience in teaching/ industry/ research at the level of Lecturer or equivalent.	Candidates from industry/ practice with First Class in 4 years Degree in HMCT or equivalent and with professional work which is significant and can be recognized as equivalent to Master's degree with 7 years of experience would also be eligible. OR Candidates from industry/ practice with First Class in 3 years Diploma with 10+2 / Degree in HMCT or equivalent and with professional work which is significant and can be recognized as equivalent of Master's degree with 8 years of experience would also be eligible.
3.	Professor	First Class 3 year Diploma with 10+2 / Degree in HMCT or equivalent with 15 years of experience in teaching/ industry/ research out of which 5 years must be at the level of Assistant Professor and / or equivalent. OR	Candidates from industry/ practice with 3 years diploma with 10+2 / degree in HMCT or equivalent and with professional work which is significant and can be recognized as equivalent to Master's degree with 15 years of experience out of which at least 5 years should be at a Senior level comparable to that of an Assistant Professor would also be eligible.

		<p>First Class 4 year Degree in HMCT or equivalent with 14 years of experience in teaching/ industry/ research out of which 5 years must be at the level of Assistant Professor and/ or equivalent/</p> <p>OR</p> <p>First Class Master's degree in HMCT or equivalent with 13 years of experience in teaching/ industry/ research out of which 5 years must be at the level of Assistant Professor or equivalent.</p> <p>OR</p> <p>Ph.D. Degree with first class degree at Bachelor's or Master's level in HMCT or equivalent with 10 years of experience in teaching/ industry/ research out of which 5 years must be at the level of Assistant Professor or equivalent.</p>	<p>OR</p> <p>Candidates from industry/ practice with 4 years degree in HMCT or equivalent and with professional work which is significant and can be recognized as equivalent to Master's degree with 14 years of experience out of which at least 5 years should be at a Senior level comparable to that of an Assistant Professor would also be eligible.</p> <p>OR</p> <p>Candidates from industry/ practice with Master's degree in HMCT or equivalent and with professional work which is significant and can be recognized as equivalent to Ph.D. degree with 13 years of experience out of which at least 5 years should be at a Senior level comparable to that of an Assistant Professor would also be eligible.</p>
4.	Principal	<p>First Class 3 years Diploma with 10+2/ Degree in HMCT or equivalent with 17 years experience in teaching/ industry/ research out of which 4 years must be at the level of Head of the Department or equivalent.</p> <p>OR</p> <p>First Class 4 years degree in HMCT or equivalent with 16 years experience in teaching/ industry/ research out of which 5 years must be at the level of Head of the Department or equivalent.</p> <p>OR</p> <p>First Class Master's Degree in HMCT or equivalent with 15 years of experience in teaching/ industry/ research out of which 5 years must be at the level of Head of the Department or equivalent.</p> <p>OR</p>	<p>Candidates from industry/ practice with 3 years Diploma with 10+2 / degree in HMCT or equivalent and with professional work which is significant and can be recognized as equivalent to Master's degree with 17 years of experience out of which at least 5 years should be at a Senior level comparable to that of a Professor would also be eligible.</p> <p>OR</p> <p>Candidates from industry/ practice with 4 years degree in HMCT or equivalent with professional work which is significant and can be recognized as equivalent to Master's degree with 16 years of experience out of which at least 5 years should be at a Senior level comparable to the level of Head of the Department would also be eligible.</p> <p>OR</p> <p>Candidates from industry/ practice with Master's degree in HMCT or equivalent and with professional work which is</p>

	Ph.D. Degree with first class degree at Bachelor's or Master's level in HMCT or equivalent with 10 years of experience in teaching/ industry/ research out of which 5 years must be at the level of Head of the Department or equivalent. <u>Desirable</u> : Administrative experience in a responsible position.	significant and can be recognized as equivalent to Ph.D. degree with 15 years of experience out of which 5 years should be at a Senior level comparable to that of Head of the Department would also be eligible. <u>Desirable</u> : Administrative experience in a responsible position.
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Note :- If a class/ division is not awarded at Bachelors/ Master / Equivalent Degree with minimum of 60% marks in aggregate shall be considered equivalent to the class/ division. If a Grade Point system is adopted the CGPA will be converted to equivalent marks as given in Appendix-M. Note that Diploma with 10+2 refers to the diplomas where 10+2 is the minimum admission criteria.

Appendix –'M'

Percentage Equivalent of Grade / Grade Points :-

TEN POINT SCALE

GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
O = Outstanding	5.50 – 6.00	75 – 100
A = Very Good	4.50 – 5.49	65 – 74
B = Good	3.50 – 4.49	55 – 64
C = Average	2.50 – 3.49	45 – 54
D = Below Average	1.50 – 2.49	35 – 44
E = Poor	0.50 – 1.49	25 – 34
F = Fair	0 – 0.49	0 – 24

Notified on 10th March 2005

ORDINANCE 9 : CONVOCATION

A. ANNUAL CONVOCATION

I. GENERAL RULES:

1. A convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually at Delhi on such date as the Chancellor may fix.
2. Academic Council shall from time to time, determine as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the Convocation.
3. The Chancellor shall confer the Degree of Honoris Causa, Degree of Doctorate of Science (DSc), Degree of Doctor of Philosophy (Ph.D.) and Degree of Master's of Philosophy (M.Phil.) and the Vice Chancellor shall confer other degrees on students.

Provided that the Vice Chancellor may confer a degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies, or in any other situation where considered essential.

4. The Degree Certificates shall be signed by the Controller of Examinations and shall bear the printed signature of the Vice Chancellor.
5. The Academic Council shall, from time to time, determine the procedure to be followed at the Convocation, if considered necessary.
6. Special Convocations for conferring degrees or for other purposes may be held on such dates and on such times as the Chancellor on the recommendations of the Academic Council may fix.

II. ORDER OF PRECEDENCE

- (a) The following order of precedence shall be observed at the time of Convocation and on other ceremonial occasions:
 1. Chancellor
 2. Vice Chancellor
 3. Pro-Vice Chancellor(s)
 4. Members of the Court
 5. Members of the Board of Management
 6. Members of Academic Council
 7. Members of the Planning Board
 8. Members of Board of Affiliation
 9. Members of Finance Committee
 10. Deans of the schools in order of seniority

11. Registrar(s)
12. Controller of Finance
13. Librarian
14. Controller of Examination
15. Professors of the various schools of studies of the University in order of seniority
16. Principals / Professors of the University maintained colleges
17. Principals of the affiliated colleges (seniority to be determined according the date of affiliation of the college and where the affiliation is on the same date, by draw of lots).

- (b) In case of other distinguished dignitaries present precedence shall be regulated in accordance of the warrant of precedence or such official rules as may govern the matter.
- (c) The Vice Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation. Any dispute arising as to the seniority shall be decided by the Vice Chancellor whose decision shall be final.

III. ACADEMIC COSTUMES:

The Academic Costumes shall be worn at the time of convocation for conferring degrees. The specifications of the colour, material, weaving, dying etc. shall be as under:

1.	Chancellor	-	Green Velvet Gown with four inches gold lace and tufts in front and on the outside of the bottom of the sleeves	Mortar Board with Gold beading & tassel
2.	Vice Chancellor	-	Green Velvet Gown with three inches gold lace and tufts in front and on the outside of the bottom of sleeves.	Mortar Board with Gold beading & tassel
3.	Chief Guest	-	Purple Velvet Gown with three inches gold lace and tufts in front and on the outside of the bottom of the sleeves.	Mortar Board with Gold beading & tassel
4.	Pro- Vice Chancellors	-	Green Velvet Gown with two inches gold lace and tufts in front and on the outside of the bottom of the sleeves	Mortar Board with Silver tassel.
5.	Members of the Court	-	White Velvet Gown with three inches gold lace in front and two inches gold lace in bottom of sleeves.	Mortar Board with Silver tassel.

6.	Members of the Board of Management	-	Maroon Velvet Gown with three inches gold lace in front and two inches gold lace in bottom of sleeves.	Mortar Board with Silver tassel.
7.	Members of the Academic Council	-	Pink Velvet Gown with three inches gold lace in front and two inches gold lace in bottom of sleeves.	Mortar Board with Silver tassel.
8.	Members of the Planning Board	-	Red Velvet Gown with three inches gold lace in front and two inches gold lace in bottom of sleeves.	Mortar Board with Silver tassel.
9.	Members of the Board of Affiliation	-	Light Blue Velvet Gown with three inches gold lace in front and two inches gold lace in bottom of sleeves.	Mortar Board with Silver tassel.
10.	Members of Finance Committee	-	Grey Velvet Gown with three inches gold lace in front and two inches gold lace in bottom of sleeves.	Mortar Board with Silver tassel.
11.	Deans of the Schools	-	Maroon Velvet Gown with one inch gold lace in front and on the side of the bottom of the sleeves.	Mortar Board with Silver tassel.
12.	Registrars	-	Green silk gown with two inches black lace and tufts in front and on the side of the bottom of the sleeves.	Mortar Board
13.	Controller of Finance	-	Grey Velvet Gown with two inches white lace in front and two inches white lace in bottom of sleeves.	Mortar Board
14.	Librarian	-	Green Silk Gown with two inches pink lace in front.	Mortar Board
15.	Controller of Examination	-	Green silk gown with two inches gold lace and tufts in front and on the side of the bottom of the sleeves	Mortar Board
16.	Professors of Schools of Studies	-	Maroon Silk Gown with one inch yellow lace in front.	Mortar Board
17.	Principals / Professors of University Maintained Colleges	-	Maroon Silk Gown with one inch yellow lace in front.	Mortar Board
18.	Principals of affiliated colleges	-	Maroon Silk Gown with one inch white lace in front.	Mortar Board

19.	Recipient of Honorary Degree	-	Maroon Velvet Gown with one inch gold lace in front.	Mortar Board with Silver tassel.
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Colours for Graduands of various schools of studies:

1.	Post Graduate and above Level Programmes:			
	(a) D.Sc., Ph.D., M.Phil.	-	Pink Silk Gown with Golden Boarder	Mortar Board
	(b) MEM, MSE, MBA, MCA & Others	-	Light Maroon Silk Gown with Yellow Border	Mortar Board
	(c) M.Tech.	-	Green Silk Gown with Golden Border	Mortar Board
	(d) LLB (Hons.)	-	Black Silk Gown with White Border	Mortar Board
	(e) B.Ed.	-	Red Silk Gown with Purple Border	Mortar Board
2.	Under Graduate Programmes:			
	(a) B.Tech./Biotech, BHMS	-	Red Silk Gown with Green Border	Mortar Board
	(b) BIS(H), BBA(H), BHMCT, BPT, B.Pharma, B.Arch., BMC, BSS, B.E.com, BCA, BBA	-	Red Silk Gown with Yellow Border	Mortar Board

(IV) INSTRUCTIONS FOR THE CANDIDATES:

1. Candidates must appear in the prescribed academic dress
2. A rehearsal shall be arranged on or before the date of the Convocation at which candidates for degrees must be present. Candidates not present at the rehearsal run the risk of not being admitted at the Convocation.
3. Candidates who are unable to attend the Convocation must inform the Controller of Examination well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.
4. The candidates who fail to attend the Convocation or wish to have their degree in absentia shall pay a fee of Rs.50/- to the University by means of Demand Draft drawn in favour of the Registrar, Guru Gobind Singh Indraprastha University, Delhi before they are admitted to the degree. Their degree certificates will be mailed by Registered Insured post after the convocation.

(V) Presentation of the Candidates:

1. On the Procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession have taken their seats.
2. The Registrar will seek the consent of the Chancellor or in his absence of the Vice Chancellor, to declare the Convocation open in the following manner
3. "Hon'ble Chancellor/Vice Chancellor, May I request you to declare the Convocation open!"
4. The Chancellor/Vice Chancellor: " I declare the Convocation open".
5. The proceedings of the Convocation shall then begin with the recitation of "Saraswati Vandana"
6. The candidates, who are to be awarded degrees at the Convocation shall be presented by the respective Deans of the Schools and Heads of the Institutions in the following order:

The Dean of School and Heads of the Institutions concerned will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

"Sir,

I present to you _____ students of _____programme of the _____ Institution/College whose names are set out in the list, and who have been examined and found qualified for the Degree of _____ to which I pray that they may be admitted."

The Chancellor/Vice Chancellor, thereupon shall give to the students the Degrees and shall say –

"By virtue of the authority vested in me as Chancellor/Vice Chancellor of the Guru Gobind Singh Indraprastha University, I admit you all to the Degree of _____ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same."

The concerned students will acknowledge by a bow and sit down.

1. The Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Dean of Students' Welfare will announce the medals and other distinctions shall then be presented by the Chief Guest of the Convocation.
2. The Vice Chancellor will present the annual report of activities of the University and request the Chief Guest to deliver his convocation address.

3. Chancellor's Address.
4. The Chief Guest shall deliver his convocation address.
5. Vote of thanks.
6. The Registrar shall request the Chancellor/Vice Chancellor to declare the Convocation closed in the following manner

“Hon`ble Chancellor / Vice Chancellor, May I request you to declare the convocation closed.”

7. The Chancellor/Vice Chancellor shall declare the Convocation closed in the following manner.

“ I declare the convocation closed.”

8. The Registrar shall request the august gathering to rise from their seats for the National Anthem.
9. The National Anthem
10. The Procession will leave in the same order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.

B. SPECIAL CONVOCATION:

1. A special Convocation shall be held for the purpose of conferring Honorary Degree on a distinguished person.
2. The Academic procession of the special convocation shall be formed in the same order as laid down above except Item No. V which in Special Convocation shall be as follows:

The Vice Chancellor shall welcome the distinguished person and shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

“By virtue of the authority vested in me as the Vice Chancellor of Guru Gobind Singh Indraprastha University , I request Hon`ble Chancellor that you may be pleased to graciously confer upon _____(Name of the distinguished person) the Degree of Honoris Causa for his / her outstanding services.”

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

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

PROVIDED, that if the Vice Chancellor is presiding over the Special Convocation, the Pro-Vice Chancellor or in his absence the senior most Dean as the case may be , shall read the citation and perform such functions which the Vice Chancellor would have performed.

3. The recipient of the Honorary Degree will then present his/her address.
4. The National Anthem of the country of the Dignitary on whom the Degree is conferred (if necessary)
5. The National Anthem of India
6. The Vice Chancellor/Registrar shall then declare the Special Convocation closed.
7. Academic procession will leave in the same order as it entered.

ORDINANCE 10 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR PROGRAMMES LEADING TO ALL BACHELOR'S DEGREES FOLLOWING THE ANNUAL SYSTEM OF EXAMINATION

APPLICABILITY : This ordinance shall apply to all programmes leading to all Bachelor's degrees following the Annual System of Examination {other than programmes for which a separate Ordinance is notified}.

1. DEFINITIONS:

1. **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to a Bachelor's degree.
 2. **An Academic Year** is a period of nearly twelve months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations, and apportioned into 'terms' and 'breaks' etc. as stipulated in this Ordinance.
 3. **Board of Studies (BOS)** shall mean the Board of Studies of the School concerned.
 4. **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
 5. **External examiner** shall mean an examiner who is not in the employment of the University or its affiliated institutions.
 6. **Student** shall mean a person admitted to the Schools of the University and/or its affiliated institutions for any of the academic programmes, to which this Ordinance is applicable.
 7. **University** shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for all such academic programmes as are approved by the academic council and as it may notify from time to time for awarding Bachelor's degrees, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
 3. Examinations of the University shall be open to regular students i.e., candidates who have undergone a regular course of study in the University or an institution/college affiliated to the University, for a period specified for that course of study in the Scheme of Teaching & Examination, and Syllabi.

Provided that the Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme

subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further that a student may be debarred from appearing in the examination as provided in Clause 9 of this Ordinance or as provided in any other Ordinance of the University.

4. PROGRAMMES CONTENT & DURATION

- (a) A Bachelor's degree programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified credits.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n academic year(s), shall be (n + 2) academic years. All the programme requirements shall have to be completed in (n + 2) academic years.
- (d)(i) A student may be allowed to "audit" a course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi, which the student is not opting for as a credit course, or as prescribed in clause 14.
 - (ii) The University may ask a student to audit one or more courses, so as to make up any pre-requisite deficiency.
 - (iii) Such audited course(s) shall be shown in the final mark-sheets under a distinct head of "Audited Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s) nor these shall be considered for the purpose of declaration of results.

5. ACADEMIC YEAR

- (a) An academic year shall be apportioned into two terms. Each of the two terms shall be of a working duration of about 20 weeks. There shall be a break of about 2 weeks after the first term and a vacation of approximately 6 weeks after the second term.

The Academic Calendar shall be notified by the University each year, before the start of academic year.

(b) The break-up of the academic year devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work (including class tests)	-	Two terms of about 20 weeks each, with a break of about 2 weeks between the terms. Total = about 42 weeks
Preparatory Leave	-	02 Weeks
Annual examination, including practical/ Laboratory examination	-	03 Weeks

6. ACADEMIC PROGRAMME COMMITTEE

(a) There shall be an Academic Programme Committee in each University School, and programme-wise Academic Programme Committee(s) in affiliated institutions.

(b) (i) In the case of Schools of Studies of the University, all the teachers of a School of Studies shall constitute the Academic Programme Committee of which the Dean of the School shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also take care of the coordination of the School's programmes with the other programmes run by the different Schools of the University.

(ii) In the case of affiliated institutions, all full time University recognised teachers involved in the teaching of the concerned Bachelor's degree programme in an institution shall constitute the Academic Programme Committee for that programme. This Committee shall be headed by the Director/Principal of that institution, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.

(c) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned School of the University, or by the Director/Principal of the concerned affiliated institution.

(d) The Academic Programme Committee shall meet as and when required but at least once in every Academic Year. The Chairman of the Committee will convene the meetings.

7. PROGRAMME COORDINATION COMMITTEE

In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors/Principals of all the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by one of the Deans of the University/Directors/Principals to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of courses (syllabus) and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

8. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

9. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the courses taken together in an Academic year, provided that the Dean of the school in case of University Schools and Principal/Director in case of University maintained /affiliated institutes may condone attendance shortage upto 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in an Academic year shall be allowed to appear in the Annual examination.

Provided that irrespective of the conditions laid down above, students of B.Sc.(Hons.) Nursing programme, shall be required to meet the 100% attendance for the clinical experience prior to the award of degree i.e. in case of all practical/ lab based courses as prescribed in the Scheme of examination and syllabi.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he/she will be required to take re-admission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such student shall however remain

unchanged and he or she shall be required to complete the programme in a maximum permissible period of (n+2) academic years as mentioned in clause 4(c).

Dean of the School/ Director / Principal shall announce the names of all such students who are not eligible to appear in the Annual examination, at least 5 calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his / her result shall be treated as null and void.

10. EVALUATION & EXAMINATION

- (a) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
- (b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:
 - (i) Evaluation through an annual examination.
 - (ii) Continuous evaluation by the teacher(s) of the course.

A. Applicable for programmes other than B.Sc. (Nursing)

- (c) The distribution of weightage for various components of evaluation shall be as below:

A. THEORY COURSES

(i) Annual examination	-	75%
(ii) Continuous evaluation by teachers	-	25%

B. PRACTICAL/LABORATORY COURSES

(i) Annual examination	-	60%
(ii) Continuous evaluation by teachers	-	40%

B. Applicable for B.Sc. (Nursing) programme

- (c) The distribution of weightage for various components of evaluation shall be as below:

A. THEORY COURSES

(i) Annual examination	-	75%
(ii) Continuous evaluation by teachers	-	25%

B. PRACTICAL/LABORATORY COURSES

(i) Annual examination	-	50%
(ii) Continuous evaluation by teachers	-	50%

- C. For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies/Programme Coordination Committee, with the approval of the Vice-Chancellor.

(d) Conduct of annual examinations

- (i) All annual examinations shall be conducted by the Controller of Examinations.
- (ii) The schedule of examinations shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of annual examinations.
- (iii) For theory as well as practical examinations and project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.

Provided that, the Vice-Chancellor may, at his discretion, delegate his authority for approval of examiners.

For programmes being run in the University Schools, recommendations for names of examiners shall be obtained from the concerned Boards of Studies through their respective Chairmen. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

For programmes being run in affiliated institutions, recommendations for names of examiners shall be obtained from the respective Programme Coordination Committees through the Chairmen of the Committees. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened.

In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies/Programme Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

The Controller of Examinations shall be authorised to add one or more names in the panel of examiners received by him from Boards of Studies/ Programme Coordination Committee/authorised Dean, before the list is submitted to the Vice-Chancellor for approval.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject wise by the Controller of Examination with the approval of Vice Chancellor. Controller of Examination shall ensure that minimum of three question papers duly moderated in each subject are available in the question paper bank.

- (iv) The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.

A. Applicable for programmes other than B.Sc. (Nursing)

- (e) Teacher's Continuous Evaluation:

(i) Theory Courses : The teacher's continuous evaluations shall be based on the following:

- Two class tests - Each test shall be of 10 marks
- Assignment/Group Discussion/Viva Voce/ Additional Test/Quizzes etc.- 5 Marks

The two class tests shall ordinarily be held after about 12 weeks of teaching in each term in accordance with the University Academic Calendar.

- (ii) Laboratory/Practical Courses

The teacher's continuous evaluation shall be based on performance in the laboratory, regularity, viva-voce, quizzes etc. The assessment shall be given at three nearly equi-spaced intervals out of 15, 15, and 10 marks.

B. Applicable for B.Sc. (Nursing) programme

- (e) Teacher's Continuous Evaluation:

(i) Theory Courses : The teacher's continuous evaluations shall be based on the following:

- Two class tests - Each test shall be of 10 marks
- Assignment/Group Discussion/Viva Voce/ Additional Test/Quizzes etc.- 5 Marks

The two class tests shall ordinarily be held after about 12 weeks of teaching in each term in accordance with the University Academic Calendar.

- (ii)Laboratory/Practical Courses

The teacher's continuous evaluation shall be based on clinical performance and writing of clinical papers, with a weightage of 25 marks each.

- (f) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit, in any specific case(s).
- (g) Annual practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners. Where practical examinations have to be conducted simultaneously in a number of institutions, more than one Board may be appointed. One of the examiners in that case may be designated as Head Examiner. The Head Examiner shall draw the guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.
- (h) For any other type of examination, not covered by sub-clauses (e) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/Coordination Committee concerned, with the approval of the Vice-Chancellor.
- (i) The results of an academic year (including both the annual examination and teacher's continuous evaluation) shall be declared by the Controller of Examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor.
- (j) The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each academic year, after the declaration of the result.

11. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- (a) (i) Obtaining a minimum of 50% marks in aggregate in each course including the annual examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate who secures less than 50% of marks in a course, shall be deemed to have failed in that course.
 - (ii) A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found,

the same shall be rectified through appropriate changes in the result as well as marks-sheet of the concerned annual examination.

- (b)(i) A student obtaining less than 50% of maximum marks (including Annual examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in an examination of the course in a subsequent year the course is offered, subject to maximum permissible period of (n+2) Academic year as mentioned in clause 4(c). The re-appearing students who secured less than 50% marks in the teacher's continuous evaluation have the option to repeat and improve the two class tests performance with the next batch of students, in such cases the improved internal marks, if received from the school/ institution concerned at least 7 days before the commencement of Annual examination shall be considered, otherwise the previous internal marks already obtained by the student shall be taken into account without any modification.

No extra fee shall be charged from the students in this regard.

- (ii) A student who has to reappear in a Annual examination in terms of clause 11(b)(i) above shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the School/ Chairman/Co-ordinator of the Programme Committee so certifies, the examination may be held in accordance with the old syllabus, provided such request shall be received to Controller of Examination at least 3 weeks prior to commencement of examination.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the School / Institution concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- (iii) If a student has poor performance in a number of courses in a particular academic year, he may, at his option, take an academic break for one year, and re-register in the next academic year. Such a student may have the option of repeating any or all of the courses in the semester(s) and retain the credits already earned by him in other course(s). For calculating the CPI, and determining the passing/failure in a course, and eligibility for award of a degree, the marks obtained in the repeat course(s) will be taken into consideration.
- (c) A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree. The Scheme of Teaching & Examination and Syllabi shall clearly specify

the minimum credits to be earned to qualify for a degree. The credits included in the Scheme of Teaching & Examination and Syllabi of a programme shall generally be 5-10% more than such minimum specified credits.

Further, the successful candidates shall be placed in Divisions as below:

1. Second Division : A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60 shall be placed in Second Division.
2. First Division : A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division.
3. First Division with Distinction : A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses for which he has earned the credits, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.
4. Cumulative Performance Index (CPI) shall be calculated as in Clause 14 and shall be based only on marks obtained in courses for which credits have been earned.

12(a). USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee/s for decision in individual cases, and recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified by the Academic Council and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Council.

12(b). STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the school / Director of the institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

13. AWARD OF DEGREE

A student shall be awarded a degree if:

- i) He/she has registered himself/ herself, undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- ii) There are no dues outstanding in his/her name to a School of the University/ Affiliated Institution; and
- iii) No disciplinary action is pending against him/ her.

14. PERFORMANCE INDEX

The overall performance of a candidate will be determined at any stage as follows:

$$\text{Cumulative Performance Index (CPI)} = \frac{\sum_{n=1}^N C_n M_n}{\sum_{n=1}^N C_n}$$

Where C_n is the number of credits earned for the course n in an academic year and M_n is the marks obtained by the student for the course n . N is the total number of courses over which the performance is being measured. All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account, the other courses in which the students have appeared but secured less than 50% marks shall be treated as “Audit Courses” and the same shall be reflected in the Final mark sheet accordingly.

CPI of the candidate shall be calculated on the basis of the minimum credits required for each programme considering his/her performance in the subjects, wherein he/she has secured highest marks. However in the marksheet, the maximum credits earned by the candidate shall also be reflected.

15. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
16. 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 the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

ORDINANCE 11 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR PROGRAMMES LEADING TO ALL BACHELOR'S / MASTER'S DEGREES AND UNDER-GRADUATE/ POST-GRADUATE DIPLOMAS FOLLOWING SEMESTER SYSTEM

APPLICABILITY: This ordinance shall apply to all programmes leading to all Bachelor's/Master's degrees and Under-graduate/Post-graduate diplomas following semester system [other than programmes for which separate Ordinance is notified].

1. DEFINITIONS:

1. **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to a Bachelor's degree, Master's degree, Post-graduate and Under-graduate diplomas.
 2. **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
 3. **Semester System** - a programme wherein each academic year is apportioned into two semesters.
 4. **Board of Studies (BOS)** shall mean the Board of Studies of the School concerned.
 5. **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
 6. **External examiner** shall mean an examiner who is not in the employment of the University or its affiliated institutions.
 7. **Student** shall mean a person admitted to the Schools of the University and its affiliated institutions for any of the academic programmes to which this Ordinance is applicable.
 8. **University** shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's/ Master's degrees, Under-graduate/Post-graduate diplomas, as the case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
 3. Examinations of the University shall be open to regular students i.e. candidates who have undergone a course of study in the University or an institution/college affiliated

to the University, for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabi.

Provided that the Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further that a student may be debarred from appearing in the semester-end examination as provided in Clause 9 of this Ordinance or as provided in any other Ordinance of the University.

4. PROGRAMMES CONTENT & DURATION

- (a) A Bachelor's/Master's degrees and Under-graduate/Post-graduate diploma programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n semesters, shall be (n + 4) semesters. All the programme requirements shall have to be completed in (n + 4) semesters.
- (d)(i) A student may be allowed to "audit" a course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi, which the student is not opting for as a credit course, or as prescribed in clause 14.
 - (ii) The University may ask a student to audit one or more courses, so as to make up any pre-requisite deficiency.
 - (iii) Such audited course(s) shall be shown in the final mark-sheets under a distinct head of "Audited Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purposes of declaration of results.

5. SEMESTER

- (a) An academic year shall be apportioned into two semesters. Each of the two semesters shall be of a working duration of about 21 weeks. There shall be a

break of about 2 weeks after the first semester and a vacation of approximately 6 weeks after the second semester.

The Academic Calendar shall be notified by the University each year, before the start of Academic Year.

- (b) The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work (including class tests)	-	17 Weeks
Preparatory Leave	-	01 Week
Semester-end Examination, including Practical/ Laboratory Examination	-	03 Weeks

6. ACADEMIC PROGRAMME COMMITTEE

- (a) There shall be an Academic Programme Committee in each University School and programme-wise Academic Programme Committee(s) in affiliated institutions.
- (b) (i) In the case of Schools of Studies of the University, all the teachers of a School of Studies shall constitute the Academic Programme Committee of which the Dean of the School shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also take care of the coordination of the School's programmes with the other programmes run by the different Schools of the University.
- (ii) In the case of affiliated institutions, all full time University recognised teachers involved in the teaching of a Bachelor's/Master's degree and Under-graduate/Post-graduate diploma Programme in an institution shall constitute the Academic Programme Committee for that programme. This Committee shall be headed by the Director/Principal of that institution, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.
- (c) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned School of the University or by the Director/Principal of the concerned affiliated institution.
- (d) The Academic Programme Committee shall meet as and when required but at least once every semester. The Chairman of the Committee will convene the meetings.

7. PROGRAMME COORDINATION COMMITTEE

In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors/Principals of all the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by one of the Deans of the University/Directors/Principals to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of the courses (syllabus) and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers, if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

8. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

9. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the courses taken together in a semester, provided that the Dean of the school in case of University Schools and Principal/Director in case of University maintained /affiliated institutes may condone attendance shortage upto 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the semester end examination.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she will be required to take re-admission and repeat all courses of the said semester with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period of (n+4) semesters as mentioned in clause 4(c).

Dean of the School/ Director / Principal shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least 5 calendar days before the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his / her result shall be treated as null and void.

10. EVALUATION & EXAMINATION

(a) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.

(b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

(i) Evaluation through a semester-end examination

(ii) Continuous evaluation by the teacher(s) of the course.

(c) The distribution of weightage for various components of evaluation shall be as below:

	Bachelor's degree/ Under-graduate diploma	Master's degree/ Post-graduate diploma
A. THEORY COURSES		
(i) Semester-end examination	75%	60%
(ii) Continuous evaluation by the teachers	25%	40%
B. PRACTICAL/LABORATORY COURSES		
(i) Semester-end examination	60%	60%
(ii) Continuous evaluation by the teachers	40%	40%
C. DISSERTATION/THESIS		
(i) Assessment by External Examiner	-	60%
(ii) Assessment by Internal Examiner	-	40%

D. For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies/Programme Coordination Committee, with the approval of the Vice-Chancellor.

(d) Conduct of semester-end examinations

(i) All semester-end examinations shall be conducted by the Controller of Examinations.

(ii) The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of semester-end examinations.

- (iii) For theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.

Provided that the Vice-Chancellor may, at his discretion, delegate his authority for approval of examiners.

For programmes being run in the University Schools, recommendations for names of examiners shall be obtained from the concerned Boards of Studies through their respective Chairmen. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

For programmes being run in affiliated institutions, recommendations for names of examiners shall be obtained from the respective Programme Coordination Committees through the Chairmen of the Committees. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened.

In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies/Programme Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

The Controller of Examinations shall be authorised to add one or more names in the panel of examiners received by him from Boards of Studies/ Programme Coordination Committee/authorised Dean before the list is submitted to the Vice-Chancellor for approval.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject wise by the Controller of Examination with the approval of Vice Chancellor. Controller of Examination shall ensure that minimum of three question papers duly moderated in each subject are available in the question paper bank.

- (iv) The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.

(e) Teacher's Continuous Evaluation:

COURSE COMPONENTS	APPORTIONED MARKS	
	Bachelor's degree/ Under-graduate diploma	Master's degree/ Post-graduate diploma
(i) Theory Courses: The teacher's continuous evaluation shall be based on the following: <ul style="list-style-type: none">• Two Class Tests*• Assignment/Group Discussion/Viva-Voce/Additional Test/Quizzes, etc.	10 Marks for each Test 05 Marks	15 Marks for each Test 10 Marks
(ii) Practical/Laboratory Courses: The teachers continuous evaluation shall be based on performance in the laboratory, regularity, practical exercises/assignments, quizzes, etc. The assessment shall be given at three nearly equi-spaced intervals.	15, 15 and 10 Marks	15, 15 and 10 Marks

*The two class tests shall ordinarily be held after 6 weeks and 12 weeks of teaching in accordance with the University Academic Calendar.

(f) Dissertation/Thesis

For dissertation/thesis for Master's degree programmes, wherever specified in the syllabus, the evaluation shall be done and marks awarded by a Committee comprising of an internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner shall award marks out of 40%, and the external examiner(s) out of 60%. The examiners shall be appointed by the Vice-Chancellor, out of a panel of three or more names suggested as specified in clause 10(d)(iii) of this Ordinance.

(g) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).

(h) Semester-end practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners. Where practical examinations have to be conducted simultaneously in a number of institutions, more than one Board may be appointed. One of the examiners in that case may be designated as Head Examiner. The Head Examiner shall draw the

guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.

- (i) For any other type of examination, not covered by sub-clauses (e) and (f) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/Coordination Committee concerned, with the approval of the Vice-Chancellor.
- (j) The results of a semester (including both the semester-end examinations and teacher's continuous evaluation) shall be declared by the Controller of Examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor.
- (k) The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

11. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- (a) (i) Obtaining a minimum of 50% marks in aggregate in each course including the semester-end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% of marks in a course, shall be deemed to have failed in that course.
 - (ii) A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned semester-end examination.
- (b) (i) A student obtaining less than 50% of maximum marks (including semester end examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in a semester end examination of the course in a subsequent semester(s) when the course is offered, subject to maximum permissible period of (n+4) semesters as mentioned in clause 4(c). The re-appearing students who secured less than 50% marks in the teacher's continuous evaluation have the option to repeat and improve the two class tests performance with the next batch of students, in such cases the improved internal marks, if received from the school/

institution concerned at least 7 days before the commencement of semester end-term examination shall be considered, otherwise the previous internal marks already obtained by the student shall be taken into account without any modification.

No extra fee shall be charged from the students in this regard.

- (ii) A student who has to reappear in a semester end-term examination in terms of clause (b)(i) above shall be examined as per the syllabus which will be in operation during the subsequent semester(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the School/ Chairman/Co-ordinator of the Programme Committee so certifies, the examination may be held in accordance with the old syllabus, provided such request shall be received to Controller of Examination at least 3 weeks prior to commencement of semester end-term examination.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the School / Institution concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- (iii) If a student has poor performance in a number of courses in a particular semester, he may, at his option, take an academic break for one year, and re-register for either both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the courses in the semester(s) and retain the credits already earned by him in other course(s). For calculating the CPI, and determining the passing/failure in a course, and eligibility for award of a degree, the marks obtained in the repeat course(s) will be taken into consideration.
- (c) A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The Scheme of Teaching & Examination and Syllabi shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits included in the Scheme of Teaching & Examination and Syllabi of a programme shall generally be 5-10% more than such minimum specified credits.

Further, the successful candidates will be placed in Divisions as below:

1. Second Division : A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60, shall be placed in Second Division.

2. First Division: A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division
3. First Division with Distinction: A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses for which he has earned the credits, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.
4. For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 14 and shall be based only on marks obtained in courses for which credits have been earned.

12(a) . USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee/s for decision in individual cases, and recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified by the Academic Council and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Council.

(b). STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the school / Director of the institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

13. AWARD OF DEGREE/DIPLOMA

A student shall be awarded a degree/diploma if:

- (i) He/she has registered himself/ herself, undergone the course of studies, completed the project report/ dissertation specified in the curriculum of his/ her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree/diploma.
- (ii) There are no dues outstanding in his/her name to a School of the University/ Affiliated Institution; and
- (iii) No disciplinary action is pending against him/ her.

14. PERFORMANCE INDEX

The overall performance of a candidate will be determined at any stage as follows:

$$\text{Cumulative Performance Index (CPI)} = \frac{\sum_{n=1}^N C_n M_n}{\sum_{n=1}^N C_n}$$

Where C_n is the number of credits earned for the course n in any semester and M_n is the marks obtained by the student for the course n . N is the total number of courses over which the performance is being measured. All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account, the other courses in which the students have appeared but secured less than 50% marks shall be treated as “Audit Courses” and the same shall be reflected in the Final mark sheet accordingly.

CPI of the candidate shall be calculated on the basis of the minimum credits required for each programme considering his/her performance in the subjects, wherein he/she has secured highest marks. However in the mark sheet, the maximum credits earned by the candidate shall also be reflected.

15. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
16. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

ORDINANCE 12 : GOVERNING PROGRAMMES LEADING TO DEGREE OF DOCTOR OF PHILOSOPHY

APPLICABILITY: This Ordinance shall apply to all programmes leading to the degree of Doctor of Philosophy.

1. DEFINITIONS

- (i) **“Approved Institution”** shall mean an institution of higher learning approved by the University.
- (ii) **“BOS”** shall mean the Board of Studies of the School concerned.
- (iii) **“Candidate”** shall mean a person registered for the Ph.D. degree who has got his research plan duly recommended by SRC and approved by BOS.
- (iv) **“College/Institute”** shall mean an academic institution maintained or admitted by the University to its privileges and includes an affiliated college/institute.
- (v) **“Caretaker Supervisor”** shall mean a member of the academic staff appointed to act as the candidate’s supervisor in the absence of the Supervisor before and/or after submission of the thesis.
- (vi) **“COE”** shall mean Controller of Examinations of the University.
- (vii) **“Degree”** shall mean the degree of Doctor of Philosophy (Ph.D.) of the University.
- (viii) **“Research Student/Candidate”** shall mean a person registered for the Ph.D and devoting adequate time for completing the requirements of this degree.
- (ix) **“Joint Supervisor”** shall mean a member of the academic staff of the University/other outside staff, other than the Supervisor, and approved by BOS on the recommendation of the SRC to guide/supervise the research work of the student/candidate.
- (x) **“Minimum Registration Period”** shall mean the minimum period for which a candidate must be registered, prior to the date of submission of the thesis.
- (xi) **“Ph.D.”** shall mean the degree of Doctor of Philosophy.
- (xii) **“RDC”** shall mean Research Degree Committee, and shall consist of Vice-Chancellor, Dean of the concerned School, Controller of Examinations, and two Professors of the University other than the Supervisor/Joint Supervisor of the candidate to be nominated by the Vice-Chancellor. The Vice-Chancellor shall be the Chairman of the Committee.
- (xiii) **“Registration Period”** shall mean the length of period commencing with the date of preliminary registration at the University and ending on the date of submission of the thesis, counting out any gaps.
- (xiv) **“Sponsored Research Student/ Candidate”** shall mean a research student/candidate except that he receives complete financial support from the sponsoring organization/ employer.
- (xv) **“Student”** shall mean a person registered for the Ph.D. degree prior to becoming a candidate.

- (xvi) **“Supervisor”** shall mean a member of the academic staff of the University/other recognized/outside staff approved by BOS on the recommendation of SRC to guide/supervise the research work of the student/candidate.
- (xvii) **“SRC”** shall mean a School Research Committee consisting of Dean of the concerned School, three Professors of the concerned School by rotation in order of seniority (for one year), one Reader and one Lecturer by rotation in order of seniority (for one year), and the proposed supervisor(s), or the approved supervisor(s).
- (xviii) **“University”** shall mean Guru Gobind Singh Indraprastha University, Delhi.

Note: In this Ordinance where-ever ‘He’ and ‘His’ occurs, these shall mean to imply ‘he/she’ and ‘his/her’ respectively.

- 2. The University shall provide for studies and research leading to award of degree of Doctor of Philosophy.

The programmes shall be conducted at and through the Schools of the University.

Subject to the guidance of the Academic Council and control of the concerned School, research studies for Ph.D. shall be organised by the Board of Studies of the concerned School.

- 3. A Research Student/ Candidate shall be required to pursue his research work or any prescribed course-work at the University/affiliated institution/ approved institution under the guidance of approved supervisor(s). The BOS may also permit a research student/ candidate to carry out either a part/ or full research work outside the University at a Research Centre approved by the Academic Council. Further, the BOS may permit the research student/candidate to work at his place of employment provided adequate facilities for research on the proposed topic of research are available there to the satisfaction of BOS. In the absence of such facilities the student will have to work at the University.

4. ADMISSION ELIGIBILITY

(a) An applicant possessing any one of the following qualifications shall be eligible to apply for admission to a Ph.D. programme of the University.

- (i) A Master’s degree in Engineering/ Technology/ Science/ Architecture/ Humanities /Commerce/Medicine/Law/Education/Pharmacy/Management of a recognised Indian University, or a degree approved by Association of Indian Universities, or any other equivalent qualification to the satisfaction of Academic Council of the University, in the relevant field, with not less than 60% marks in aggregate.
- (ii) Applicants with a Bachelor’s degree in engineering/ technology/ any other professional discipline, with either 75% or more marks in aggregate

and a minimum of three years, or 60% or more marks in aggregate and a minimum of fifteen years, relevant experience in recognized Institute/University /Industry/ Government Organization, may be considered eligible for admission, on the recommendation of SRC and approval by BOS provided that such applicants may, in case considered essential, be required to qualify in the course/s specified by the SRC/BOS.

(iii) For applicants belonging to SC/ST category and/or physically handicapped applicants, a relaxation of 5% in marks shall be admissible under eligibility conditions prescribed under sub-clauses 4 (a) (i), (ii).

(iv) Teachers working in any University or its affiliated colleges and having a teaching/research/other relevant experience of not less than 5 years, may be allowed a relaxation of 5% marks under clause 4 (a) (i).

Provided that out of the two relaxations stipulated under clauses 4 (a) (iii), (iv), only one relaxation is permissible for an applicant.

(b) Applicants who are in employment in any organization either in India or abroad will be eligible for registration as Research Student/Candidate provided:

- a) they fulfill qualifications and/or experience, laid down in Clause 4 above;
- b) the applicant proves to the satisfaction of the BOS that his employment duties will permit him to devote sufficient time for research and prescribed course if any;
- c) the application for admission is endorsed by the Head of applicant's employing organization; and
- d) if the applicant is serving in any organization located in a country other than India then such a Research Student/Candidate shall further satisfy the SRC/ BOS that his stay outside the country shall not debar him/her in having warranted guidance for his/her research work from the Supervisor(s).

5. PRELIMINARY REGISTRATION

Applications for joining the Ph.D. programme shall be submitted on a prescribed Form. The applications of applicant who fulfill the eligibility criteria as laid down in clause 4 shall be placed before the SRC of the concerned School for its recommendations. If approved by the SRC, the student shall be allowed preliminary registration from the date of payment of prescribed fees.

6. RESEARCH PLAN

- (a) Each student who has a preliminary registration shall be required to make a presentation of his Research Plan before the SRC to test the comprehension of his broad field of research, academic preparation and potential to carry out the proposed research.

- (b) On the basis of the content of the Research Plan and the presentation, the SRC shall either recommend the case for consideration and approval of the concerned BOS, or, may ask the student to make a fresh presentation of the Research Plan. The SRC may, at its discretion, ask a student to take any course/courses, either for credit or for audit.
- (c) A student will ordinarily be allowed only two attempts for presentation before the SRC. In case the Research Plan of a student is not approved within the limitations prescribed in this clause, the preliminary registration shall be cancelled. A third attempt may be allowed only with the approval of the Vice-Chancellor on the recommendation of the BOS.
- (d) While recommending approval of the Research Plan, the SRC will also approve the thesis supervisor(s) or, in case it deems fit not to approve the proposed supervisor, or any of the joint supervisors, it may advise the student to propose alternate names for consideration of the SRC.
- (e) A research student/candidate must get his Research Plan approved within 6 months of his preliminary registration, failing which the same shall be cancelled.

7. REGISTRATION AS A CANDIDATE

- (a) After the approval of the Research Plan and the names of Supervisor(s) of a research student/ candidate, the case shall be submitted to the BOS for its consideration and approval within a maximum period of one month.

If an approval is not accorded by the BOS, then such a research student/candidate may submit his/her case for fresh approval, through the SRC, after presenting a fresh/modified Research Plan.

- (b) After the approval of the BOS, and after the student has paid the fees prescribed by the University, a student shall be formally registered as a candidate with effect from the date on which the BOS accorded its approval, or, from any other date specified by the BOS.
- (c) A candidate shall be required to renew his Registration in the manner prescribed, every year, and pay the fees as prescribed by the University.

8. THESIS SUPERVISORS

- (a) Each candidate shall have a supervisor, duly approved by the University, as provided in clause (b). A candidate may also have one joint supervisor.
- (b) (i) Any regular teacher of the University (Lecturer/Reader/Professor) who holds a Ph.D. degree and has a teaching/research experience of not less than 3 years shall be eligible to be a supervisor or a joint supervisor.

- (ii) A teacher with a Ph.D. but with experience of teaching/research of less than 3 years, will be eligible to become a joint supervisor.
- (iii) A recognized teacher working in an affiliated college of the University who holds a Ph.D. degree, a teaching experience of not less than 3 years and has an established record of independent research shall be eligible for the appointment either as a supervisor or a joint supervisor.
- (iv) Any other person from GGS Indraprastha University and its Approved Research Centre, another University, a public sector industry, or, other reputed established industry or institutions conducting research programmes shall also be eligible to be appointed either as a supervisor or a joint supervisor, provided he/she holds a Ph.D Degree and has established record of research evinced through publications in standard referred journals.
- (v) The BOS, on the recommendation of the SRC, shall consider the names of the Supervisor/Joint Supervisor, and if it approves of the same, these shall be appointed after obtaining approval of the Vice-Chancellor. If the names proposed by the applicant are not approved, the student may be asked to suggest other names, or, in exceptional circumstances assigned by the Dean, with the concurrence of the student and the supervisor, and approval of the Vice-Chancellor.
- (vi) At any given time, a Professor shall not have more than 6 Ph.D. candidates, a Reader more than 4 candidates, and a Lecturer more than 2 candidates registered under him. Joint registration (registration under more than one supervisor) shall be counted as half.

9. PERFORMANCE MONITORING

- (a) The academic/research progress of each student/candidate will be monitored by the SRC. For this purpose, each candidate will be asked to submit a progress report at the end of each semester to his supervisor(s). On receipt of the progress report, the supervisor(s) shall arrange with SRC for a review.
- (b) The SRC after having considered the progress report of each candidate shall recommend one of the following:
 - (i) Continuation of registration
 - (ii) Continuation of registration and issuance of a warning to the candidate and making recommendation in consultation with the supervisor(s), of steps necessary to improve his performance.
 - (iii) Termination of registration.

If the candidate is issued a warning, the minimum registration period for allowing a candidate to submit the thesis shall be increased by one semester, every time a warning has been issued.

10. REGISTRATION PERIOD REQUIREMENTS

- (a) The minimum period of Registration after which a candidate can submit his thesis shall be two years from the date of registration as a candidate. The period can be further increased as provided in clause 9(b).
- (b) A research student/candidate shall normally be allowed to submit his thesis within a maximum period of 6 years. However, in exceptional cases, this limit may be extended by the Vice-Chancellor by a maximum period of two years.

11. PRE-THESIS SUBMISSION PRESENTATION

- (a) A pre-thesis submission presentation by the candidate before the SRC is an essential requirement. On completion of the research work, the candidate shall submit to the SRC through his supervisor(s), 8 copies of the Summary of his research work including bibliography and make a presentation at which faculty members and other research students may be present.
- (b) The candidate shall be required to submit his thesis within three months from the date of pre-thesis submission presentation by the candidate. However, in case a candidate fails to submit his thesis within the stipulated time and has suitable justification for the same, the Dean of the School may, on recommendations of SRC grant an extension of not more than three months i.e., the candidate may be allowed to submit his thesis within a period not exceeding 6 months from the date of pre-thesis submission presentation.
- (c) The candidate will be required to submit a certificate from his supervisor(s) in the prescribed format countersigned by the Dean that the work embodied in the thesis entitled “_____” is original and has been carried out by the author and that it has not been submitted in full or in part for any other diploma or degree of this or any other University.

12. APPOINTMENT OF EXAMINERS

- (a) (i) A panel of at least six experts in the subject area of research work with preferably at least two experts from outside India would be suggested by the supervisor(s) and placed before the SRC for its recommendations. The SRC may delete any of the name(s) proposed by the supervisor(s) and/or add any names.
- (ii) A person from the same laboratory(ies)/institutions where the candidate is employed cannot be appointed as an external examiner. Further a person from a laboratory/institution/ approved research centre to which the Supervisor

and/or joint Supervisor of the candidate belongs, cannot be appointed as an external examiner.

- (b) On receipt of the title and synopsis of the thesis, the Dean shall send the panel of examiners as approved by the SRC to the Vice-Chancellor who will appoint the Board of Examiners for the thesis. The Board shall consist of one internal examiner from amongst the supervisor(s), and two external examiners preferably one from outside India. The examiners shall normally be chosen from the panel of examiners recommended by the SRC/Dean.

In case one or more examiners so appointed decline to examine the thesis, another examiner shall be appointed out of the panel. In case the panel gets exhausted, SRC shall recommend additional names.

13. THESIS SUBMISSION

- (a) The thesis shall be a piece of research work characterized either by discovery of new facts or enunciation of a new theory or theories or by fresh interpretation of known facts. It should bear evidence of the candidate's capacity for analysis and judgement as well as his ability to carry out independent investigation, design or development. A thesis may be supplemented by published work if necessary. No part of the thesis or supplementary published work, shall have been submitted for the award of any other diploma or degree.
- (b) The thesis shall be written in English in specified format in accordance with the instructions contained in Annexure-A to this Ordinance.
- (c) A candidate may submit his thesis within the time period as stipulated in Clause 10 of this Ordinance, provided he has:
 - (i) Completed the minimum period of registration as provided in Clause 10.
 - (ii) Has published minimum of 2 research papers in international (referred) journals. However, wherever it has been not possible to do so then, apart from publishing two research papers in referred national journals, this fact must be brought to the notice of SRC alongwith sufficient reasons to justify as to why the thesis should be accepted in the absence of two published research papers in international journals? And, this justification should be acceptable to both the SRC and the Vice-Chancellor of the University.
- (d) Three copies of the thesis in soft binding alongwith one copy on Electronic media for record must be submitted to the COE for evaluation. In case of a candidate being supervised by more than one supervisors, appropriate number of additional copies must be submitted.

14. EVALUATION

(a) Evaluation of Thesis

- (i) Each examiner will be requested to submit to the COE, a detailed assessment report and his recommendations on a prescribed proforma within 3 months of the date of receiving the thesis.
- (ii) In the event that the assessment report is not received from an examiner within 4 months, the Vice-Chancellor may appoint another examiner from the panel of examiners for evaluating the thesis.
- (iii) The examiners shall be required to state categorically whether in their individual opinions, the thesis should be:
 - a) accepted for the award of Ph.D. degree, or
 - b) referred to the candidate for presentation in the revised form, or
 - c) rejected.

The examiner shall state the reasons for recommending resubmission/rejection of the thesis. If resubmission is recommended, the examiner shall specifically indicate the modifications that need to be made in the thesis by the candidate.

- (iv) On receipt of reports from all the examiners, these will be placed before the Research Degree Committee. The RDC shall peruse the reports and advise one of the following:
 - 1) If the examiners are unanimous that the thesis be accepted for award of the degree, the candidate be required to appear for oral defence.
 - 2) If the examiners are unanimous that the thesis be rejected or that the thesis be submitted in a revised form the result be declared accordingly, or the candidate be informed to submit the thesis in a revised form.
 - 3) If there is no unanimity between examiners, an additional external expert shall be appointed as examiner to examine the thesis. The report of the additional examiner, alongwith all the earlier reports shall be considered by the RDC, and a recommendation made either to accept the thesis for award of degree or reject the same.
- (v) In the event of the candidate being required to submit a revised thesis, he/she shall, submit the same within a period of one year from date of communication in this regard from the COE. However, in exceptional circumstances this period may be extended by BOS by one more year but the total revision time will not exceed two years. The revised thesis shall be sent

for assessment to the original panel of examiners. In the event of one or more or original external examiners not being available, an additional external examiner may be appointed.

(b) Oral Defence

- (i) A candidate, whose thesis is recommended for acceptance in accordance with provision of clause 14(a)(iv) on the basis of thesis evaluation, shall be required to defend his work/thesis orally before a duly constituted committee, hereinafter referred to as Oral Defence Committee (ODC), during working hours of the University at the University premises. Any deviation from this should have prior permission of Vice-Chancellor.
- (ii) ODC shall consist of the Dean of the concerned School, the supervisor(s), and one external examiner to be appointed out of the external examiners by Vice-Chancellor. If none of the external examiners is available for the conduct of the oral defence, an alternative external examiner shall be appointed by Vice-Chancellor for this purpose only. The external examiner invited for oral examination shall submit his report in the prescribed proforma to the COE.
- (iii) On the completion of all the stages of examination, COE shall recommend to RDC to approve one of the following:
 - (a) that the degree be awarded,
 - (b) that the candidate be re-examined at a later specified time in a specified manner,
 - (c) that the degree not be awarded,

In case of (a) and (b), the COE in consultation with Dean shall also provide to the candidate a list of all corrections and modifications required in the thesis, including suggestions made by the examiners during the thesis evaluation. The candidate shall thereafter submit two hard-bound copies of the thesis, incorporating all necessary corrections/modifications.

15. AWARD OF DEGREE

- (i) The Degree shall be awarded by the University provided that:
 - a) RDC so approves,
 - b) The candidate produces a “No Dues Certificate’ in the prescribed form,
 - c) The candidate has submitted two hard bound copies of the thesis; one for the School Library and one for the Central Library. These should incorporate all necessary corrections/modifications.

- (ii) Hard bound copies and CD ROM of the Ph.D. thesis, submitted after the oral defence examination, must contain the following copyright certificate in the beginning of the thesis, on a separate page on the left side:

**Guru Gobind Singh Indraprastha University,
Kashmere Gate,
Delhi-110 006
All rights reserved**

16. LEAVE AND ATTENDANCE

A student/candidate will be entitled to avail leave as per Leave Rules/Attendance Rules formulated and amended from time to time by the Academic Council.

17. CANCELLATION OF REGISTRATION

Registration of a student/candidate shall be cancelled in any one of the following eventualities, after due approval of Vice-Chancellor:

- (i) If he absents himself for a continuous period of six weeks without prior intimation/sanction of leave.
 - (ii) If he resigns from the Ph.D. programme and the resignation is duly recommended by SRC.
 - (iii) If he fails to renew his registration in any year subject to the provisions contained in these Ordinances.
 - (iv) If his academic progress is found unsatisfactory in terms of Clause 9 of this Ordinance.
 - (v) If he is found to be involved in an act of misconduct and/or indiscipline and termination is recommended by the School Research Committee or any other authority authorised by the Academic Council.
- 18.** Notwithstanding anything contained in these Ordinances, all categories of students/candidates shall be governed by the rules and procedures framed by the Academic Council on this behalf, and in force from time to time.
- 19.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

Instructions for preparation of Ph.D. thesis

1. Thesis should be type-written on good quality A-4 size paper in double space with sufficient margins.
2. Suitable reproduction of Indian-ink diagrams should be used. Photographs should be suitably mounted on the same quality paper as the thesis.
3. References should be given in a style in the text consistent with a standard journal in the field.
4. Three copies of the thesis in soft binding alongwith one copy on 3.5” floppy for record must be submitted to COE for evaluation. In case of a candidate being supervised by more than one supervisor, appropriate number of additional copies must be submitted.
5. The cover should have the following printed on it in block letters:
TITLE OF THESIS
BY
NAME OF AUTHOR
NAME OF THE SCHOOL
Guru Gobind Singh Indraprastha University
Kashmere Gate, Delhi
6. After the viva-voce examination, two copies of the thesis in maroon colour hard cover binding must be submitted. The cover should have the material indicated in the item 5 above printed on it. Besides, the following should be printed on the spine of the thesis:
(a) the year of publication at the top; (b) the author’s last name in the middle; and (c) Ph.D. at the bottom.
7. The contents of the thesis should have the following format:
(i) Inner cover page; (ii) Certificate of the Supervisor(s); (iii) Acknowledgements; (iv) Abstract; (v) Table of Contents; (vi) List of Figures/Tables; (vii) Body of the thesis; (viii) References; (ix) Appendices; and (x) Brief bio-data of the author.
8. The inner cover page should read as follows:

TITLE OF THESIS
BY
NAME OF AUTHOR
NAME OF THE SCHOOL
Submitted

in fulfillment of the requirement of the degree of Doctor of Philosophy
to the



Guru Gobind Singh
Indraprastha University
Kashmere Gate, Delhi.
Month & Year



Guru Gobind Singh Indraprastha University
Kashmere Gate, Delhi

*APPLICATION FORM FOR PRELIMINARY REGISTRATION/REGISTRATION IN THE
Ph.D. PROGRAMME*

1. Name of the Research Student/Candidate in Full (In Capital letters) : _____

2. Address of the Research Student/Candidate : _____
 E.Mail
 MTNL Number
 Mobile/Cell Number

3. Name of the Parents:
 - (a) Father : _____
 - (b) Mother : _____

4. Date of Birth : _____

5. Details of the Academic Qualifications & Experience, if applicable, on the basis of which admission is being sought:
 - a) Academic Qualifications (Attach Documentary Evidence/s)

S.No	College/University Attended	Examination Passed	Year of Passing	Division	Percentage of marks secured/CGPA	Major subject/specialization	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

b) Details of the Experience (Attach Documentary Evidence/s)

(i) _____

(ii) _____

(iii) _____

[Attach extra sheet/s if required]

6. Whether this application is for Preliminary Registration/Registration? : _____

7. If the application is for Preliminary Registration, then mention the Broad Field/Area in which the Doctoral Research is to be perused. : _____

8. If the application is for Registration, then mention the exact subject of research in capital letters : _____

9. Name/s of the Supervisor and Joint Supervisor, if any (Fill it up if the same has/ have been identified) : _____

10. Recommendations of the Supervisor and Joint Supervisor, if any, alongwith signature/s (To be added if column 8 above has been filled; in case of need, additional sheets may be attached) : _____

11. Research Plan/Synopsis on the subject of research (To be submitted if the application is for Registration as per Column 8 above.)

Attach Eight Copies.

Place _____

Date _____

(Signature of the Research Student/Candidate)

RECOMMENDATIONS OF THE SRC

1. (a) Recommended/Not Recommended for Preliminary Registration for the Ph.D Programme _____
(Mention the relevant decision alongwith the date of the SRC meeting)
- (b) Name/s of Supervisor and Joint Supervisor, if any : _____
- (c) Date of Preliminary Registration (To be filled in after the deposition of Fee by the Research Student/Candidate) : _____
- (d) Date by which the Research Plan/Synopsis is be submitted. : _____
- 2 Recommended/Not Recommended for consideration by the BOS : _____
- 3 Any other recommendation of the SRC : _____

Signature of the Chairman of SRC

RECOMMENDATIONS OF BOS

1. (a) The Registration of Mr./Ms. _____ for the Ph.D programme is Approved with effect from _____ by the BOS of the School _____ in its meeting held on _____
- (b) This Registration is subject to the fulfillment of: (Mentioned condition/requirement, if any) : _____

- (c) The Registration is Not Approved/may resubmit the case through SRC after necessary modification of the Resume plan/synopsis. : _____

Signature of the Chairman

NOTING BY THE UNIVERSITY'S OFFICE

ORDINANCE 13 : EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF REGISTRARS (Under Clause (3) of Statute 7)

1. Every Registrar shall be appointed on a scale of pay of Rs. 16,400-450-20,900-500-22,400. In addition to the pay in the Scale mentioned above, the Registrar shall be entitled to such leave, benefits and other allowances as are admissible to the University employees from time to time.
2. Subject to the provisions of the Act and Statutes every Registrar shall be appointed for a tenure of 5 years, which can be extended further.
3. The qualification for the post of Registrar shall be as follows:
 1. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
 2. At least 15 years of experience as Lecturer (Sr. Scale)/ Lecturer with eight years in Reader's grade along with experience in educational administration.
Or
Comparable experience in research establishment and / or other institutions of higher education.
Or
15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post/grade.
4. In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ transfer to be made:

Persons under the Central / State Govts. / Universities / Educational Institutes of higher learning / Statutory or Semi-Govt./ Autonomous organizations / Public Sector Undertakings, holding analogous posts in the scale of Rs. 16,400-22,400/- (Revised) OR holding the post of Dy. Registrar in the scale of Rs.12,300-18,300/- having at least 8 years experience in this grade OR holding the post of Lecturer having 15 years of service of which 8 years as Reader/ Assistant Professor and possessing qualifications and experience as laid down in Para 3 above OR an IAS officer of AGMU Cadre with one year service in the Senior Scale OR an officer of UTCS Cadre with one year service in the Junior Administrative Grade.
(Period of deputation/ contract shall not ordinarily exceed five years)
5. The University shall provide every Registrar with unfurnished residential accommodation for which he shall pay rent/ License fee at University rates fixed.
6. A Registrar not residing in the Campus shall be entitled to HRA according to rules and shall be provided with a transport between the Residence and the Office.
7. Every Registrar shall be entitled to be covered under the superannuation scheme constituted under Section 25(g) of the Act.

ORDINANCE 14 : APPOINTMENT ON CONTRACT BASIS OR EQUIVALENT

- (i) **Full time/Part time :** Appointment on contract may be made on full time or part time basis. However in case of full time appointment, a regular sanctioned post must exist and this should be kept vacant till the contract appointment continues. In case of part time appointment the condition of availability of regular sanctioned post may not be applicable.
- (ii) **Designation:** The designation at senior level could be Visiting Professor/ Professor Emeritus / Visiting Faculty/Consultant / Advisor/ Adjunct Faculty / Director (such as Director (Curriculum Development)/ Director (Quality Assurance), etc., etc.,

At other levels it could be one of the usual designations of the University.

- (iii) **Appointing Authority:** The appointing authority for all such contract appointments will be the Vice Chancellor. However, the appointment for full time teachers on contract should be reported to Board of Management within a year of appointment. Further, if a full time appointment is equivalent to or higher than Lecturer/Assistant Registrar and if such an appointment is made for more than two years the appointment will require the approval of the Board of Management.
- (iv) **Pay :** The person appointed on contract shall be paid a consolidated salary which shall be fixed appropriately taking into consideration the status of the person so appointed, the emoluments drawn by him before this appointment, wherever applicable, etc. provided further the amount could be revised every two years. Further, the amount will not exceed the emoluments at the maximum of the scale of the post against which appointed. Also in case of a retired officer it will not be more than the emoluments last drawn before retirement.

In case of contract appointment on part time basis, the consolidated salary shall not exceed half the emoluments as per above guidelines.

- (v) **Age limit:** The age limit for full time appointment against the posts of Lecturers / Asstt. Registrar and above will be 65 years extendable for 2 years with the approval of Board of Management in respect of teaching posts only. In respect of posts below the level of Lecturers / Asstt. Registrar, the age limit at the time of first appointment will be 45 years. However it will not be applicable at the time of renewal of contract.
- (vi) **Screening Committee:** All such appointment will be recommended by a screening Committee comprising of the following:
 - a. Vice Chancellor or his nominee - (Chairperson)

- b. The Dean of the School of Studies concerned, wherever applicable or a Dean nominated by the Vice Chancellor for general/combined posts.
- c. Registrar – (Convener)
- d. Two experts, if necessary to be nominated by the Vice chancellor in case of teaching/ teaching supporting posts.

This committee may transact business by actual meeting or by circulation. It may also be decided by the committee whether it is necessary to hold test and/or interviews in each case. The above committee will also recommend the emoluments in each case.

- (vii) Total leave admissible of all kinds shall not exceed 30 days.
- (viii) DA/CCA/HRA or any other relief is not admissible.
- (ix) Travel Allowance/Telephone/Conveyance charges and other facilities may be allowed as per rules applicable to any serving officer of equivalent grade.

Medical facility may be provided if he/she is not covered under any medical scheme from the previous employer.

- (x) Person appointed on contract basis can be assigned, in addition to the specific task for which appointed, any other duties by the Vice Chancellor.
- (xi) The appointment can be discontinued with one month notice by either side without assigning any reason. Also, the appointee shall not have any claim whatsoever for regular appointment on any position on the basis of contract appointment.
- (xii) No pensionary benefit on account of the said appointment shall be admissible.

ORDINANCE 15 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR THE PROGRAMME LEADING TO M.B.B.S. (BACHELOR OF MEDICINE & BACHELOR OF SURGERY)

APPLICABILITY: This ordinance shall apply to the programme leading to M.B.B.S. (Bachelor of Medicine and Bachelor of Surgery) degree following professional system.

1. DEFINITIONS:

- a.** Academic programme / programmes: shall mean a programme / courses leading to award of M.B.B.S (Bachelor of Medicine and Bachelor of Surgery) degree.
- b.** Professional system - An undergraduate teaching curriculum leading to the award of MBBS degree has been divided into First, Second and Third Professional, comprising of Pre clinical, Para clinical and Clinical courses. The Programme of MBBS is a 4½ years degree programme which is followed by a period of training for one year internship. The MBBS programme of 4½ years is broken up into periods of 1 year, 1½ and 2 years for the 1st, 2nd and 3rd Professionals respectively, The 3rd professional is further divided into Part I and Part II of one year each.

Courses included in the First Professional are Anatomy, Physiology and Biochemistry.

Courses included in the second professional are Pathology, Microbiology, Pharmacology and Forensic Medicine.

Courses included in the Third Professional Part I consists of Ophthalmology, E.N.T. (Oto-rhino-laryngology) and Community Medicine.

Courses included in the Third Professional Part II consists of Medicine including the Paediatrics, Surgery with Orthopaedics and Obstetrics and Gynaecology.

Teaching of clinical courses included in the Third Professional begins at the start of the second Professional i.e. from the second year of the MBBS course.

However, teaching in Community Medicine begins at the start of the First Professional and continues till the end of Part III a of the curriculum.

- c.** Board of Studies (BOS) shall mean the Board of Studies of the School concerned.

- d. Course means a component of Academic Programme, carrying a distinctive code number.
 - e. External examiner shall mean an examiner who is not in the employment of the University or its affiliated institutions.
 - f. Student shall mean a person admitted to the University and its affiliated institutions for the academic programme to which this Ordinance is applicable.
 - g. University shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for the academic programme, as is approved by the Academic Council and for awarding MBBS degree, as per the prescribed Schemes of Teaching and Examinations and Syllabi as approved by the Academic Council.
 3. Examinations of the University shall be open to regular students i.e. candidates who have undergone a course of study in an institution/college affiliated to the University, for a period specified for that programme of study in the Scheme of Teaching and Examination and Syllabi.

Provided further that a student may be debarred from appearing in the examination of one or more courses as provided in Clause 10 of this Ordinance or as provided in any other Ordinance of the University.

4. ACADEMIC PROGRAMME COMMITTEE

- a. There shall be an Academic Programme Committee in the school of medical sciences of the University and programme-wise Academic Programme Committee(s) in affiliated institutions.
- b.
 - i. In the case of school of medical sciences of the University, all the teachers of the school not exceeding twenty five shall constitute the Academic Programme Committee of which the Dean of the school shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources.
 - ii. In the case of affiliated institutions, full time university recognised teachers not exceeding twenty five involved in the teaching of the course in an institution shall constitute the Academic Programme Committee for that programme. This Committee shall be headed by the Director/Principal of that institution, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.

- c. The Academic programme Committees shall also perform other tasks as assigned to it by the Board of studies of the School of Medical Sciences of the University or by the Director/Principal of the concerned affiliated institution.
- d. The Academic Programme Committee shall meet as and when required but at least once during every six months. The Chairman of the Committee will convene the meetings.

5. PROGRAMME COORDINATION COMMITTEE

In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors/Principals of the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by the Dean of the University/Director/principal to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of the courses and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers, if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

6. TRAINING PERIOD, TIME AND DISTRIBUTION

- i) The MBBS programme will be of 4½ years duration plus one year of rotatory Internship and will be under the school of the Medical Sciences of the University.
- ii) The duration of the Programme is 4½ years excluding the period of internship. This is divided into 9 terms.

Terms 1,2 are included in the first professional.

Terms 3,4 & 5 are part of the second professional.

Terms 6 & 7 are during Part I of the Third Professional and

Terms 8,9 are during Part II of the Third professional.

- iii) **Schedule of terms**

Schedule of terms will be as notified in the Academic Calendar every year by the Dean with the approval of the Vice Chancellor.

7. DURATION OF TRAINING IN CLINICAL SUBJECTS

- a. General Medicine** - 26 weeks inclusive of training in laboratory medicine and infectious disease.
- b. General Surgery** - 26 weeks, inclusive of training in Anaesthesia and dressing.
- c. Obstetrics and Gynaecology** - 24 weeks (including Family Welfare) including training in maternity (labour room), family medicine and family welfare. There shall be a posting all the above disciplines during IInd, III a & III b professionals.
- d. Community Medicine** - 12 weeks includes training at rural and urban health centres.
- e. Paediatrics, Orthopaedics and ophthalmology** - 10 weeks each..
- f. Ear, nose, throat** - 8 weeks
- g. Skin and STD** - 6 weeks
- h. Pulmonary Medicine, Psychiatry, Radiology, Casualty, Dental Medicine** - 2 weeks.

The distribution of these training / posting will be made in small batches and decided at the Institution level.

8. VACATION FOR STUDENTS

Vacation for students shall be two weeks duration after each semester, to be notified in the Academic Calendar every year.

9. VACATION FOR TEACHERS

There shall be two vacations for teachers of 68 days during summer and 35 days during winter to be notified in the Academic Calendar.

Note:

Vacation among teachers will be in batches, half of the faculty will be working when the other half is on vacation. Individual faculty members will be entitled vacation leave for half the number of days mentioned above.

If a teacher does not avail the vacation, he/she is entitled to half the number of days as Earned leave.

10. ATTENDENCE

For the MBBS course a student shall be required to be present in 75% or more of all theory classes held, and 80% in practicals, seminars, group discussion, tutorials, demonstrations, hospital posting, bed side clinics etc. in a course to be eligible to take up the examination at the end of each Professional. The Dean of the faculty in the case of university and Principal/Director in case of affiliated

institutions may condone attendance shortage in any course(s) for individual students, for reasons to be recorded. However, under no condition, a student who has an attendance of less than 70% shall be allowed to appear in the Professional end examination of course.

The University/affiliated institution shall maintain an attendance record of students registered in the MBBS courses. The teachers must intimate the Dean of the School / Director/Principal of the affiliated institution at least 10 days prior to the first day of the Professional examination the names of such students who can not be allowed to take examination as per the attendance criteria given here in this Clause.

The Dean of the school and/or Director/Principal of the affiliated institution shall announce the names of all such students who are not eligible to appear in the Professional examination at least 5 calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.

Note:

Admission to the MBBS programme of the University shall close on a date specified by the University, at the time of announcement of admission every year. If any student for any reason is admitted to the programme beyond the closing date for any reason, he/she will not be eligible to appear in the annual examination scheduled at the end of the 2nd term. If otherwise eligible, he may appear in the supplementary examination. The batch of students in the 1st professional who pass in the supplementary batch will be eligible to appear in the 2nd professional annual university examination only if he has completed 18 months of study. Otherwise he has to appear in the supplementary examination of the 2nd professional for the first time only after 18 months of study and training.

For appearing in the annual examination, the attendance criteria will stand. In case a student falls short of attendance he will be allowed to sit for the supplementary examination only. However, he will be considered to have cleared the professional examination for all purposes in the first attempt.

11. CURRICULUM OF THE PROGRAMME

Curriculum of the MBBS courses, theory and practicals are notified separately in the curriculum released by the University.

12. MINIMUM TEACHING HOURS IN VARIOUS COURSES OF MBBS

a. Pre-Clinical Courses: (1st & 2nd Terms):

Anatomy	= 650 hrs.
Physiology	= 480 hrs.

Bio-Chemistry	= 240 hrs.
Community Medicine	= 60 hrs.
Total	= 1430 hrs.

b. Para-Clinical Courses: (3rd, 4th & 5th Terms):

Pathology	= 300 hrs.
Pharmacology	= 300 hrs.
Micro-biology	= 250 hrs.
Community Medicine	= 70 hrs.
Forensic Medicine	= 100 hrs.
Total	= 1020 hrs.

c. Clinical Courses:

General Medicine*	= 300 hrs.
Paediatrics	= 100 hrs
T.B.*	= 24 hrs
Psychiatry*	= 24 hrs
Skin - STD	= 30 hrs.
Community Medicine	= 50 hrs.
Anaesthesia**	= 24 hrs.
General Surgery **	= 300 hrs.
Orthopaedics **	= 100 hrs.
Ophthalmology	= 100 hrs.
E.N.T.	= 70 hrs.
Radiology*	= 24 hrs.
Dentistry **	= 10 hrs.
Obstt. & Gynae	= 300 hrs.
Total	= 1456hrs.

* Department of Medicine to coordinate.

** Department of Surgery to coordinate.

Re-admission:

A candidate having failed to pass the supplementary of the first and second MBBS Examination, may register for re-admission to the same class at the discretion of the Principal of the College within 15 days of the announcement of the result of the University Examination in the local press. The candidate will be required to pay enrolment fee, special University fee etc. and the College will inform the University of his/her re-admission.

13. EXAMINATIONS

- a.** There shall be four university/professional examinations schedule of which shall be notified in the academic calendar every year.
- b. i.** A candidate will be allowed to appear, a maximum of four times (annual and supplementary) to clear the First Professional examinations. In case he/she is unable to do so, his name will be struck off the University rolls. A candidate can appear in the second professional only if he has passed the first professional examination held 18 months earlier. (i.e. completed 18 months of training).
- ii.** If a student gets a supplementary in one subject, he may continue to attend classes of the next professional and can pass in the supplementary exams.
- iii.** If he gets supplementary in more than one subject he is not entitled to attend the classes of the next professional, until he clears the supplementary exam. In case he fails to clear the supplementary exam, he will be declared as 'Fail' & he has to repeat the year.
- iv.** In the above situation he would subsequently be entitled to sit for the supplementary exam of the next professional for reasons of attendance.
- v.** In case a student is unable to appear in an examination/professional due to reasons of illness, he with the approval of the Dean, School of Medical Sciences may be given a fifth attempt.
- vi.** The condition of maximum of four attempts to pass a professional shall be applicable to all the professionals.
- c.** It is mandatory for a candidate to pass the second professional examination to be allowed to sit for Third professional examinations Part I. However it is not mandatory to pass Third professional Part I to enter the pre final and final terms. However the candidate has to pass Part Ia supplementary before being allowed to sit for part II b examinations.

14. NUMBER OF EXAMINATIONS

The University shall conduct not more than two professional examinations in a year for any professional with an interval of not less than six weeks i.e. supplementary examinations will follow the annual examination, after a duration of about six weeks as per details in Clause **13** of this document.

15. USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee/s for decision in individual cases, and recommending penalties, as per the laid down rules of the University.

16. EVALUATION

The evaluation of students has two components

- a. Evaluation through professional examination
- b. Continuous evaluation through internal assessment

The distribution of weightage for various components of evaluation is as under:

Theory and Oral :

Professional examination	80%
Internal assessment	20%

Practical/Clinical:

Professional examination	80%
Internal assessment	20%

Evaluation system

Evaluation of a student at the end of a professional would be by way of :

- a. Written examination
 - Descriptive (short structured questions)
 - Multiple choice (20%)
 Most of the questions should have an applied aspect.
- b. Oral
- c. Practical examination.

The examiner in the practical examination should follow a system of objectively structured practical examination (OSPE) and objectively structured clinical examination (OSCE).

OSPE and OSCE are structured methods of examination which enables the examiner to assess all the aspects of learning and training separately. It is a more objective and reliable method of testing a large number of students. However, the system requires greater effort, time and team work. OSCE also test inter personnel skills of clinical examination and practical procedures. There is also a potential to include more number of junior examiners. OSCE and OSPE are more demanding on examiners and patients.

With the intent to include OSPE and OSCE it is decided to appoint a minimum of four internal and four external examiners for conduct of each Professional examination. The internal examiners would include at least a professor. The other examiners included may be junior faculty members.

For supplementary examinations the number of examiners will be proportional to the number of students to be examined. For less than 50 students there should be at least two external and two internal examiners.

17. CONDUCT OF PROFESSIONAL EXAMINATIONS

- a. All professional examinations shall be conducted by the Controller of Examination, Guru Gobind Singh Indraprastha University
- b. The schedule of examination shall be notified by the Controller of Examination at least 30 days prior to the first day of the commencement of professional examinations.
- c. For theory as well as practical examinations all examiners shall be appointed by the Controller of Examination with the approval of the Vice-Chancellor or by the controller of examination provided the Vice Chancellor may at his discretion delegate the authority to him.

The recommendation for names of examiners shall be obtained from the respective Programme Coordination Committees through the Chairman of the Committee. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination committee could not be convened.

In emergent situations, where, for some reason the recommendations cannot be obtained from the Programme Coordination Committee as stipulated above, recommendations may be obtained from the Dean of the school medical sciences.

- d. For each examination of a course, the Director/Principal of the concerned Institution, or the Chairman of the Programme Coordination Committee will send sets of model question papers drawn by the concerned teachers to the Controller of Examinations before a date to be specified by the Controller of Examinations. The Examiner appointed by the Controllers of Examinations for setting the Question paper shall set the Question paper, using the model question paper as a guide. The question paper shall be set out of the entire syllabus of a course. The senior most internal examiner will be the Chairman of the Board.

The internal examiner deputed to set the paper for the year is to forward the same through the Dean faculty of Medical Sciences. The Dean shall forward the same to the Controller of Examinations. The Controller of Examination will then send the paper for moderation to the external examiner selected. After moderation the external examiner shall return the same to the Controller of Examinations for printing.

The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).

Practical examinations shall be conducted by a Board of Examiners. The Board shall consist of six to eight examiners. One of the examiners in that case may be designated as head Examiner. The senior most internal examiner shall be the Head Examiner. The Head Examiner shall draw the guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.

18. GUIDELINES FOR APPOINTMENT OF EXAMINERS

- a.** Qualification and experience of the examiners
 - i.** An examiner to be appointed for any subject must fulfill a minimum requirement for recognition of teacher as per rules laid down by the University
 - ii.** For the examination of MBBS there should be at least eight examiners in each subject out of which at least 50% of examiners should be external examiners. An external so appointed should fulfill the criteria in clause **i.e.**. He should be from a different University.
 - iii.** In case three external examiner are not present the exams may be conducted with two external examiners.
 - iv.** An external examiner may be appointed for a maximum of two years consecutively. There after he may be re appointed but only after a gap of two years.
 - v.** The examiners (internal and external) who set the written examination papers must also conduct the clinical/practical examination.

- b.** Appointment of internal examiners for MBBS courses
 - i.** Every teacher who qualifies to be an examiner must inform in writing to the Chairman, Board of Studies through his Head of Department Institution.
 - ii.** The names of examiners must be informed by the committee at least 3 months prior to the commencement of the examination.
 - iii.** The four internal examiners will be drawn from the institution.
 - iv.** The internal examiners should be from the teaching faculty, but must include a Professor.
 - v.** Based on the experience a list of names of the examiners will be prepared by the School of Medical Sciences.
 - vi.** In case an internal examiner from the category in item (**v**) is unavailable then the examiner may be drawn from another category.
 - vii.** Honorary/emeritus/visiting professors or part time/ad-hoc teachers are not eligible to be appointed as internal examiners.
 - viii.** An internal examiner is appointed for one year only.
 - ix.** In case of retirement, transfer, the university may allow the person to conduct examinations if the retirement/transfer is less than three month.

19. FORMAT OF VARIOUS PROFESSIONAL EXAMINATION IN THE PROGRAMME AND DISTRIBUTION OF MARKS.

1. First Professional Examination: (Pre-clinical Courses) :-

Courses consist of : Anatomy, Physiology & Bio-chemistry

a. Anatomy

Theory: Two papers of 50 marks each. (One applied question of 10 marks in each paper)	= 100 marks
Oral (Viva)	= 20 marks
Practical	= 40 marks
Internal Assessment (Theory = 20 & Practical = 20)	= 40 marks
TOTAL	= 200 marks

b. Physiology

Theory: Two papers of 50 marks each. (One applied question of 10 marks in each paper)	= 100 marks
Oral (Viva)	= 20 marks
Practical	= 40 marks
Internal Assessment (Theory = 20 & Practical = 20)	= 40 marks
TOTAL	= 200 marks

c. Bio-chemistry

Theory: Two papers of 50 marks each. (One applied question of 10 marks in each paper)	= 100 marks
Oral (Viva)	= 20 marks
Practical	= 40 marks

Internal Assessment = 40 marks
(Theory = 20 & Practical = 20)

TOTAL = **200 marks**

Note

In order to be declared passed a candidate must obtain 50% in aggregate with a minimum of 50% in theory including orals and minimum of 50% in Practicals.

2. Second Professional Examination: (Para-Clinical Courses):-

Courses consists of Pathology, Micro-biology, Pharmacology & Forensic Medicine.

a. Pathology

Theory: Two papers of 50 marks each.
(One applied question of 10 marks in each paper) = 100 marks

Oral (Viva) = 20marks

Practical = 40marks

Internal Assessment = 40 marks
(Theory = 20 & Practical = 20)

TOTAL = **200 marks**

b. Micro-biology

Theory: Two papers of 50 marks each.
(One applied question of 10 marks in each paper) = 100 marks

Oral (Viva) = 20 marks

Practical = 40 marks

Internal Assessment = 40marks
(Theory = 20 & Practical = 20)

TOTAL = **200 marks**

c. Pharmacology

Theory: Two papers of 50 marks each. (One applied question of 10 marks in each paper)	= 100 marks
Oral (Viva)	= 20 marks
Practical	= 40 marks
Internal Assessment (Theory = 20& Practical = 20)	= 40 marks
TOTAL	= 200 marks

d. Forensic Medicine

Theory: One paper of 40 mark	= 40 marks
Oral (Viva)	= 10 marks
Practical/Clinicals	= 30 marks
Internal Assessment (Theory = 10 & Practical = 10)	= 20 marks
TOTAL	= 100 marks

Note

In order to be declared passed a candidate must obtain 50% in aggregate with a minimum of 50% in theory including orals and minimum of 50% in Practicals.

3. Third Professional Examination: (Clinical Courses):

Third Professional (Part -I) MBBS course consist of :- Ophthalmology, Oto-Rhino-Laryngology & Community Medicine.

a. Ophthalmology

Theory: One paper. (Should contain one question on pre- clinical and para-clinical aspects, of 10 marks)	= 40 marks
Oral (Viva)	= 10 marks
Clinicals	= 30 marks
Internal Assessment (Theory = 10 & Practical = 10)	= 20 marks

TOTAL = 100 marks
b. Oto-Rhino-Laryngology:

Theory: One paper.
(Should contain one question on pre-clinical and para-clinical aspects, of 10 marks) = 40 marks

Oral (Viva) = 10 marks
Clinicals = 30 marks

Internal Assessment = 20 marks
(Theory = 10 & Practical = 10)

TOTAL = 100 marks

c. Community Medicine

Theory: Two papers of 60 marks each
(including problem solving, applied aspects of management at primary level including essential drugs, occupation (agro based) diseases, rehabilitation and social aspects of community) = 120 marks

Oral (Viva) = 10 marks

Practical/Project evaluation = 30 marks

Internal Assessment = 40 marks
(Theory = 20 & Practical = 20)

TOTAL = 200 marks

Note

In order to be declared passed a candidate must obtain 50% in aggregate with a minimum of 50% in theory including orals and minimum of 50% in Practicals.

4. Third Professional Examination:

3rd Professional (Part - II) MBBS course consist of Medicine, Surgery, Obstetrics & Gynaecology and Paediatrics.

Each paper shall have two sections, Questions requiring essay type answers may be avoided.

a. Medicine

Theory: Two papers of 60 marks each = 120 marks

and allied subjects)

Oral (Viva) including record of delivery cases = 30 marks
(20 + 10)

Clinical = 50 marks

Internal Assessment = 40 marks
(Theory = 20 & Practical = 20)

TOTAL = **200 marks**

d. Paediatrics: (Including Neonatology)

Theory: One paper = 40 marks
(Shall contain one question on basic sciences
and allied subjects)

Oral (Viva) = 10 marks

Clinical = 30 marks

Internal Assessment = 20 marks
(Theory = 10 & Practical = 10)

TOTAL = **100 marks**

Note

In order to be declared passed a candidate must obtain 50% in aggregate with a minimum of 50% in theory including orals and minimum of 50% in Practicals.

20. INTERNAL ASSESSMENT

- a. Periodic examinations (pre term/mid term/sent up) conducted through out the course.
- b. Internal assessment shall carry 20% of the total marks in a subject in the University/Professional examination.
- c. A student must secure at the minimum 50% marks in theory and Practicals in order to be eligible to appear for the Professional examination.

21. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at

his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such student shall, however be withheld till all the dues are cleared.

22. CRITERIA FOR PASSING, MARKS AND DISTINCTION

a. i. Obtaining a minimum of 50% in the Professional examination (separately in theory and practicals) and teachers continuous evaluation (internal assessment) shall be essential for passing the course. A candidate, who secures less than 50% of marks in a course, shall be deemed to have failed in that course.

ii. A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks sheet of the concerned professional examination.

b. i. A student obtaining less than 50% of maximum marks assigned to a course and failing in the course shall be allowed to reappear in a supplementary examination. The marks obtained by such a student out of teacher(s) continuous evaluation component shall remain unchanged. The student shall be required to obtain an aggregate of 50% marks in the supplementary examination and teacher's continuous evaluation in the concerned course.

ii. A student, who having attended the course and fulfilling the minimum attendance requirements, is not able to appear in the professional examination shall be allowed to appear in the supplementary/subsequent examination of the concerned course in subsequent turn when these are offered. He/She shall not be required to attend the classes again, and the marks obtained by the student out of teacher's continuous evaluation component shall remain unchanged. The student shall be required to obtain an aggregate of 50% marks in the professional examination and teacher's continuous evaluation in the concerned course.

iii. A student who has not been allowed to take an examination because of shortage of attendance shall be required to repeat the course and will be required to attend lectures, tutorials, practicals or any other component of the course. In such cases the continuous evaluation by teachers shall be taken into account while repeating the course.

The Institution may, at its discretion, arrange for additional teaching for students repeating the examination of a course. The modus operandi of such instruction shall be as notified by the Institution.

iv. A student who has to reappear/repeat in a professional examination shall be examined as per the syllabus in the Scheme of Teaching and Examination and Syllabi applicable at the time of joining, of the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course, and Dean of the School /Chairman of the Academic Programme Committee so certifies, the examination may be held in accordance with the revised syllabus.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations to be allowed to reappear in an examination and pay the fees prescribed by the University.

v. The operational modalities of clause **22(a) & (b)** i, ii & iii shall be notified by the University.

- c. A candidate who has earned the minimum number of marks prescribed in the Scheme of Teaching and Examination and Syllabi, shall be declared to have passed the professional and shall be eligible for award of degree after the completion of the third professional and rotating internship.

For MBBS course there shall be no divisions.

A student is considered passed if he/she secures above 50% marks as mentioned above. In case a student secures above 75% marks in a course /courses he/she is deemed to have passed the course /courses with distinction.

23. INTERNSHIP

Candidates undergoing training for the MBBS degree subsequent to passing the third professional examination must undergo a period of certified practical training of one year in the Medical College of his/her learning. This is a phase of training where the graduate is expected to actually practice medical and surgical skills under the active supervision of the coordinating unit so as to be capable in future of functioning independently. The objectives of the period of internship are:

- a. To be able to diagnose common diseases encountered in day to day practice and to be able to form a decision to refer them at the appropriate time if needed.
- b. To understand the use of essential drugs, infusions, transfusions and the use of laboratory services to the advantage of his/her patient.
- c. Learn to manage emergency medical/ surgical/ gynaecological/ obstetric/ paediatric problems at the primary level.
- d. Be able to monitor schemes in the national health programme in order to provide preventive and promotive health care services to the community.

- e. Develop qualities of leadership to function as leader of a health team in order to deliver curative and preventive services.
- f. Be able to manage chronically ill (physically/mentally) deranged patients.

Time distribution

Compulsory

Community Medicine	3 months
Medicine	2 months
Surgery including Orthopaedics	2 months
Obstt./Gynae including Family Welfare Planning	2 months
Paediatric	15 days
Ophthalmology	15 days
Otorhinolaryngology	15 days
Casualty	15 days
Elective Postings	1 month

Elective Posting will include two of the following for 15 days in each subject.

- i. Dermatology and Sexually Transmitted Diseases
- ii. Psychiatry
- iii. Tuberculosis and Respiratory Diseases
- iv. Anaesthesia
- v. Radio-Diagnosis
- vi. Physical Medicine and Rehabilitation
- vii. Forensic medicine and Toxicology
- viii. Blood Bank and Transfusion Department

Note:

- i. In case the student must for reasons beyond control cannot complete his/her internship period in the said medical college he may after obtaining due permission from the university continue with his "externship" in another institution of his choice which is approved by the Medical Council of India.

However, the posting in community medicine must be done in the parent institution.

- ii. Any student interested in continuing internship from another medical college will not be permitted to do so in case the duration is less than 6 months.
- iii. During the period of internship an intern may be allowed a maximum of 12 days leave provided he/she completes 80% of the prescribed period of training in each department.

24. AWARD OF DEGREE

A student shall be awarded a degree if:

- a.** If he has successfully passed all the three professionals and completed one year of compulsory rotatory internship in the institution/another institution recognised by the MCI.
- b.** There are no dues outstanding in his/her name to the University/Affiliated Institution: and
- c.** No disciplinary action is pending against him/her.

25. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

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

ORDINANCE 16 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR THE PROGRAMMES LEADING TO POST GRADUATE DIPLOMAS, POST GRADUATE DEGREES (M/D./MS DOCTOR OF MEDICINE/ MASTER OF SURGERY) AND POST DOCTORAL DEGREES (D.M./ M.CH: DIRECTORATE IN MEDICINE/ MAGISTER OF CHIRURGIAE)

Applicability: This ordinance shall apply to the programmes leading to Post graduate diplomas, Post graduate degrees (M.D./M.S. : Doctor of Medicine/ Master of Surgery) and Post doctoral degrees (D.M./MCh : Doctorate in Medicine/Magister of Chirurgiae).

1. DEFINITIONS:

- a. Academic programme: shall mean a programme leading to Post graduate diplomas, Post graduate degrees (M.D./M.S. : Doctor of Medicine/ Master of Surgery), Post doctoral degrees (D.M./MCh : Doctorate in Medicine/Magister of chirurgiae).
 - b. Course : means a component of Academic programme, carrying a distinctive code number.
 - c. Board of Studies (BOS) shall mean the Board of Studies of the University.
 - d. External examiner shall mean an examiner who is not in the employment of the University or its affiliated institutions.
 - e. Student shall mean a person admitted to the University and its affiliated institutions for any of the academic programmes to which this Ordinance is applicable.
 - f. University shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for the academic programmes, as is approved by the Academic Council and for awarding Post graduate diplomas, Post graduate degrees (M.D./M.S. : Doctor of Medicine/ Master of Surgery), Post doctoral degrees (D.M./MCh : Doctorate in Medicine/Magister of Chirurgiae) as per the prescribed Schemes of Teaching and Examinations and Syllabi as are approved by the Academic Council.
 3. Examinations of the University shall be open to regular students i.e. candidates who have undergone a course of study in an institution/college affiliated to the University, for a period specified for that programme of study in the Scheme of Teaching and Examination and Syllabi.

Provided further that a student may be debarred from appearing in the examination of the course as provided in Clause 8 & 9 of this Ordinance or as provided in any other Ordinance of the University.

4. ACADEMIC PROGRAMME COMMITTEE

- a.** There shall be an Academic Programme Committee in the School of Medical Sciences of the University and programme-wise Academic Programme Committee(s) in affiliated institutions.
 - i.** In the case of School of Medical Sciences of the University, all the teachers of the School shall constitute the Academic Programme Committee of which the Dean of the School shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources.
 - ii.** In the case of affiliated institutions, full time university recognised teachers involved, in the teaching of the programme not exceeding 25 in the institution shall constitute the Academic Programme Committee for that programme. This Committee shall be headed by the Director/Principal of that institution, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the programme for optimum utilisation of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.
- b.** The Academic programme Committees shall also perform other tasks as assigned to it by the School of Medical Sciences of the University or by the Director/Principal of the concerned affiliated institution.
- c.** The Academic Programme Committee shall meet as and when required but at least once during every six months. The Chairman of the Committee will convene the meetings.

5. PROGRAMME COORDINATION COMMITTEE

In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors/Principals of the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by the Dean of the University/Director/ Principal to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of the course. The Committee shall also assist in preparation of model question papers, if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

**6. PROGRAMMES OFFERED BY GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY (SCHOOL OF MEDICAL SCIENCES)**

a. M.D. (Doctor of Medicine)

- i.** Anesthesiology
- ii.** Biochemistry
- iii.** Community Medicine
- iv.** Dermatology, Venereology & Leprosy
- v.** Forensic Medicine
- vi.** General Medicine
- vii.** Microbiology
- viii.** Paediatrics
- ix.** Pathology
- x.** Pharmacology
- xi.** Physiology
- xii.** Psychiatry
- xiii.** Radio-diagnosis
- xiv.** Radio-therapy
- xv.** Physical Medicine & Rehabilitation

b. M.S. (Master of Surgery)

- i.** Anatomy
- ii.** General Surgery
- iii.** Obstetrics & Gynaecology
- iv.** Ophthalmology
- v.** Orthopaedics
- vi.** Otorhinolaryngology

c. Diplomas

- i.** Anaesthesiology (D.A.)
- ii.** Dermatology, Venereology and Leprosy (D.D.V.L.)
- iii.** Obstetrics & Gynaecology (D.G.O.)
- iv.** Ophthalmology (D.O.)
- v.** Otorhinolaryngology (D.L.O.)
- vi.** Paediatrics (D.C.H.)
- vii.** Physical Medicine & Rehabilitation (D.Phy. Med. & R.)
- viii.** Radio-diagnosis (D.M.R.D.)
- ix.** Radio-Therapy (D.M.R.T.)

Note:

For all the programmes mentioned above, the candidate must possess a recognised MBBS degree or its equivalent degree (recognised by MCI).

d. D.M. (Doctorate in Medicine)

	Prior Requirement
i. Cardiology	MD/DNB (Medicine)
ii. Medical Gastroenterology	MD/DNB (Paediatrics)
iii. Neurology	MD/DNB (Medicine)
iv. Nephrology	MD/DNB (Paediatrics)
v. Pulmonary and Critical Care	MD/DNB (Medicine)
	MD/DNB (Paediatrics)
	MD/DNB (Medicine)
	MD/DNB (Respiratory Medicine)

Note

For eligibility of DNB candidates it is essential to have undertaken a research project (Thesis) during DNB training.

e. M.Ch (Magister of Chirurgiae)

	Prior requirement
i. Burns and Plastic Surgery	MS/DNB (Surgery)
ii Cancer Surgery	MS/DNB (Surgery)
iii. Cardio Thoracic & Vascular Surgery	MS/DNB (Surgery)
iv. Neuro-surgery	MS/DNB (Surgery)
v. Paediatric Surgery	MS/DNB (Surgery)
vi. Urology	MS/DNB (Surgery)

Note

For eligibility of DNB candidates it is essential to have undertaken a research project (Thesis) during DNB training.

7. PROGRAMME CONTENTS AND DURATION

- a.** The Post Graduate Diploma, Post Graduate Degree (M.D./M.S.), Post Doctoral Degree (D.M./MCh) shall comprise of courses and/or other components as specified in the scheme of teaching and examination and syllabi of the concerned programme as are approved by the academic council.

- b.** The minimum period required for completion of programme shall be two years in case of diploma and three years in case of MD/MS and DM/MCh. The programme duration is as specified in the scheme of teaching and examination and syllabi for the concerned programme.
- c.** The maximum permissible period for completing a programme is as given below:
 - i.** Students admitted to the diploma courses must pass the examination within four years from the date of registration to the course.
 - ii.** Students admitted to the M.D./M.S. course must pass the degree examination within five years after registration to the course.
 - iii.** Students admitted to the D.M./MCh course must pass the degree examination within five years after registration to the course.

8. ATTENDENCE

All the candidates joining the Post Graduate training programme shall work as full time residents during the period of training. They must attend not less than 80% of the training during a given year. They should be given full time responsibility, assignments and participation in all aspects of the education programme.

9. LEAVE

- a.** No vacations are permitted to any Post graduate degree/diploma, Post doctoral course student.
- b.** A student may avail a maximum of 30 days leave in the 1st academic year and 36 days each in the 2nd and 3rd academic year. Leaves not availed in one year are not carried over to the next year. This includes leave availed on all grounds except maternity leave.
- c.** A female student will be permitted 90 days of maternity leave during a course and not 135 days. This may be availed only once in the course. No paternity leave is permitted.
- d.** In case of shortage of attendance, due to excess leave or absence due to any other reason without proper permission he/she will not be allowed to appear in the university examination until the shortage is made up by further training in the said duties during the scheduled course period.
- e.** Unauthorised absence from training would result in cancellation of the name of the student from the university rolls for the said post graduate/post doctoral course.

10. TRAINING PROGRAMME

- a.** Training given to the Post Graduate students in the recognised institution of the university for the award of Post Graduate Degrees/Diplomas shall

determine the expertise of the trained specialist as a result of the training programme.

- b.** The School of Medical Sciences shall work out the details of the training programme/curriculum.
 - i.** Each institution imparting Post Graduate training programme shall set up an academic programme committee under the Principle/Director or a senior professor in order to monitor and coordinate the programme as per the guidelines of the School of Medical Sciences.
 - ii.** The training programme would be updated from time to time. This should be registered and followed strictly so that examiners may determine the training undergone by the students, also if and when required the MCI inspectors may have access to the same when needed.
 - iii.** Post Graduate students must maintain a log book detailing the work/procedures undertaken by them during the period of training. M.S./MCh students must detail in the log book the number of operations assisted or done independently.
 - iv.** The Log book mentioned to above should be periodically verified by the faculty members of the institution.
- c.** Teaching in basic medical sciences related to the disciplines concerned during the training process is essential. There shall also be training in the applied aspects of the subjects. The faculty should coordinate with the allied departments related to the discipline for teaching. Preventive and emergency care should form a part of the training. The students should undertake independently biopsies, cytopsies, endoscopy and imaging etc. during the course of the training.
- d.** Post graduate students must also participate in the teaching and training of undergraduate students and interns.
- e.** The students must also be trained in medical audit, management, health economics, health information system, basic statistics, human behavioral sciences, pharmaco economics and non linear mathematics (basic) during the course of the training.
- f.** The training programme for award of the mentioned Post Graduate degrees should include :
- i.** M.D./M.S. (Doctor of Medicine/Master of Surgery)
 - Basic medical sciences : Lectures, seminars, journal clubs, group discussions, laboratory and experimental work, exposure to applied aspects of the specialty and involvement in research studies.
 - Clinical disciplines : during the training, the students should be given independent responsibility in management of patients, participation in seminars, journal clubs, group discussions, clinical meetings, clinico-pathological conferences and training in allied disciplines.
 - ii.** D.M./MCh. (Doctorate in Medicine/ Magister of Chirurgiae)
 - Training for the students registered in the above course shall be in the same pattern as for M.D./M.S. Training should include

practical training in advanced diagnostic, therapeutic and laboratory techniques relevant to the subject. For MCh candidates, there should be participation in surgical operations as an assistant and independently.

iii. Diplomas

- Training of candidates registered in the said course would be on the same lines as for M.D./M.S., however, the duration of training would be of two years only. Also they would not be required to undertake a thesis study.

11. THESIS

- a.** Every candidate registered for a post graduate degree programme shall carry out research on an assigned project under the guidance of a recognised supervisor/co-supervisor. The result of this research work should be recorded, analysed, written up and submitted in the form of a thesis.

The thesis work is given with a aim to develop a sprit of enquire besides exposing the candidate to techniques of research, analysis and acquaintance with recent advances and learning to review literature in a given topic. The thesis should be submitted one year before the final examination.

The detailed schedule of thesis work for MD /MS programmes shall be notified in the Academic calendar every year.

There is no thesis for diploma courses.

- b.** Students who fail to submit the thesis protocol by the stipulated date due to any reason, except maternity leave may face serious action like stopping of salary or even termination of course, if recommended by the head of the department to the Dean, School of Medical Sciences.

The completed thesis should be submitted to the School of Medical Sciences by the date specified in the Academic calendar. No extension will be granted in this regard. In case a student fails to submit the thesis in the stipulated time he/she will be debarred from appearing in the final examination. He/she will only be permitted to appear in the supplementary examination or in the next examination.

- c.** For superspeciality (D.M./MCh) courses there is no thesis work. However, it is optional with the individual institute. In case the institute chooses not to have a thesis then each student will be required to publish at least two research papers in an indexed journal of repute or he/she will be required to prepare two review articles on subjects specified by the Head of the

Department. A student failing to comply with the above will not be allowed to appear for the examination.

12. USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee/s for decision in individual cases, and recommending penalties, as per the laid down rules of the University.

13. EVALUATION

- a.** The examiner in the practical examination should follow a system of objectively structured practical examination (OSPE) and objectively structured clinically examination (OSCE).
- b.** OSPE and OSCE are structured methods of examination which enables the examiner to assess all the aspects of learning and training separately. It is a more objective and reliable method of testing a large number of students. However, the system requires greater effort, time and team work. OSCE also test inter personnel skills of clinical examination and practical procedures. There is also a potential to include more number of junior examiners. OSCE and OSPE are more demanding on examiners and patients.
- c.** With the intent to include OSPE and OSCE there will be four examiners, two internal and two external for the examination. The internal examiners would include a professor. The other examiners included may be other faculty members by rotation.

14. CONDUCT OF UNIVERSITY EXAMINATIONS

- a.** All university examinations shall be conducted by the Controller of Examinations.
- b.** The schedule of examination shall be notified by the Controller of Examinations at least 30 days prior to the first day of the commencement of professional examinations.
- c.** For theory as well as practical examinations all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor or by the Controller of Examination provided the Vice Chancellor may at his discretion, delegate his authority to him.
- d.** For programmes being run in affiliated institution, recommendation for names of examiners shall be obtained from the respective Programme Coordination Committees through the Chairman of the Committees. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination committee could not be convened.

- e. In emergent situations, where, for some reason the recommendations cannot be obtained from the Programme Coordination Committee as stipulated above, recommendations may be obtained from the Dean of the School of Medical Sciences.
- f. For each theory examination of a course, the Director/Principal of the concerned School, or the Chairman of the Programme Coordination Committee will send sets of model question papers drawn by the concerned teachers to the Controller of Examinations before a date to be specified by the Controller of Examinations. The Examiner appointed by the Controllers of Examinations for setting the Question paper shall set the Question paper, using the model question paper as a guide. The question paper shall be set out of the entire syllabus of a course.
- g. University practical examinations shall be conducted by a Board of Examiners. The Board shall consist of three to four examiners. The Head examiner shall draw the guidelines for the conduct of examinations to be followed by the board, to ensure uniformity of evaluation.

15. EXAMINATIONS

- a. Examinations for the Post Graduate programmes shall be organised on the basis of a system to evaluate the candidates level of knowledge, skill and competence at the end of the training. The student is required to obtain a minimum of 50% marks in theory as well as in practicals separately for passing the examination. The examinations for M.D., M.S., D.M., MCh shall be held at the end of three academic years and for diploma programmes the examination will be held after two academic years.
- b. The M.D., M.S. degree programmes will have 800 marks, 400 in theory and 400 in practicals including clinical cases and viva voce.
Diploma programmes will have a maximum of 600 marks i.e. maximum of 300 marks for theory and 300 marks for practicals respectively.
Superspeciality programmes i.e. DM /MCh would also be having a total of 600 marks, 300 for theory and 300 for practicals including oral examinations.
- c. Number of examinations: the university shall conduct not more than two examination in a year for a said course with an interval of not less than six months.

16. GUIDELINES FOR APPOINTMENT OF EXAMINERS FOR MD/MS, DIPLOMA AND DM/MCH IN FACULTY OF MEDICAL SCIENCES, GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

- a. Qualification and experience of the examiners
 - i. An examiner to be appointed for any subject must fulfill a minimum requirement for recognition of post-graduate teacher as per rules laid down by the University / Medical Council of India.

- ii. For the examination of MD/MS there should be at least four examiners in each subject out of which at least 50% of examiners should be external examiners. The external should be from a different University.
 - iii. For diploma examination there shall be two internal and the two external examiners.
 - iv. For DM/MCh examination there should be two external and two internal examiners.
 - v. An external examiner may be appointed for a maximum of two years consecutively. There after he may be re appointed but only after a gap of two years.
 - vi. The examiners (internal and external) who set the written examination papers must also conduct the clinical/practical examination.
- b. Appointment of internal examiners for MD/MS**
- i. To be eligible, all the teachers who qualify must inform the Chairman, Board of Studies in writing through the head of Department/institution that he/she qualifies.
 - ii. The examiners (internal) will be appointed from the faculty in the respective institution by rotation.
 - iii. No one who is not a recognized teacher of the University may be appointed.
 - iv. One of the internal examiners should be a professor. The second examiner would be chosen by rotation, however, to be an examiner he/she must have a minimum of five years of teaching experience as a faculty member after post graduation or equivalent experience.
 - v. The School of Medical Sciences of the University each year will prepare a fresh list of the eligible examiners.
 - vi. The examiner must include at least one or more professor.
 - vii. Honorary/visiting/emeritus professor/part time or ad-hoc teachers are not eligible to be an examiner.
 - viii. Internal examiners are appointed for one year only by rotation.
 - ix. The names for examinership should be sent to the Chairman, Board of Studies at least 3 months prior to the examination.
 - x. An internal examiner can still be considered if he has been transferred or retired if the period since transferred / retired is less than 3 months.

- xi.** Based on teacher's experience and specialty in the field, a list of names of examiners will be prepared by the School of Medical Sciences.
 - xii.** In case the internal examiners for the above cadre are not available, the internal may be drawn from another category.
- c.** Appointment of internal examiners in diploma courses
- i.** Every teacher who qualifies to be an examiner must inform in writing to the Chairman, Board of Studies through his Head of Department / Institution.
 - ii.** The names for examinership should be sent to the Chairman, Board of Studies at least 3 months prior to the commencement of the examination.
 - iii.** The two internal examiners will be drawn from the institution.
 - iv.** One of the internal examiners should be a professor. The second examiner would be chosen by rotation, however, to be an examiner he/she must have a minimum of five years of teaching experience as a faculty member after post graduation or equivalent experience.
 - v.** In case an internal examiner from the above cadre is unavailable then the examiner may be drawn from another category.
 - vi.** Honorary/emeritus/visiting professors or part time/ad-hoc teachers are not eligible to be appointed as internal examiners.
 - vii.** An internal examiner is appointed for one year only.
 - viii.** In case of retirement, transfer, the university may allow the person to conduct examinations if the retirement/transfer is less than three month.
 - ix.** Based on the experience a list of names of the examiners will be prepared by the School of Medical Sciences.
- d.** Appointment of internal examiners in DM/MCh courses
- i.** The guidelines mentioned for the PG degree course, will be applicable for appointment of examiners for DM, MCh.
 - ii.** There shall be two internal examiners in each subject.
 - iii.** Internal examiners can only be from institutions which run the courses.
 - iv.** One of the examiner must be Professor.
 - v.** The examination venue will be only those where the course in conducted.

- e. Miscellaneous
 - i. The number of days the examination is to be conducted is determined by the chairman Board of Studies of GGSIPU. Not more than five candidates can be examined in one day. In pre & para clinical courses it is mandatory to have examination for a minimum of two days.
 - ii. If requisite numbers of external examiner are not present one can make local arrangements for the above.

17. THESIS EXAMINATION FOR MD/MS

The thesis presented to the university shall be assessed by two external examiners. There shall be one referee examiner, whose decision will be binding in case of a dispute.

18. PATTERN OF EXAMINATION

For M.D./M.S.

a. Theory

- i. There shall be four theory papers (M.D./M.S.)
- ii. Of the above one shall be on basic sciences and one on recent advances.
- iii. The theory examination shall be held with sufficient time prior to the practical/clinical examination so as to enable the examiner to evaluate the answer books before commencement of the clinical/practical and oral examination.

b. Clinical, Practical, Oral

- i. Clinical examination for the courses in clinical sciences is conducted to test the skills, knowledge and competence of the student to undertake independent work as a teacher/specialist. During this test the student is expected to examine a minimum of one long case and two short cases.
- ii. Practical examination for courses in basic sciences is conducted to test the knowledge and competence of the candidate in making valid and relevant observations based on experimental/laboratory studies and test his ability to undertake such studies.
- iii. The oral/viva voce examination shall test for the assessment of the candidates knowledge and competence in the subject, investigative procedures, therapeutic techniques and other related aspects of the concerned specialty.

A candidate in order to pass must secure not less than 50% marks in each head of passing i.e. 1- theory, and 2- practical including clinical and viva voce.

For D.M./MCh

a. Theory

The pattern of papers for DM/MCh is as follows.

There shall be three papers

Paper 1 - Basic principles of the concerned specialty

Paper 2 - Clinical practice

Paper 3 - Subspecialty, current trends and recent advances.

b. Clinical, Practical, Oral

The practical examination shall consist of carrying out special investigative procedures for diagnosis and therapy. MCh candidates will also be examined in their surgical skills. The oral examination will comprehensively test the students over all knowledge and understanding of the subject. The number of cases in the clinical examination are three. One long and two short or three short cases as per the mutual consent of examiners.

A candidate in order to pass must secure not less than 50% marks in each head of passing i.e. 1- theory, and 2- practical including clinical and viva voce.

For Post Graduate Diploma Courses

a. Theory

There shall be three theory papers, one of which will be on basic medical sciences. The theory examination shall be held with sufficient time prior to the practical/clinical examination so as to enable the examiner to evaluate the answer books before commencement of the clinical/practical and oral examination.

b. Clinical, Practical, Oral

Clinical examination for the subject shall be conducted to test the knowledge and competence of the candidate for undertaking independent work as a specialist. For the above the candidate will be examined on a

minimum of one long case and two short cases. The oral examination shall assess the candidates knowledge and competence about the subject, therapeutic techniques and other aspects of the concerned specialty

A candidate in order to pass must secure not less than 50% marks in each head of passing i.e. 1- theory, and 2- practical including clinical and viva voce.

19. SCHEME OF EXAMINATION FOR M.D./M.S.

a. Theory

Four theory papers each of 3 hours duration 400
(100 marks each with minimum of 3 questions)

Total 400

b. Practicals

Clinical cases, viva voce 400
(distribution of marks to be determined by individual committees of courses and studies. However, in clinical Subject (MD/MS) and superspeciality there should be Minimum of one long and two short cases besides other Things decided by individual subject committees of Courses and studies)

Total 400

Grand Total 800

Minimum of 50% marks in theory and 50% in Practicals including viva voce are required to declare pass in a subject.

20. SCHEME OF EXAM FOR ALL DIPLOMA COURSES

a. Theory

Three theory papers each of 3 hours duration 300
(100 marks each with minimum of 3 questions)

Total 300

b. Practicals

Clinical cases, viva voce 300
(distribution of marks to be determined by individual Committees of courses and studies. However, in clinical subjects there should be a Minimum of one long and two short cases besides Other items as decided by the individual committee Of courses and studies,)

Total 300

Grand Total 600

21. SCHEME OF EXAMINATION FOR SUPERSPECIALITY (DM/MCh)

a. Theory

Three theory papers of three hours duration
(100 marks each with a minimum of three questions) **300**

b. Practicals

Clinical cases/viva voce
Distribution of marks to be decided by committees of
Courses and studies

The practicals may include carrying out special procedures
For investigation or therapy.

MCh candidates will be examined in their surgical skills.

Oral examination will be comprehensive.

The clinical cases may consist of one long and two short
cases or three short cases. **300**

Grand total 600

22. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such student shall, however be withheld till all the dues are cleared.

The examination fees in the case of M.S./M.S. and Ph D candidates shall include a thesis protocol fee and thesis fee.

23. CRITERIA FOR PASSING

- a. i.** Obtaining a minimum of 50% in the university examination (separately in theory and practicals). A candidate, who secures less than 50% of marks in a course, shall be deemed to have failed in that course.

- ii.** A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks sheet of the concerned university examination.
- b. i.** A student obtaining less than 50% of maximum marks assigned to a course and failing in the course shall be allowed to reappear in a supplementary examination. The student shall be required to obtain an aggregate of 50% marks in the supplementary examination.
- ii.** A student, who having attended the course and fulfilling the minimum attendance requirements, is not able to appear in the University examination shall be allowed to appear in the supplementary/subsequent examination of the concerned course in subsequent turn when these are offered. He/She shall not be required to attend the classes again. The student shall be required to obtain an aggregate of 50% marks in the university examination.
- iii.** A student who has not been allowed to take an examination because of shortage of attendance shall be required to repeat the course and will be required to attend lectures, tutorials, practicals or any other component of the course.
- The Institution may, at its discretion, arrange for additional teaching for students repeating the examination of a course. The modus operandi of such instruction shall be as notified by the Institution.
- iv.** A student who has to reappear/repeat in an examination shall be examined as per the syllabus in the Scheme of Teaching and Examination and Syllabi applicable at the time of joining, of the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course, and Dean of the faculty/Chairman of the Academic Programme Committee so certifies, the examination may be held in accordance with the revised syllabus.
- Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations to be allowed to reappear in an examination and pay the fees prescribed by the University.
- v.** The operational modalities of the clause shall be notified by the University.
- c.** A candidate who has earned the minimum number of marks prescribed in the Scheme of Teaching and Examination and Syllabi, shall be declared to have passed the course and shall be eligible for award of degree/diploma.

24. AWARD OF DEGREE

A student shall be awarded a degree if:

- a.** If he has successfully passed the university examination.
 - b.** There are no dues outstanding in his/her name to the University/Affiliated Institution: and
 - c.** No disciplinary action is pending against him/her.
- 25.** Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
- 26.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

ORDINANCE 17 : PREVENTION OF SEXUAL HARASSMENT

1. Definition “Sexual Harassment” includes such unwelcome sexually determined behaviour (whether directly or by implication) as

- (a) Sexually offensive physical contact or advances;
- (b) A demand or request for sexual favours.
- (c) Sexually colored remarks;
- (d) Showing Pornography; And
- (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances, where under the victim of such conduct has a reasonable apprehension that in relation to the victim’s employment or work, whether she is drawing salary, or honorarium or doing voluntary service, in the University, or in an affiliated institute, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the woman has reasonable ground to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection there to

Sexual harassment also includes unwelcome

- Loaded comments having sexually offensive connotations.
- Remarks or jokes having sexually offensive connotations;
- Obscene, e-mails or phone calls having sexually offensive connotations
- Sexual physical gestures, lewd stares;
- Physical contact having sexually offensive connotations and stalking;
- Exhibition of pornography;
- Making of sounds having sexually offensive connotations;
- Playing of music or songs having sexually offensive connotations.
- Relating sexually explicit anecdotes;
- Threat to take vindictive action for denial of sexual favours;
- Singing lewd songs;

- Any act or behaviour that is sexual, based on sex or on sexual orientation, towards a person, that has the aim or effect of compromising that person's right to dignity, equality in employment, and to working conditions that are respectful of that person's dignity, their moral or physical integrity, their right to receive ordinary services offered to the public in full equality.
- The act or behaviour can notably take the form of: pressure (pressions), insults, remarks, jokes based on sex, touching, assault, all sexual exhibitionism, all unwelcome implicit or explicit sexual solicitations, all threats or all sexual blackmail.
- Any pressure, constraint of sexual nature carried out through words, gestures, threats, promises, writing, drawings, sending of objects, all sexually discriminatory remarks, targeting a person during a hire or while conducting his professional activity.
- Any behaviour is unacceptable if
 - (a) Such conduct is unwanted, unreasonable and offensive to the recipient
 - (b) A person's rejection of, or submission to, such conduct on the part of employers or workers (including superiors or colleagues) is used explicitly or implicitly as a basis for a decision which affects that person's access to vocational training, access to employment, continued employment, promotion, salary or any other employment decisions; and /or
 - (c) Such conduct creates an intimidating, hostile or humiliating work environment for the recipient; and that such conduct may, in certain circumstances, be contrary to the principles of equal treatment within the meaning of Articles 14, 15, 16 and 21 of the Constitution of India.
- Act or conduct creating sexually hostile and intimidating environment.

(a) A person who is –

2. Who Can Make a Complaint?

- i) A student of this University / affiliated colleges/institutions;
- ii) Seeking to be an employee or employed in this University / affiliated colleges/institutions;
- iii) A member of the staff of this University or is a member of any committee, board, management, academic

of any committee, board, management, academic council or holds an administrative or consultative position in the University. / Affiliated colleges/institutions;

- iv) An applicant for admission into any course offered by this University/ affiliated colleges/institutions.

Subject to the condition that:

Where a complaint instituted before the Complaints Committee is found to be frivolous or vexatious, the Committee shall, for reasons to be recorded in writing, dismiss the complaint and make an order that the complainant shall pay to the opposite party a fine of minimum Rs. 5000/- (five thousand rupees).

3. The Complaint Committee

There shall be a 'University Complaint Committee' and an 'Institute Complaint Committee'.

(i) University Complaint Committee

The University Complaints Committee shall be constituted by the Vice-Chancellor, comprising of 5 ordinary members. At least half of the members of the Committee shall be women. The Chairperson of the Complaints Committee will be nominated by the Vice-Chancellor and shall be a woman. Committee may have co-opted members in addition to above. Three members shall form the quorum.

(ii) Institute Complaint Committee

The Institute Complaint Committee shall be constituted by the Principal / Director of the institute, comprising of 3 ordinary members. At least two members of the Committee shall be women. The Chairperson of the Institute Complaint Committee shall be nominated by the Director / Principal and shall be a woman. Presence of all members in the meeting shall be essential.

4. Eligibility for Membership of the Committee

(i) University Complaint Committee

A person employed as Professor or as Reader or in an equivalent grade in the University shall be appointed as ordinary Members of the Committee

In appointing ordinary members, the Vice-Chancellor may take into account the seniority, ability and background of the member.

(ii) Institute Complaint Committee

A person employed as a teacher or in equivalent grade shall be appointed as ordinary members of the Committee, taking into consideration their seniority, ability and background.

The Committees as (i) and (ii) above, may co-opt as many members as are necessary to make an informed, reasonable and expeditious decision. Students, Staff, NGO's or other relevant persons can be co-opted as members.

5. Jurisdiction

All members of staff; teaching or non-teaching and all students whether studying in the GGS Indraprastha University Campus or in any affiliated college are subject to the jurisdiction of this ordinance.

The territorial jurisdiction of the University Complaints Committee shall extend to acts of sexual harassment committed in the GGS Indraprastha University Campus, while that of Institute Complaint Committee to the Institute campus. The campus shall also include hostels, guesthouses, car parks and other properties owned, maintained or under the control of the University/ institute.

In the case of sexual harassment of a third person by a student or staff of this University or of any affiliated college or institution, the Complaints Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the third person's complaint.

6. Conducting Enquiry by the Compliant Committee

- i) Any person aggrieved shall prefer a complaint before the Complaints Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.
- ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravenor and the complaint shall be addressed to the Complaints Committee
- iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Vice Chancellor / Director of the concerned institute and hand over the same in person or in a sealed cover. Upon receipt of such complaint the Vice Chancellor / Director of the concerned institute shall retain the original complaint with himself and send to the Complaints Committee a gist of the complaint containing all material and relevant details, other than the name of the

complainant and other details, which might disclose the identity of the complainant.

- iv) The Complaints Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.
- v) The Complaints Committee shall after examination of the complaint submit its recommendations to the Vice Chancellor / Director of the concerned institute recommending the penalty to be imposed.
- vi) Vice Chancellor / Director of the concerned institute upon receipt of the report from the Complaints Committee shall after giving an opportunity of being heard to the persons complained against, confirm with or without modification the penalty recommended after duly following the prescribed procedure
- vii) In cases, pertaining to the officer holding the posts of Asstt. Registrar / Lecturers or above the case shall be submitted to the Board of Management / Governing body of the college, which shall with or without modification confirm the penalty recommended, after duly following the prescribed procedure.

7. Disciplinary Action

Where the conduct of an employee amounts to misconduct in employment as defined in the conduct rules, appropriate disciplinary action in accordance with the relevant rules shall be initiated.

In the case of an employee of an affiliated institution, the matter will be referred to the management of the institution for appropriate disciplinary action.

Where the conduct of a student amount to misconduct, appropriate disciplinary action in accordance with the relevant ordinance on 'Maintenance of discipline amongst students' shall be initiated by the competent authority.

8. Third Party harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider the employer and the persons Incharge shall take all steps necessary and reasonable to assist the affected persons in terms of support and preventive action.

9. Annual Report

The Complaints Committees shall prepare an Annual Report giving a full accounts of its activities during the previous year and forward a copy thereof to the Vice Chancellor concerned who shall report to the Board of Management.

10. Saving

Nothing contained in this code shall prejudice any rights available to the employee or prevent any person from seeking any legal remedy under the National Commission for Woman Act 1990, Protection of Human Rights Commission Act 1993 or under any other law for the time being in force.

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the University shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassments. The victims of sexual harassments should have the option to seek transfer of the perpetrator or their own transfer.

REVISED ORDINANCE 18 : MINIMUM QUALIFICATIONS AND EXPERIENCE FOR THE TEACHERS IN MEDICAL COLLEGES

NOTIFICATION

Delhi, 1st August, 2006

F.2(14)/Ord/IPU/DRP/2006/ - In pursuance of the provisions of Section 27 of the Guru Gobind Singh Indraprastha University Act 1998 (9 of 1998), the Board of Management of the Guru Gobind Singh Indraprastha University, hereby repeals the existing ordinance 18 regarding alternative qualifications and experience for Recognition of serving specialists as teachers in the Vardhman Mahavir Medical College, New Delhi and replaces the same with the new Ordinance 18 regarding minimum qualifications and experience for the teachers in Medical Colleges.

Guru Gobind Singh Indraprastha University will follow the regulations of Medical Council of India on the following subjects, which are in force from time to time:

- (i) Minimum Qualifications for Teachers in Medical Institutions;
- (ii) Post Graduate Medical Education;
- (iii) Opening of New or Higher Course of Study or Training (including Post-Graduate Course of Study or Training) and/ or Increase of Admission Capacity in any Course of Study or Training (including a Post-Graduate Course of Study or Training)

The above ordinance has come into force with effect from the date of approval by the Board of Management.

By order

(V. K. Jain)
Registrar

BOM Resolution : 29.5 dated 20.3.2006

ORDINANCE 19 : MAINTENANCE OF THE MAHILA INSTITUTE OF TECHNOLOGY

1. The Mahila Institute of Technology established by Government of Delhi shall be run as a University maintained institution.
2. There shall be a governing body which will manage the affairs of the institute subject to the Act, statute, ordinance and regulations and under the general control and supervision of the Board of Management, of the University.
3. The governing body shall comprise of the following:
 - (i) Chairman – An eminent engineer/scientist/technocrat to be nominated by the Vice-Chancellor.
 - (ii) Two members nominated by the Academic Council, of whom one shall be the member of the Council and the other being an eminent engineer/scientist/ technocrat
 - (iii) Secretary, Higher Education, Government of Delhi or his / her nominee, not below the rank of Joint Secretary to Government of Delhi.
 - (iv) Principal Secretary, Finance, Government of Delhi or his / her nominee, not below the rank of Joint Secretary to Government of Delhi.
 - (v) Two representatives of University not below the rank of Professor/Registrar to be nominated by the Vice-Chancellor
 - (vi) Two teachers (one Professor / Reader and one Lecturer) of the institute by rotation in order of seniority.
 - (vii) One industrialist to be nominated by the Vice-Chancellor
 - (viii) Director/Principal of the institute (ex-officio) - Member Secretary

Members other than ex-officio shall hold office for a period of two years.
4. The governing body shall have following powers and functions :
 - (i) to organise the teaching and/or research in the subject assigned from time to time in the institute subject to the control of Academic Council of the university.

- (ii) to decide in regard to the number of posts of teachers required for the institute generally in accordance with the laid down norms of the University/statutory bodies, and recommend to the Board of Management for their creation after the approval of Academic Council.
 - (iii) to decide in regard to the number of posts of administrative and non-academic staff of the institute generally in accordance with the laid down norms of the University and recommend to the Board of Management for their creation after the approval of Finance Committee.
 - (iv) to decide in regard to the infrastructural requirement of the institute and plan and take steps for its acquisition.
 - (v) to regulate the admission of students, lay down rules for the residence, health, discipline and welfare of the students subject to the ordinances and regulations of the University.
 - (vi) to prepare annually a statement of financial requirement of the institute and submit the same to the University.
 - (vii) to incur expenditure within the limits in the budget for various items, as per laid down norms of the university and to maintain proper accounts thereof and submit the annual accounts for purposes of audit.
 - (viii) to consider the annual accounts alongwith the audit report and after approval, submit the same to the government through University.
 - (ix) to define the duties of the administrative and other non-teaching staff of the institute.
 - (x) to make rules and/or by-laws from time to time and to alter, amend or repeal the same as may be necessary or desirable for the regulation of the business and work of the institute and of the governing body.
 - (xi) to hold the funds of the institute in any of the nationalised bank and to authorise the principal/director or any such other officer as it may specify to operate the bank account.
 - (xii) to exercise such other powers and functions as may be assigned to the governing body by the Vice-Chancellor.
 - (xiii) to do such other acts as may be necessary for the exercise of the above functions.
5. The Principal/Director shall be the head of the institute and the Chief Executive Officer and subject to overall control of the Governing Body, shall be responsible for the day to day management and administration of the institute in accordance with the Act, Statutes, the Ordinances, the rules and regulations of the University.

ORDINANCE 20 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR MASTER'S DEGREE PROGRAMME IN HUMAN RESOURCE PLANNING & DEVELOPMENT

APPLICABILITY : This ordinance shall apply to Master's degree programme in Human Resource Planning & Development.

1. DEFINITIONS:

1. **Institution** shall mean an affiliated institution / college conducting Master's degree programme in Human Resource Planning & Development.
 2. **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to Master's degree in Human Resource Planning & Development.
 3. **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
 4. **Semester System** - a programme wherein each academic year is apportioned into two or more semesters.
 5. **Academic Programme Committee (APC)** shall mean the Academic Programme Committee of the institution.
 6. **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
 7. **External examiner** shall mean an examiner who is not in the employment of the institution.
 8. **Student** shall mean a person admitted to the institution for any of the academic programmes to which this Ordinance is applicable.
 9. **University** shall mean Guru Gobind Singh Indraprastha University.
2. Exams shall be conducted by the Institution under the overall supervision of the University for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Master's degrees, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.

3. Admissions of the students shall be made by the institute, under the overall supervision of the University, as per the guidelines decided by the Academic Programme Committee, in accordance with the Govt. of India / University policy, and for the programmes/intake for which the University has granted affiliation. Examinations shall be open to regular students so admitted, who have undergone a course of study in the institution, for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabi.

Provided that the Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further that a student may be debarred from appearing in the examination of one or more courses as provided in Clause 8 of this Ordinance or as provided in any other Ordinance of the University.

4. PROGRAMME CONTENT & DURATION

- (a) A Master's degree programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n semesters, shall be (n + 4) semesters. All the programme requirements shall have to be completed in (n + 4) semesters.
- (d) (i) A student may be allowed to "audit" a course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi, which the student is not opting for as a credit course.
- (ii) The University may ask a student to audit one or more courses, so as to make up any pre-requisite deficiency.
- (iii) Such audited course(s) shall be shown in the final mark-sheets under a distinct head of "Audited Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purposes of declaration of results.

5. SEMESTER

An academic year shall be apportioned into four semesters. Each of the four semesters shall be of a working duration of about 13 weeks without break.

The Academic Calendar shall be notified by the University each year, before the start of Academic Year.

6. ACADEMIC PROGRAMME COMMITTEE

(a) There shall be an Academic Programme Committee in the institution comprising of the following :-

(i) Director/ Principal of the college / institution – *Chairman*

(ii) Head of the Post Graduate course.

(iii) Three teachers of the institution, by rotation, on the basis of seniority of service in the institution, for a period of two years.

(iv) Two outside experts representing – eminent Academicians/ Technocrats / Professionals in the field, to be nominated by the Vice Chancellor for a period of three years.

(v) Dean / Deans of the Concerned Schools of Studies of the University.

(vi) Three teachers of the University to be nominated by Vice Chancellor for a period of two years.

(b) Functions of the Academic Programme Committee

(i) This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with the concerned Schools of Studies of the University.

(ii) To give recommendations regarding methods of instruction, evaluation and research or improvement in academic standards.

(iii) To decide in regard to details of continuous assessment, end-term examination, panel of examiners and paper setters, schedule of examinations, evaluation etc.

(iv) The Academic Programme Committees shall also perform other tasks as assigned to it by the Governing body of the institution.

- (v) The Academic Programme Committee shall meet as and when required but at least once every semester. The Chairman of the Committee will convene the meetings.

7. EXAMINATION FEES

The University shall notify the fees payable by the students for enrolment and various examinations and the institute shall ensure to deposit it in the University. The result of such students shall not be declared till all the dues are cleared.

8. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the courses taken together in a semester, provided that the Principal/Director of the institute may condone attendance shortage upto 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the semester end examination.

9. EVALUATION & EXAMINATION

- (a) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.

- (b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

- (i) Evaluation through a semester-end examination
- (ii) Continuous evaluation by the teacher(s) of the course.

- (c) The distribution of weightage for various components of evaluation shall be as below:

- | | | | |
|------|---------------------------------------|---|-----|
| (i) | Semester-end examination | - | 40% |
| (ii) | Continuous evaluation by the teachers | - | 60% |

- (d) Conduct of semester-end examinations

- (i) All semester-end examinations shall be conducted by the Director of the institution.
- (ii) The schedule of examination shall be notified by the Director of the institution under intimation to the Controller of Examinations at least 10 days prior to the first day of the commencement of semester-end examinations.

- (iii) All examiners shall be appointed by the Director of the institution on the recommendations of the Academic Programme Committee.

Where there is an exigency and the Academic Programme Committee cannot meet, the Chairman of the Committee may decide the names, stating clearly why the meeting of the Committee could not be convened. The Panel of Examiners shall be also sent for the information of Vice Chancellor, through Controller of Examinations.

Provided that the Controller of Examinations shall be authorised to add one or more names in the panel of examiners finalised by the Academic Programme Committee.

- (iv) The Page Setters appointed by the Director, out of the approved panel, shall set the question papers, using the last year question papers as a guide. The question papers shall be set out of the entire syllabus of the course.

- (e) Teacher’s Continuous Evaluation:

<u>COURSE COMPONENTS</u>	<u>APPORTIONED WEIGHTAGE</u>
(i) Unit Test	20%
(ii) Exercise / Tutorial	10%
(iii) Group Discussion	10%
(iv) Term Paper	20%

- (f) The University shall have the right to call for all the records of teacher’s continuous evaluation and moderate the teacher’s evaluation, if it deems fit in any specific case(s).
- (g) For any other type of examination, not covered by sub-clause (e) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Academic Programme Committee of the institute.

10. CRITERIA FOR PASSING COURSES, GRADES, DIVISIONS & PERFORMANCE RATING

- (a) The marks obtained by the student in course will be converted into a ten point scale.
- (b) These points will be subsequently converted into grades according to the following grade scale.

Above 8.0	-	A+
7.6 – 8.0	-	A

7.1 - 7.5	-	A-
6.6 - 7.0	-	B+
6.1 - 6.5	-	B
5.6 - 6.0	-	B-
5.1 - 5.5	-	C+
4.6 - 5.0	-	C
4.0 - 4.5	-	C-
Below 4.0	-	Fail

- (c) The result of every course will be declared in terms of grade. However a Grade Point Average of each semester combined result, based on the credit assigned to each course will be determined as below.

$$\text{Grade Point Average (GPA)} = \frac{\sum C_n \times P_n}{\sum C_n}$$

where C_n is the number of credits earned for each course n in any semester, P_n is the Points obtained by the student for the course n . N is the total number of courses over which the performance is being measured.

A cumulative grade point average (CGPA) will be calculated at the end of the session for all the four semesters and indicated in the award list, based on the average of GPA obtained by the student in each semester.

- (d) A student obtaining less than 4 points in a course shall have to appear again for reexamination within 15 days of the declaration of the result.
- (e) A student has to obtain a minimum Grade Point Average (GPA) of 4 points in each semester and a Cumulative Grade Point Average (CGPA) of 4.5 points. A candidate who secures a CGPA of less than 4.5 points shall be deemed to have failed in the programme.
- (f) The performance of the student will be rated as follows, based on his CGPA score.

Above 8.5	-	Distinction
7.5 – 8.4	-	High First Class

6.5 – 7.4	-	First Class
5.5 – 6.4	-	High Second Class
4.5 – 5.4	-	Second Class

- (g) The results of a semester (including both the semester-end examinations and teacher's continuous evaluation) shall be sent to the Controller of Examinations for declaration, duly certified by the Director of the institution.
- (h) The award list in terms of the Grade Point average obtained by a student in various courses shall be issued by the Director of the institute, at the end of each semester, after the declaration of the result.

11(a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee to be constituted by the Director of the institution for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Academic Programme Committee and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Programme Committee.

(b) STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Director of the institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

12. AWARD OF DEGREE

A student shall be awarded a degree if:

- (i) He/she has registered himself/ herself, undergone the course of studies, as specified in the curriculum of his/ her programme within the stipulated time, and secured the cumulative grade points prescribed for award of the concerned degree.
- (ii) There are no dues outstanding in his/her name to the Institution; and
- (iii) No disciplinary action is pending against him/ her.

- 13.** Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
- 14.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary, the opinion/advice of the Academic Programme Committee. The decision of the Vice-Chancellor shall be final.

ORDINANCE 21 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR MASTER'S DEGREE PROGRAMMES IN (I) ARCHAEOLOGY & HERITAGE MANAGEMENT (II) CONSERVATION, PRESERVATION & HERITAGE MANAGEMENT

APPLICABILITY : This ordinance shall apply to Master's degree programmes in (i) Archaeology & Heritage Management and (ii) Conservation, Preservation & Heritage Management.

1. DEFINITIONS:

1. **Institution** shall mean affiliated institutions conducting Master's degree programmes in Archaeology, Conservation, Preservation & Heritage Management.
 2. **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to Master's degree in Archaeology & Heritage Management and Conservation, Preservation & Heritage Management.
 3. **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
 4. **Semester System** - a programme wherein each academic year is apportioned into two semesters.
 5. **Academic Programme Committee (APC)** shall mean the Academic Programme Committee of the institute.
 6. **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
 7. **External examiner** shall mean an examiner who is not in the employment of the institution.
 8. **Student** shall mean a person admitted to the institution for any of the academic programmes to which this Ordinance is applicable.
 9. **University** shall mean Guru Gobind Singh Indraprastha University.
2. Exams shall be conducted by the Institution under the overall supervision of the University for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Master's degrees, as

per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.

3. Admissions of the students shall be made by the institute, under the overall supervision of the University, as per the guidelines decided by the Academic Programme Committee, in accordance with the Govt. policy/ University, and for the programmes/intake for which the University has granted affiliation. Examinations shall be open to regular students so admitted, who have undergone a course of study in the institution, for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabi.

Provided that the Academic Council may allow any other category of candidates to take the Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further that a student may be debarred from appearing in the semester end examination as provided in Clause 8 of this Ordinance or as provided in any other Ordinance of the University.

4. PROGRAMME CONTENT & DURATION

- (a) A Master's degree programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n semesters, shall be $(n + 4)$ semesters. All the programme requirements shall have to be completed in $(n + 4)$ semesters.
- (d)
 - (i) A student may be allowed to "audit" a course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi, which the student is not opting for as a credit course, or as prescribed in Clause 14.
 - (ii) The University may ask a student to audit one or more courses, so as to make up any pre-requisite deficiency.
 - (iii) Such audited course(s) shall be shown in the final mark-sheets under a distinct head of "Audited Course(s)" provided the attendance requirement of the course is duly certified to have been met by the

concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purposes of declaration of results.

5. SEMESTER

- (a) An academic year shall be apportioned into two semesters. Each of the two semesters shall be of a working duration of about 21 weeks. There shall be a break of about 2 weeks after the first semester and a vacation of approximately 6 weeks after the second semester.

The Academic Calendar shall be notified by the University each year, before the start of Academic Year.

- (b) The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work (including class tests)	-	17	Weeks
Preparatory Leave	-	01	Week
Semester-end Examination, including Practical/ Laboratory Examination	-	03	Weeks

6. ACADEMIC PROGRAMME COMMITTEE

- (a) There shall be an Academic Programme Committee in the institution comprising of the following :-

- (i) Director/ Principal of the college / institution – *Chairman*
- (ii) All heads of departments in the college / institution
- (iii) Three teachers of the college or institution, by rotation, on the basis of seniority of service in the college, for a period of two years.
- (iv) Two outside experts representing – eminent Academicians/ Technocrats / Professionals in the field, to be nominated by the Vice Chancellor for a period of three years.
- (v) Dean / Deans of the Concerned Schools of Studies of the University.
- (vi) Three teachers of the University to be nominated by Vice Chancellor for a period of two years.

(b) Functions of the Academic Programme Committee

- (i) This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with the concerned Schools of Studies of the University.
- (ii) To give recommendations regarding methods of instruction, evaluation and research or improvement in academic standards.
- (iii) To decide in regard to details of continuous assessment, end-term examination, panel of examiners and paper setters, schedule of examinations, evaluation etc.
- (iv) The Academic Programme Committees shall also perform other tasks as assigned to it by the Governing body of the institution.
- (v) The Academic Programme Committee shall meet as and when required but at least once every semester. The Chairman of the Committee will convene the meetings.

7. EXAMINATION FEES

The University shall notify the fees payable by the students for enrolment and various examinations and the institute shall ensure to deposit it in the University. The result of such students shall not be declared till all the dues are cleared.

8. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the courses taken together in a semester, provided that the Principal/Director of the institute may condone attendance shortage upto 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the semester end examination.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she will be required to take re-admission and repeat all courses of the said semester with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period of (n+4) semesters as mentioned in clause 4(c).

Director / Principal shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least 5 calendar days before

the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his / her result shall be treated as null and void.

9. EVALUATION & EXAMINATION

- (a) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
- (b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:
 - (i) Evaluation through a semester-end examination
 - (ii) Continuous evaluation by the teacher(s) of the course.
- (c) The distribution of weightage for various components of evaluation shall be as below:

	<u>Master's degree</u>
A. THEORY COURSES	
(i) Semester-end examination	60%
(ii) Continuous evaluation by the teachers	40%
B. PRACTICAL/LABORATORY COURSES	
(i) Semester-end examination	60%
(ii) Continuous evaluation by the teachers	40%
C. DISSERTATION/THESIS	
(i) Assessment by External Examiner	60%
(iii) Assessment by Internal Examiner	40%

D. For any other component of a programme not covered by the above, the weightage shall be prescribed by the Academic Programme Committee of the institute under intimation to the Vice-Chancellor, through the Controller of Examinations.

- (d) Conduct of semester-end examinations
 - (i) All semester-end examinations shall be conducted by the Director of the institution.

- (ii) The schedule of examination shall be notified by the Director of the institution under intimation to the Controller of Examinations at least 10 days prior to the first day of the commencement of semester-end examinations.
- (iii) For theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Director of the institution on the recommendations of the Academic Programme Committee.

Where there is an exigency and the Academic Programme Committee cannot meet, the Chairman of the Committee may decide the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened. The Panel of Examiners shall be also sent for the information of Vice Chancellor, through Controller of Examinations.

Provided that the Controller of Examinations shall be authorised to add one or more names in the panel of examiners finalised by the Academic Programme Committee.

- (iv) The Paper setters appointed by the Director, out of the approved panel, shall set the question paper, using the last year question papers, wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of the course.

(e) Teacher's Continuous Evaluation:

<u>COURSE COMPONENTS</u>	<u>APPORTIONED MARKS</u> Master's degree
(i) Theory Courses: The teacher's continuous evaluation shall be based on the following:	
• Two Class Tests (Best of three)	10 Marks for each Test
• Assignment/Group Discussion/Viva-Voce/Additional Test/Quizzes, etc.	20 Marks
(ii) Practical/Laboratory Courses: The teachers continuous evaluation shall be based on performance in the laboratory, regularity, practical exercises/ assignments, quizzes, etc. The assessment shall be given at three nearly equi-spaced intervals.	10, 10 and 20 Marks

(f) Dissertation/Thesis

For dissertation/thesis for Master's degree programmes, wherever specified in the syllabus, the evaluation shall be done and marks awarded by a Committee comprising of an internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner shall award marks out of 40%, and the external examiner(s) out of 60%.

(g) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).

(h) Semester-end practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners. One of the examiners in that case may be designated as Head Examiner. The Head Examiner shall draw the guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.

(i) For any other type of examination, not covered by sub-clauses (e) and (f) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Academic Programme Committee of the institute.

(j) The results of a semester (including both the semester-end examinations and teacher's continuous evaluation) shall be sent to the Controller of Examinations for declaration, duly certified by the Director of the institution. However, after scrutiny of the detailed result, if it is observed by the Director, that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by Vice Chancellor.

(k) The award list containing the marks obtained by a student in various courses shall be issued by the Director of the institute, at the end of each semester, after the declaration of the result.

10. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

(a) (i) Obtaining a minimum of 50% marks in aggregate in each course including the semester-end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate who secures less than 50% of marks in a course, shall be deemed to have failed in that course.

(ii) A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found,

the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned semester-end examination.

- (b) (i) A student obtaining less than 50% of maximum marks (including semester end examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in a semester end examination of the course in a subsequent semester(s) when the course is offered, subject to maximum permissible period of (n+4) semesters as mentioned in clause 4(c). The re-appearing students who secured less than 50% marks in the teacher's continuous evaluation have the option to repeat and improve the two class tests performance with the next batch of students, in such cases the improved internal marks shall be considered, otherwise the previous internal marks already obtained by the student shall be taken into account without any modification.

No extra fee shall be charged from the students in this regard.

- (ii) A student who has to reappear in a semester end-term examination in terms of clause (b)(i) above shall be examined as per the syllabus which will be in operation during the subsequent semester(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Director of the institution is satisfied, the examination may be held in accordance with the old syllabus, provided that Controller of Examination shall be informed at least 3 weeks prior to commencement of semester end-term examination.

Students who are eligible to reappear in an examination shall have to apply to the Director of the Institution to be allowed to reappear in an examination and pay the fees prescribed by the University.

- (iii) If a student has poor performance in a number of courses in a particular semester, he may, at his option, take an academic break for one year, and re-register for either both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the courses in the semester(s) and retain the credits already earned by him in other course(s). For calculating the CPI, and determining the passing/failure in a course, and eligibility for award of a degree, the marks obtained in the repeat course(s) will be taken into consideration.
- (c) A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, shall be declared to have passed the programme, and shall be eligible for the award of the relevant. The Scheme of Teaching & Examination and Syllabi shall clearly specify the minimum credits to be earned to qualify for a degree. The credits included in the Scheme of Teaching & Examination and Syllabi of a

programme shall generally be 5-10% more than such minimum specified credits.

Further, the successful candidates will be placed in Divisions as below:

1. Second Division : A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60, shall be placed in Second Division.
2. First Division : A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division
3. First Division with Distinction : A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses for which he has earned the credits, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.
4. For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 13 and shall be based only on marks obtained in courses for which credits have been earned.

11(a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee to be constituted by the Director of the institution for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Academic Programme Committee and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Programme Committee.

(b) STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Director of the institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

12. AWARD OF DEGREE

A student shall be awarded a degree if:

- (i) He/she has registered himself/ herself, undergone the course of studies, completed the project report/ dissertation specified in the curriculum of his/ her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree/diploma.
- (ii) There are no dues outstanding in his/her name to a School of the University/ Affiliated Institution; and
- (iii) No disciplinary action is pending against him/ her.

13. PERFORMANCE INDEX

The overall performance of a candidate will be determined at any stage as follows:

$$\text{Cumulative Performance Index (CPI)} = \frac{\sum_{n=1}^N C_n M_n}{\sum_{n=1}^N C_n}$$

Where C_n is the number of credits earned for the course n in any semester and M_n is the marks obtained by the student for the course n . N is the total number of courses over which the performance is being measured. All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account, the other courses in which the students have appeared but secured less than 50% marks shall be treated as “Audit Courses” and the same shall be reflected in the Final mark sheet accordingly.

CPI of the candidate shall be calculated on the basis of the minimum credits required for each programme considering his/her performance in the subjects, wherein he/she has secured highest marks. However in the mark sheet, the maximum credits earned by the candidate shall also be reflected.

14. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any

other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of the Academic Programme Committee. The decision of the Vice-Chancellor shall be final.

ORDINANCE 22 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR THE PROGRAMME LEADING TO B.H.M.S. (BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY)

APPLICABILITY: This ordinance shall apply to the programme leading to B.H.M.S. (Bachelor of Homoeopathic Medicine and Surgery) degree.

1. DEFINITIONS:

- a. Academic programme / programmes: shall mean a programme / courses leading to award of B.H.M.S. (Bachelor of Homoeopathic Medicine and Surgery) degree.
 - b. Board of Studies (BOS) shall mean the Board of Studies of the School concerned of the University.
 - c. Course means a component of Academic Programme, carrying a distinctive code number.
 - d. External examiner shall mean an examiner who is not in the employment of the University or its affiliated institutions.
 - e. Student shall mean a person admitted to the University and its affiliated institutions for the academic programme to which this Ordinance is applicable.
 - f. University shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for the academic programme, as is approved by the Academic Council and for awarding B.H.M.S. degree, as per the prescribed Schemes of Teaching and Examinations and Syllabi as approved by the Academic Council.
3. Admissions of the students shall be made by the institution/college, under the overall supervision of the University, as per the guidelines decided by the Academic Programme Committee, in accordance with the Govt. policy, and for the programmes/intake for which the University has granted affiliation. Examinations shall be open to regular students so admitted, who have undergone a course of study in the institution/ college, for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabi.

Provided further that a student may be debarred from appearing in the examination of one or more courses as provided in Clause 7 of this Ordinance or as provided in any other Ordinance of the University.

4. ACADEMIC PROGRAMME COMMITTEE

- a.** There shall be an Academic Programme Committee in the concerned school of study of the University and programme-wise Academic Programme Committee(s) in affiliated institutions.
- b. (i)** In the case of school of study of the University, all the teachers of the school not exceeding twenty five shall constitute the Academic Programme Committee of which the Dean of the school shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources.

(ii) In the case of affiliated institutions, full time university recognised teachers not exceeding twenty five involved in the teaching of the course in an institution/ college shall constitute the Academic Programme Committee for that programme. This Committee shall be headed by the Director/Principal of that institution / college, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.
- c.** The Academic programme Committees shall also perform other tasks as assigned to it by the Board of studies of the concerned School of study of the University or by the Director/Principal of the concerned affiliated institution.
- d.** The Academic Programme Committee shall meet as and when required but at least once during every six months. The Chairman of the Committee will convene the meetings.

5. PROGRAMME COORDINATION COMMITTEE

In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors/Principals of the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by the Dean of the University/ Director/ Principal to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of the courses and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers, if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

6. VACATION FOR STUDENTS

Vacation for students shall be, as notified in the Academic Calendar every year by the University.

7. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the courses taken together in an Academic year, provided that the Dean of the school in case of University Schools and Principal/Director in case of University maintained /affiliated institutes may condone attendance shortage upto 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in an Academic year shall be allowed to appear in the Annual examination.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he/she will be required to take re-admission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such student shall however remain unchanged.

Dean of the School/ Director / Principal shall announce the names of all such students who are not eligible to appear in the Annual examination, at least 5 calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institution/ college, his / her result shall be treated as null and void.

8. CURRICULUM OF THE PROGRAMME

Curriculum of the B.H.M.S. courses, theory and practicals shall be as approved by the Academic Council.

9.(A) MINIMUM TEACHING HOURS, EXAMINATION & EVALUATION, CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS (Applicable for students admitted prior to academic session 2003-2004)

(1) FIRST B.H.M.S. EXAMINATION

(i) Any undergraduate may be admitted to the First B.H.M.S. examination provided that he has regularly attended, the following courses of instruction in the subjects of the examination, theoretical and practical for not less than one and half years in the college / institution to the satisfaction of the Principal / Director / Principal of the institution / college.

The Courses of minimum number of lectures, demonstrations/practical clinical classes/seminars etc. in the subjects shall be as shown below:-

		Theoretical	Number of Lectures/Demonstrations/practical/ tutorial classes
-*Introduction including Materia Medica & Homoeopathic Philosophy	(150) (*100)	250 Hrs.	50 Hrs.
- Anatomy		200 Hrs	450 Hrs.
- Physiology including Biochemistry		250 Hrs	400 Hrs.
- Homoeopathic Pharmacy		50 Hrs.	100 Hrs.

* Students should be given introductory lectures on history of medicine in general with special reference to the emergence of Homoeopathy, contribution made by Hahnemann to medicine in general, life of Hahnemann, the history of the development of Homoeopathy in India, various schools of thought in Homoeopathy and their critical evaluation, comparative study of fundamentals of various systems of medicine, introduction of basic medical science like Anatomy, Physiology Pathology etc. their inter-relationship and relevance to the clinical subjects, importance of biochemistry and pathology in homoeopathic practice has an illustration, a little exposure to the clinical materials)the outlines of homoeopathic philosophy of Materia Medica and its study with illustration by a few drug – picture of importance commonly used drugs, integrated approach towards the medical, surgical and gynecological diseases, acquaintance with pharmaceutical action of some of the commonly used modern drugs so as to give them idea about the iatrogenic disease caused by those modern drugs, an introduction to biostatistics, a brief study of logic, psychology and psychiatry, the role of a physician in the changing society, national health and family welfare needs and programmes of the country.

Greater emphasis should be laid on teaching of Homoeopathic Materia Medica with the help of drug pictures of important drugs and on the Homoeopathic Philosophy.

The First B.H.M.S. examination shall be held at the end of 18 months of First B.H.M.S. Course.

(ii) The examination shall be written, oral and practical.

(a) The examination in Homoeopathic pharmacy shall consist of one theoretical paper, one practical examination and one oral examination.

(b) The examination in anatomy shall consist of two theoretical papers, one practical examination and one oral examination.

(c) The examination in physiology shall consist of two theoretical paper, one practical examination and one oral examination.

(d) The examination in Materia Medica and Homoeopathic Philosophy shall consist of one theoretical paper and one oral examination.

Three hours shall be allowed for each theoretical paper in each subject.

(iii) A candidate securing 75% or above marks in any of the subjects shall be declared to receive honours in that subjects provided he has passed the examination in the first attempt.

(iv) In order to pass the first B.H. M.S. Examination a candidate must pass in all subjects of the examination

(v) Pass marks in all subjects both homoeopathic and allied medical subjects shall be 50% in each part (written, oral and practical).

(vi) Full marks for each subject and minimum number of marks required for passing are as follows :-

Subject	Written		Oral		Practical		Total	
	Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks
Pharmacy	100	50	50	25	50	25	200	100
Anatomy	200	100	100	50	100	50	400	200
Physiology & Biochemistry	200	100	100	50	100	50	400	200
Materia Medica & Homoeopathic Philosophy (20 Polychrest drugs will be expected from Appendix I in Organon Aphorism 1-145)	100	50	50	25	50	25	200	100

(2) SECOND B.H.M.S. EXAMINATION

(i) No candidate shall be admitted to the II B.H.M.S. examination unless:-

(a) He has passed the First B.H.M.S. examination at least one year previously; and

- (b) has regularly attended the following courses of instructions, theoretical and practical in the subjects of the examination over a period of at least one year in the College / institution subsequent to his passing the First B.H.M.S.. examination to the satisfaction of the head of the College/ institution.
- (ii) Courses of the minimum number of lectures, demonstrations and practical / clinical classes in the subjects shall be shown as below :-

Subjects	Theoretical	Practical/clinical/ tutorial classes
Pathology, bacteriology and parasitology	150 Hrs.	50 Hrs.
Forensic Medicine & Toxicology	50 Hrs.	20 Hrs.
Social and Preventive Medicine (including health education and family medicine)	150 Hrs.	100 Hrs.
Materia Medica	50 Hrs.	70 Hrs.
Organon and Homoeopathic Philosophy	125 Hrs.	100 Hrs.

- (iii) The Second B.H.M.S. examination shall be held at the end of 2 ½ years of B.H.M.S. Course.
- (iv) The examination shall be written, oral, practical and/or clinical as provided hereinafter, three hours being allowed for each paper.
- (v) The examination in pathology, bacteriology and parasitology shall consist of one theoretical paper, one practical examination and one oral examination including questions of microscope and microscopic specimens.
- (vi) The examination in social and preventive medicine including health education and family medicine shall consist of one theoretical paper, one oral examination and one spotting and identification of specimens.
- (vii) The examination in forensic medicine and toxicology shall consist of one theoretical paper, one oral examination and one identification and spotting of specimens.
- (viii) The examination in Homoeopathic Materia Medica shall consist of one theoretical paper, one practical and one oral examination.
- (ix) The examination in organon shall consist of one theoretical paper, one oral and practical examination.

- (x) The candidate securing 75 per cent or above marks in any of the subjects shall be declared to receive honours in that subject provided he has passed the examination in first attempt.
- (xi) In order to pass the second B.H.M.S. examination, a candidate should have passed in all subjects of the examination.
- (xii) Pass marks in all subjects, Homoeopathic and allied medical subjects shall be 50% in each part (written, oral and practical)
- (xiii) Full marks for such subjects and the minimum number of marks required for passing are as follows:

Subject	Written		Oral		Practical		Total	
	Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks
Pathology	100	50	50	25	50	25	200	100
Forensic Medicine & Toxicology	100	50	50	25	50	25	200	100
Social and Preventive Medicine (including health education and family medicine)	100	50	50	25	50	25	200	100
Materia Medica	100	50	50	25	50	25	200	100
Organon & Homoeopathic Philosophy	100	50	50	25	50	25	200	100

(3) THIRD B.H.M.S. EXAMINATION

- (i) No candidate shall be admitted to the Third B.H.M.S. examination unless :
 - (a) he has passed the second B.H.M.S. examination at least one year previously; and
 - (b) has regularly attended the following courses of instructions, theoretical and practical, in the subjects of examination over a period of at least two years in the College / institution subsequent to his passing the first B.H.M.S. examination to the satisfaction of the head of the College/ institution.
- (ii) The Courses of minimum number of lectures, demonstrations and practical/ clinical classes in the subjects shall be as shown below :-

S.No.	Subjects	Theoretical	Practical/clinical/ tutorial classes
1.	Surgery, including E.N.T., Eye, Dental and Homoeopathic Therapeutics	200 Hrs. (in two years)	150 Hrs.-Two terms of 3 months each in surgical ward & O.P.D.
2.	Obstetrics and Gynaecology, infant hygiene and Homoeo, therapeutics	200 Hrs. (in two years)	150 Hrs.-Two terms of 3 months each in Obs. and Gynae ward & O.P.D.
3.	Materia Medica	200 Hrs. (in two years)	75 Hrs.
4.	Organon and Philosophy	250 Hrs. (in two years)	100 Hrs.

- (iii) The Third B.H.M.S. examination shall be held at the end of 3 ½ years of B.H.M.S. course.
- (iv) The examination shall be written, oral, practical and/or clinical as provided hereinafter, three hours being allowed for each paper.
- (v) The examination in surgery shall consist of two theoretical papers, one oral examination and one clinical examination not less than one hour being allowed to each candidate for the examination of and report on his cases with special reference to the scope of Homoeopathic therapeutics vis-à-vis the necessity of surgical treatment in the particular case.
- (vi) A practical examination in which questions on the use of surgical instruments and other appliances shall form special part.
- (vii) The examination in obstetrics, gynaecology and infant hygiene including diseases of new-born shall consist of two theoretical papers, one oral examination including questions on pathological specimens, models and X-ray films including question on instruments and appliances and one clinical examination of not less than one hour being allowed to the candidate for the examination and report on his cases (one obstetrics and gynaecological case) with special reference to both nosological and therapeutic diagnosis from Homoeopathic point of view.
- (viii) The examination in Materia Medica shall consist of one theoretical paper, one oral examination and one bedside practical examination of 2 short cases not less than half an hour being allowed for examinations of and report on each cases.
- (ix) The examination in organon shall consist of two theoretical papers, one oral examination and one bed-side practical examination of one long case in the application of the tenets of the organon in case taking evaluation of

symptoms and guidelines of treatment not less than 2 hours being allowed for examinations of an report of each case.

- (x) A candidate securing 75 per cent or above marks in any of the subjects shall be declared to receive honours in that subject provided he has passed the examination in first attempt.
- (xi) In order to pass Third B.H.M.S. examination a candidate should have passed in all subjects of examination.
- (xii) Pass marks in all subjects both homoeopathic and allied medical subjects shall be 50% in each part (written, oral and practical).
- (xiii) Full marks for each subject and minimum number of marks required for passing are as follows :-

Subject	Written		Oral		Practical		Total	
	Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks
Surgery	200	100	100	50	100	50	400	200
Obstetrics & Gynaecology	200	100	100	50	100	50	400	200
Organon and Homoeopathic Philosophy	200	100	100	50	100	50	400	200
Materia Medica	100	50	100	50	100	50	300	150

(4) FOURTH B.H.M.S. EXAMINATION

- (i) No candidate shall be admitted to the fourth B.H.M.S. examination unless :
 - (a) he has passed the third B.H.M.S. examination at least one year previously; and
 - (b) has regularly attended the following courses of instructions, theoretical and practical, in the subjects of examination over a period of at least three years in the College / institution subsequent to his passing the first B.H.M.S. examination to the satisfaction of the head of the College/ institution.

(ii) The Courses of minimum number of lectures, demonstrations and practical/clinical classes in the subjects shall be as shown below :-

S.No.	Subjects	Theoretical	Practical/clinical/ tutorial classes
1.	Practice of medicine including Children diseases Mental diseases Skin diseases Including homoeo therapeutics	250 Hrs. (in 3 years)	400 Hrs. (3 terms of 3 months each in homoeopathic ward & OPD including children, mental and skin diseases depts.)
2.	Homoeopathic Materia Medica	200 Hrs. (in one year)	125 Hrs.
3.	Repertory	100 Hrs. (in 3 years)	150 Hrs.

- (iii) The Fourth B.H.M.S. examination shall be held at the end of 4 ½ years of B.H.M.S. course.
- (iv) The examination shall be written, oral, practical and/or clinical as provided hereinafter, three hours being allowed for each paper.
- (v) The examination in medicine (including children, mental and skin) shall consist of two papers, one oral examination and one bed-side practical examination in case taking of two short cases with a view to determining both nosological and therapeutic diagnosis from the Homoeopathic point of view. Time allotted shall be half an hour for each case.
- (vi) The examination in Materia Medica shall consist of two theoretical papers, one oral examination and one bed-side practical examination, not less than two hours being allowed for examination and report on his case.
- (vii) The examination in Repertory shall consist of one theoretical paper, one oral examination and one practical examination in two cases of repertorial work. Time allotted shall be half an hour for each cases.
- (viii) A candidate securing 75 per cent or above marks in any of the subjects shall be declared to receive honours in that subjects provided he has passed the examination in first attempt.
- (ix) In order to pass fourth B.H.M.S. examination a candidate should have passed in all subjects of the examination.
- (x) Pass marks in all subjects, both homoeopathic and allied medical subjects shall be 50% in each subjects.

- (xi) Full marks for each subjects and minimum number of marks required for passing are as follows :-

Subject	Written		Oral		Practical		Total	
	Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks
Medicine	200	100	100	50	100	50	400	200
Homoeopathic Materia Medica	200	100	100	50	100	50	400	200
Repertory	100	50	50	25	50	25	200	100

9. (B) MINIMUM TEACHING HOURS, EXAMINATION & EVALUATION, CRITERIA FOR PASSING COURSES, MARKS & DIVISION (Applicable for students admitted in academic session 2003-2004 and onwards)

FIRST BHMS EXAMINATION

- (i) The student shall be admitted to the First BHMS Examination provided he/ she has required attendance as per regulation 13(iii) to the satisfaction of the head of the Homoeopathic Medical College.
- (ii) The First BHMS examination shall be held at the end of 18th month of admission.
- (iii) The minimum number of hours for lecture, demonstration/ practical and seminar classes in the subjects shall be as under:

Subject Demonstration	Theoretical Lecture	Practical/ Tutorial/ Seminar
1. Organon of Medicine, Principles of Homoeopathic Philosophy and Psychology	150 hrs. (including 40 hrs. for Psychology)	35 hrs. (including 10 hrs. for Psychology)
2. Anatomy, Histology and Embryology	250 hrs.	325 hrs.
3. Physiology including Biochemistry	250 hrs.	325 hrs.
4. Homoeopathic Pharmacy	100 hrs.	100 hrs.
5. Homoeopathic Materia Medica	50 hrs.	25 hrs.

- (iv) Examination in Organon of Medicine, Principles of Homoeopathic Philosophy and Psychology shall consist of one theory paper and one oral examination.
- (v) Examination in Anatomy including Histology and Embryology shall consist of two theory papers. Practical includes oral, identification of specimen and histology slides.
- (vi) Examination in Physiology including Biochemistry shall consist of two theory papers and one practical including oral.
- (vii) The examination in Homoeopathic Pharmacy shall consist of one theory and one practical including Oral.
- (viii) The examination in Homoeopathic Materia Medica shall consist of one theory and one oral examination.
- (ix) Full marks for each subject and the minimum number of marks required for passing First BHMS should be as follows:

Subject	Written		Practical (including oral)		Total	
	Full marks	Pass marks	Full marks	Pass marks	Full marks	Pass marks
1. Homoeopathic Pharmacy	100	50	100	50	200	100
2. Anatomy	200	100	200	100	400	200
3. Physiology including Biochemistry	200	100	200	100	400	200
4. Homoeopathic Materia Medica	100	50	50	25	150	75
5. Organon of Medicine, Principles of Homoeopathic Philosophy and Psychology	100	50	50	25	150	75

SECOND BHMS EXAMINATION

- (i) No candidate shall be admitted to the Second BHMS Examination unless he has passed the First BHMS examination and he/she has required attendance as per regulation 7(iii) to the satisfaction of the head of the Homoeopathic Medical College.
- (ii) The Second BHMS examination shall be held at the end of 30th month of admission to First BHMS.

- (iii) The minimum number of hours for lecture, demonstration/ practical and seminar classes in the subjects shall be as under:

Subject	Theoretical Lecture	Practical/ Tutorial/ clinical/ Seminar
1. Pathology and Microbiology including Parasitology, Bacteriology and Virology.	200	70
2. Forensic Medicine & Toxicology	50	20
3. Organon of Medicine and Principles of Homoeopathic Philosophy	125	
4. Homoeopathic Materia Medica	75	75
5. Surgery including ENT, Eye Dental and Homoeo therapeutics	50 } 25 } 75 One term of three months in surgical ward and OPD.	75
6. Obstetrics & Gynaecology Infant care and Homoeo therapeutics	75 One term of three months in Gynaecology & Obstetrics ward and OPD.	75
7. Practice of Medicine and Homoeo Therapeutics	50 } 25 } 75 One term of three months in OPD and IPD of different Medical wards	75

- (iv) Examinations in Pathology and Microbiology shall consist of one theory paper and one practical including oral. Identification of microscopic slides and specimens shall be a part of practical examination.
- (v) Examination in Forensic Medicine and Toxicology shall consist of one theory paper and one oral examination including identification and spotting of specimens.
- (vi) Examination in Organon of Medicine, Principles of Homoeopathic Philosophy and Psychology shall consist of one theory paper and one oral examination.

- (vii) Examination in Materia Medica shall consist of one theory paper and one practical including oral examination.
- (viii) In order to pass the Second BHMS examination, a candidate has to pass all the subjects of the examination.
- (ix) Full marks for each subject and the minimum marks required for pass are as follows:

Subject	Written		Practical (including oral)		Total	
	Full marks	Pass marks	Full marks	Pass marks	Full marks	Pass marks
Pathology & Microbiology	100	50	100	50	200	100
Forensic Medicine & Toxicology	100	50	100	50	200	100
Homoeopathic Materia Medica	100	50	100	50	200	100
Organon of Medicine	100	50	100	50	200	100

THIRD BHMS EXAMINATION

- (i) No candidate shall be admitted to the Third BHMS Examination unless he has passed the Second BHMS examination and he/she has required attendance as per regulation 7(iii) to the satisfaction of the head of the Homoeopathic Medical College.
- (ii) The Third BHMS examination shall be held at the end of 42nd month of admission to First BHMS.
- (iii) The minimum number of hours for lecture, demonstration/ practical, clinical and seminar classes in the subjects shall be as under:

Subject	Theoretical Lecture	Practical/ clinical/ Tutorial classes
1. Practice of Medicine & Homoeo therapeutics	50 } 25 } 75	75 One term of 3 months each in OPD & IPD in different wards/ Dept.

Subject	Theoretical Lecture	Practical/ clinical/ Tutorial classes
2. Surgery including ENT, Ophthalmology & dental) & Homoeo therapeutics	100 50 } 150	75 One term of three months each in Surgical ward and OPD.
3. Obstetrics & Gynaecology Infant care & Homoeo therapeutics	100 50 } 150	75 One term of three months Gynae. Ward and OPD.
4. Homoeopathic Materia Medica	100	75
5. Organon of Medicine	100	75

- (iv) Examination in Surgery shall consist of three theory papers and one practical examination. One theory paper shall be exclusively on Homoeo therapeutics. The Practical examination shall consist of clinical examination and oral. In the clinical examination the students shall be examined on his skill on the surgical instruments, bandages and general measures related to surgery, scope of Homoeopathic therapeutics and examination and diagnosis of surgical disease through clinical examination, X-ray and other common diagnostic techniques. The case studies reports of the students carried out during the course shall also be considered for the oral examination.
- (v) Examination in Obstetrics & Gynaecology including infant care shall consist of three theory papers and one practical examination. One theory paper shall be exclusively on Homoeo therapeutics. The Practical examination shall consist of clinical examination and oral. In the clinical examination the students shall be examined on his skill on the specimens, models, instruments, and general appliances related to Obstetrics, scope of Homoeopathic therapeutics and examination and diagnosis of Gynaecological disease through clinical examination, X-ray and other common diagnostic techniques. The case studies reports of the students carried out during the course shall also be considered for the oral examination.
- (vi) Examination in Homoeopathic Materia Medica shall consist of one theory paper and one bedside practical examination. The bedside examination shall be on two acute cases with special reference to their nosological diagnosis and therapeutic diagnosis from Homoeopathic point of view.
- (vii) Examination in Organon of Medicine shall consist of one theory paper and one oral examination.
- (viii) In order to pass the Third BHMS examination, a candidate has to pass all the subjects of the examination.

- (ix) Full marks for each subject and the minimum marks required for pass are as follows:

Subject	Written		Practical (including oral)		Total	
	Full marks	Pass marks	Full marks	Pass marks	Full marks	Pass marks
Surgery including ENT Ophthalmology & dental Homoeo Therapeutics	300	150	200	100	500	250
Obstetrics & Gynaecology Infant care & Homoeo therapeutics	300	150	200	100	500	250
Homoeopathic Materia Medica	100	50	100	50	200	100
Organon of Medicine	100	50	100	50	200	100

FOURTH BHMS EXAMINATION

- (i) No candidate shall be admitted to the Fourth BHMS Examination unless he has passed the Third BHMS examination and he/she has required attendance as per regulation 7(iii) to the satisfaction of the head of the Homoeopathic Medical College.
- (ii) The Fourth BHMS examination shall be held at the end of 54th month of admission to First BHMS.
- (iii) The minimum number of hours for lecture, demonstration/ practical, seminar and clinical classes in the subjects shall be as under:

Subject	Theoretical Lecture	Practical/ clinical Tutorial classes
1. Practice of Medicine & Homoeo therapeutics	100 50 } 150	200 One term of 4 months in OPD & IPD in different wards/ Deptt.
2. Homoeopathic Materia Medica	100	75
3. Organon of Medicine	100	75
4. Repertory	125	150
5. Community Medicine	100	100

- (iv) Examination in Practice of Medicine including Pediatrics, Psychiatry and Dermatology shall consist of three theory papers and one bedside practical

- examination. One theory paper shall be exclusively on Homoeo therapeutics. The Practical examination shall consist of clinical examination and oral. In the clinical examination the students shall be examined on his skill on the nosological and therapeutic diagnosis, through clinical examination, X-ray and other common diagnostic techniques and detailed case takings on long and short cases. The case reports of the students carried out during the course shall also be considered for the oral examination.
- (v) Examination in Case taking and Repertory shall consist of one theory paper and one practical examination. The Practical examination shall consist of the Homoeopathic principles on case taking of one long case and one short case and the methods of arriving the reportorial totality, through case analysis and actual repertorisation. The skill of finding rubrics from Kent and Bonninghausan Repertories, the case reports of the students carried out during the course shall also be considered for the oral examination.
 - (vi) Examination in Homoeopathic Materia Medica shall consist of two theory papers and one bedside practical examination. The bedside examination shall be one long acute case with special reference to their nosological diagnosis and therapeutic diagnosis from Homoeopathic point of view. The case reports of the students carried out during the course shall be considered for the oral examination.
 - (vii) Examination in Organon of Medicine and Principles of Homoeopathic Philosophy shall consist of two theory papers and one practical examination. The practical examination shall be on the Homoeopathic orientation of cases in relation to miasmatic diagnosis, general management, posology, second prescription etc.
 - (viii) The examination in Community Medicine including Health Education and Family Welfare shall consist of one theory paper and one oral examination. The oral examination shall be on spotting and identification of specimens and matters related to the community oriented problems.
 - (ix) In order to pass the Fourth BHMS examination, a candidate has to pass all the subjects of the examination.
 - (x) Full marks for each subject and the minimum marks required for pass are as follows:

Subject	Written		Practical (including oral)		Total	
	Full marks	Pass marks	Full marks	Pass marks	Full marks	Pass marks
Practice of Medicine	300	150	200	100	500	250
Homoeopathic Materia Medica	200	100	200	100	400	200
Organon of Medicine	200	100	100	50	300	150
Case taking & Repertory	100	50	100	50	200	100
Community Medicine	100	50	100	50	200	100

General Guidelines for Admission to Examination and scheme of examination:-

- (i) Each theory paper shall be of three hours duration.
- (ii) The Practical/ oral examination shall be completed immediately after the theory examination.
- (iii) The Theory and practical examinations shall be held in the premises of the Homoeopathic Medical college concerned.
- (iv) There shall be two examinations in a year. One regular examination and another supplementary. The supplementary examination shall be conducted within six months of regular examination.
- (v) No student shall be permitted to join para clinical / clinical group of subjects until he has passed in all pre-clinical subjects of First BHMS for which he will be permitted not more than four chances, including the original examination.

NOTE:- However, in clause 9 it is subject to the provision that any changes if notified through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

10. (A) RESULTS AND READMISSION TO EXAMINATION (Applicable for students admitted prior to academic session 2003-2004) :

- (i) Every candidate for admission to an examination shall 21 days before the date fixed for the commencement of the examination send to the Controller of Examination his application in the prescribed form alongwith the examination fee, through the institution/ college.
- (ii) As soon as possible after the examination the Controller of Examination shall publish a list of successful candidates arranged in the following manner :-

- (a) the names and roll numbers of the first ten candidates in order of merit, and
 - (b) the roll numbers of others arranged serially.
- (iii) Every candidate on passing shall receive a certificate in the form prescribed by the examining body concerned.
 - (iv) A candidate who appears at the examinations but fails to pass in a subject or subjects may be admitted to a supplementary examination in the subject or subjects of that part of the examination in which he has failed after six weeks from the publication of result of the first examination on payment of the prescribed fee alongwith an application in the prescribed form.
 - (v) If a candidate obtains pass marks in the subject or subjects at the supplementary examination he shall be declared to have passed at the examination as a whole.
 - (vi) If such a candidate fails to pass in the subject or subjects at the supplementary examination he may appear in that subject or subjects again at the next annual examination on production of a certificate to the effect that he had attended, to the satisfaction of the Principal / Director, a further course of study during the next academic year in the subject or subjects in which he had failed, provided that all the parts of the examination shall be completed within four chances (including the supplementary one) from the date when the complete examination came into force from the first time.
 - (vii) If a candidate fails to pass in all the subjects within the prescribed four chances, he shall be required to prosecute a further course of study in all the subjects and in all parts for one year to the satisfaction of the head of the college/ institution and appear for examination in all the subjects.

Provided that if a student appearing for the IV B.H.M.S. examination has only one subject to pass at the end of prescribed chances, he shall be allowed to appear at the next examination in that particular subject and shall complete the examination with this special chance.
 - (viii) All examinations shall ordinarily be held on such dates, time and places as the University may determine.
 - (ix) The University may, under exceptional circumstances, partially or wholly cancel any examination conducted by it under intimation to the Central Council of Homoeopathy and arrange for conducting re-examination in those subjects within a period of thirty days from the date of such cancellation.

10. (B) RESULTS AND RE-ADMISSION TO EXAMINATION (Applicable for students admitted in academic session 2003-2004 and onwards)

- (i) Controller of Examination will ensure that the results of the examination are published in time so that the students who successfully completes the BHMS examinations can complete the course in 5 ½ years after admission.
- (ii) Candidates who has passed in one or more subjects need not appear in that subject or those subjects again in the subsequent examinations if the candidate passes the whole examination within four chances including the original examination.
- (iii) Facility to keep term: Notwithstanding with the foregoing regulations, the students shall be allowed the facility to keep term on the following conditions:
 - (a) The candidate must pass the Second BHMS examination at least one term (6 months) before he is allowed to appear in the Third BHMS examination.
 - (b) The candidate must pass the Third BHMS examination at least one term (6 months) before he is allowed to appear in the Fourth BHMS examination.
 - (c) No candidate shall be given more than 4 chances to appear in First BHMS examination in the same subject.
- (iv) A candidate who appears at Second or Third BHMS examinations, but fails to pas in the subject or subjects, he may be admitted to the next examination in the subject or subjects. However candidates shall be allowed to keep term as provided in (iii) above.
- (v) Special classes, seminars, demonstrations, practical, tutorials etc. shall be arranged for the repeaters in the subject in which they have failed before they are allowed to appear at the next examination, in which attendance shall be compulsory.
- (vi) If a candidate fails to pass in all the subjects within four chances in examinations, he shall be required to prosecute a further course of studying all the subjects and in all parts for one year to the satisfaction of the head of the college and appearing for examination in all the subjects.

Provided that if a student appearing for the Fourth BHMS examination has only one subject to pass at the end of prescribed chances, he shall be allowed to appear at the next examination in that particular subject and shall complete the examination with this special chance.

- (vii) The examining body may under exceptional circumstances, partially or wholly cancel any examination conducted by it under intimation to the Central Council of Homoeopathy and arrange for conducting re-examination in those subjects within a period of thirty days from the date of such cancellation.
- (viii) Grace marks may be awarded to the students at the discretion of the University/ examining body on exceptional circumstances.

NOTE:- However, in clause 10 it is subject to the provision that any changes if notified through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

11. EXAMINERS

11.(i)A. (Applicable for students admitted prior to academic session 2003-2004)

No person other than the holder of a Diploma obtained after 4 years of study or a Degree in Homoeopathy or a person possessing qualification included in the Third Schedule shall be appointed as an internal or external examiner or paper – setter for the conduct of a professional examination for the B.H.M.S. (Degree) any course.

Provided that :-

- (a) no such person shall be appointed as an internal examiner unless he has at least three year's teaching experience in the subject.
- (b) no person below the rank of a Reader / Assistant Professor in the subject of a Degree level institution/ college shall be appointed as an internal examiner.
- (c) no person shall be appointed as an external examiner in any allied medical subject unless he possesses a recognised medical qualification as required for appointment to a relative teaching post in accordance with Annexure B, of the Homoeopathy (Minimum Standard of Education) Regulation, 1983.
- (d) external examiners shall be appointed only from the teaching staff of recognised Homoeopathic College and Colleges of Modern Medicine.
- (e) not more than one-third of the total number of external examiners shall be from amongst practitioners in Homoeopathy or Modern Medicine who, in the opinion of the examining body are practitioners of repute and who have obtained a Homoeopathic qualification or a medical qualification recognised under the Indian Medical Council Act, 1956;

(f) persons in Government employment may also be considered for appointment as external examiners provided they possess a medical qualification as specified in sub-regulation (e) above;

(g) a paper – setter may be appointed as an internal or external examiners

11.(i)(B) (Applicable for students admitted in academic session 2003-2004 and onwards)

No person other than the holder of qualification prescribed for the teaching staff in Homoeopathy (Minimum Standards of Education) Regulation as amended from time to time shall be appointed as an internal or external examiner or paper-setter for the BHMS Degree Course.

Provided that:-

(a) No such person shall be appointed as an examiner unless he has at least three years continuous regular teaching experience in the subject concerned, gained in a degree level Homoeopathic Medical College.

(b) Internal examiners shall be appointed from amongst the teaching

(c) A paper setter may be appointed as an internal or external examiner.

NOTE:- However, in clause 11 (i) it is subject to the provision that any changes if notified through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

(ii) The examining body may appoint a single moderator or moderators not exceeding three in number for the purpose of moderating question papers.

(iii) Oral and practical examinations shall as a rule be conducted by the respective internal and external examiners with mutual co-operation. They shall each have 50% of the maximum marks out of which they shall allot marks to the candidates appearing at the examination according to their performance and the mark-sheet so prepared shall be signed by both the examiners. Either of the examiners shall have the right to prepare, sign and send mark-sheets separately to the examining body together with his comments. The examining body shall take due note of such comments but it shall declare results on the basis of the mark –sheets.

(iv) The College / institution shall provide all facilities to the internal and external examiners for the conduct of examinations and the internal examiners shall make all preparations for holding the examinations.

(v) The external examiners shall have the right to communicate to the Controller of Examination of the University views and observations about any

shortcomings or deficiencies in the facilities provided by the College/ institution.

12. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such student shall, however be withheld till all the dues are cleared.

13. (A) COMPUSLORY INTERNSHIP (Applicable for students admitted prior to academic session 2003-2004)

1. General

- (i) Every student will be registered after clearing the final B.H.M.S. examination, to undertake the compulsory internship to the satisfaction of the Principal / Director of the Institution/ college. The period of internship shall be for a period of twelve months, so as to make the student eligible for the award of the degree.

Provided that the internship of 12 months will be completed at the maximum within a period of two years after passing the final examination.

- (ii) Internship shall be undertaken at the hospital attached to the College/ institution and in cases where such hospital cannot accommodate all of its students for internship, such students may undertake their internship in a hospital or dispensary run by the Central Government or State Government or local bodies.
- (iii) The University shall issue a provisional pass certificate on passing the final examination to all successful candidates.

2. Norms for Training :-

- (i) Training of the internees during the internship shall be regulated by the Principal/ Superintendent of the hospital where on internee undertakes his internship in the hospital attached to the College / institution but where an internee is posted to a recognised dispensary the training will be regulated by a Committee consisting of representatives of the University, college / institution and the in-charge of the dispensary.

Provided that after satisfactory completion of training certificate obtained from the head of the dispensary shall be countersigned by the Principal / Director of the Institution / college.

- (ii) The internee shall be entrusted with the clinical responsibilities and this work shall be supervised by the senior medical officer.
- (iii) The internee shall maintain a record of work which is to be periodically verified by the Medical Officer under whom the internee is posted. The scrutiny of the record of work may be objectively viewed as regard to knowledge, skill and aptitude towards the patient shown by the intern's work.
- (iv) The internship training shall include training in case-taking, evaluation of symptoms, reportorial and management of common ailments through Homoeopathic treatment. Intern should be exposed to training in medicine, surgery including ophthalmology and E.N.T. departments, obstetrics, Gynaecology departments, paediatrics, skin and family welfare and community medicine, if possible, at the rural health training centre or at the P.H.C.
- (v) In the department of medicine, training in minor ward procedures should be given to interneers.
- (vi) Internee should be exposed to clinical-pathology work to acquire skill to do independently some common procedures like routine blood-examination for various blood counts, haemoglobin estimation / E.S.R. blood stand for parasites, sputum Examination, urine and stool examination etc. He should be given opportunities for active participation in interpretation of laboratory data in context with the clinical findings and arriving at a diagnosis and planning out of the Homoeopathic treatments.
- (vii) In the department of surgery he should be acquainted with the management of minor surgical emergencies. Practical implementation of septic techniques and procedures including preparation of operation theatre and sterilisation etc. He should be involved in participation in pre-operative care and post-operative care and practical use of anaesthetic techniques. He should also work in the casualty departments. All this training should strictly be under expert supervision only.
- (viii) In the department of obstetrics and gynaecology the internee should be involved in ante-natal care with particular reference to the nutritional status of mother, management of normal and abnormal labours, care of the new-born, postnatal care of mother and child.

- (ix) Training in paediatric department to understand paediatric problems and their management through Homoeopathy.
- (x) In the department of skin he should be exposed to various skin lesions and their diagnosis including allergy, leprosy, Leukoderma etc., and their management through Homoeopathy.
- (xi) He should be exposed to various community based health activities, health programmes, their implementations and organisational set up. He should also be involved in motivational programmes, health educational nutrition, M.C.R., Family welfare and other activities, Control of communicable diseases like tuberculosis, leprosy and sexually transmitted
- (xii) Medico-Legal :
Acquaintance with issue of various medical certificates like leave certificate on the ground of sickness, fitness certificate, death certificate, birth certificate, medical examination, court procedures in police cases like deaths by unnatural cause, accident etc. preservation of viscera in poisoning cases, postmortem, various Drugs Acts, Homoeopathic Pharma copies, Homoeopathy Central Council Act, various State Homoeopathic Acts, professional conduct.
- (xiii) Drug Proving

In case of degree level internee, it shall be compulsory to take part in Drug Proving Programme and the Internee shall prove at least one drug during the period of internship.
- (xiv) Each student during the compulsory internship training shall be allotted specific assignment for doing his/her original work in an objective manner. The assignment to be given shall be decided mutually by the concerned students and the college authorities. Such assignments will be evaluated by a team of 3 experts (relevant to subject) appointed by the College/ institution with consent of University concerned. The College authority will also ensure avoidance of duplication of work.

3. Rotation of batches of interneers:

Rotation of degree level interneers shall be as under:-

- (i) 5 months in the Medical and Surgical departments of the Homoeopathic Hospital.
- (ii) 3 months in the Gynaecology, Obstetrics and Paediatrics Departments.
- (iii) 3 months in the E.N.T., Ophthalmology and Skin departments.
- (iv) 1 month for training in Community medicines.

4. Maintenance of Records

Each internee shall have to maintain a detailed record of at least 25 acute cases and 15 chronic cases treated with homoeopathic medicine during his training in the medical department.

Each internee shall have to maintain a detailed record of at least 10 delivery cases attended by him in the Department of Obstetrics and 15 Surgical cases assisted by him in the Department of Surgery.

During this period internee shall also have to carry out any elective assignment on any subject given to him by the physician Incharge.

5. Attendance

Minimum attendance of each internee shall not be less than 80%.

13.(B) COMPUSLORY INTERNSHIP (Applicable for students admitted in academic session 2003-2004 and onwards)

1. Each candidate shall be required to undergo compulsory rotating internship of one year, after passing the final BHMS Examinations, to the satisfaction of the Principal of the Homoeopathic College. Thereafter only, the candidate shall be eligible for the award of Degree of Homoeopathic Medicine and Surgery (B.H.M.S.) by the University.
 - (i) All parts of the internship training shall be undertaken at the hospital attached to the College, and, in cases where such hospital cannot accommodate all of its students for internship then such candidates/ students shall be informed in writing by the college and it shall be the responsibility of the College to ensure that each of such students is put on internship training in a Homoeopathic Hospital or dispensary run by Government or local bodies.
 - (ii) To enable the State Board/ Council of Homoeopathy to grant provisional registration of minimum of one year to each candidate to undertake the internship, the University concerned shall issue a provisional passed certificate on passing the final BHMS examination to each successful candidate.

Provided that in the event of shortage, or unsatisfactory work, the period of compulsory internship and the provisional registration shall be accordingly extended by the State Board/ Council.

- (iii) Full registration shall only be given by the State Boards if the BHMS degree awarded by the University concerned is a recognized medical qualification as per Section 13(1) of the Act, and Board shall award registration to such candidates who produce certificate of completion or compulsory rotation internship of not less than one year duration from the Principal of College where one has been a bonafide student which shall also declare that the candidate is eligible for it.

- (iv) The interneer students shall not prescribe the treatment including medicines, and, each of them shall work under the direct supervision of Head of Department concerned and/or a Resident Medical Officer. No intern student shall issue any medicolegal document under his/her signatures.
 - (v) Each candidate shall complete the internship training at the maximum within a period of 24 months after passing the final year examination.
2. The internship training shall be regulated by the Principal in consultation with concerned Heads of Departments and R.M.O. as under:-
- (i) Each interneer student shall be asked to maintain a record of work which is to be constantly monitored by the Head of concerned Department and/or Resident Medical Officer under whom the interneer is posted. The scrutiny of record shall be done in an objective way to update the knowledge, skill and aptitude of interneer.
 - (ii) The stress during the internship training shall be on case taking, evaluation of symptoms, nosological and miasmatic diagnostic analysis, repertorisation and management of sick people based on principles of Homoeopathy. Weekly seminars shall be conducted wherein interns in rotation be given a chance to present their cases for discussion, and, concerned teachers/ R.M.O. shall assess performance of each of interns.
 - (iii) Rotation of intern-students shall be as under:
 - (a) Practice of Medicine- 8 months wherein interneer will be rotated in each Psychology, Respiratory, Gastro-intestinal, Endocrinology, Skin and V.D., Locomotor, Cardiology, Paediatrics sections.
 - (b) Surgery - 1 month
 - (c) Obstetrics & Gynaecology – 2 months (1 month each (including Reproductive & child health care))
 - (d) Community medicine (including PHC/ CHC) – 1 month
 - (iv) Each interneer shall be exposed to clinicopathology work to acquire skill in taking samples and doing routine blood-examination, blood smear for parasites, sputum examination, urine and stool examination. Students shall be trained to correlate laboratory findings with diagnosis and management of sick people.
 - (v) Each interneer shall be given opportunities to learn the diagnostic techniques like x-rays, Ultrasonography, E.C.G., Spirometer and other forthcoming techniques and co-relate their findings with diagnosis and management of cases.
 - (vi) Each interneer students shall be given adequate knowledge about issuing of medico-legal certificates including medical and fitness certificates, death

certificates, birth certificates, court producers and all of such legislation's be discussed which were taught in curriculum of Forensic Medicine.

- (vii) Each internee shall maintain records of 40 acuter and 25 chronic cases complete in all manner including follow up in Practice of Medicine, record of 5 antenatal check-up and 3 delivery cases attended by him/ her in Department of Obstetrics and 3 cases of Gynaecology, records of 5 surgical cases assisted by him (and demonstrational knowledge of dressings) in Surgery department, and records of knowledge gained in Primary Health Centres, Community Health Centres, various health programmes.
 - (viii) It shall be compulsory for each intern-student to prove at least one drug during the Period of internship.
 - (ix) Each internee shall be given a liberty to choose an elective assignment on any subject, and complete out-put shall be furnished in writing by the internee in respect of elective assignment to the Principal of the College within internship duration.
 - (x) Each intern shall be posted on duty in such a manner that each of them attend at least 15 days in O.P.D. and 15 days in I.P.D. at least in each month (except for duty in Community Medicine) and attend the other parts of duty including self-preparation in Library.
 - (xi) Each intern-student shall be made to learn importance of maintaining statistics and records, intern-student shall also be familiarized with research-methodology.
- 3.(i) Each internee shall have not less than 80% of attendance during the internship training.
- (ii) Each internee shall be on duty of at least 6 hrs. per day during the compulsory internship training.

NOTE:- However, in clause 13 it is subject to the provision that any changes if notified through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

14(a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee to be constituted by the Principal / Director of the institution / college for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Academic Programme Committee and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Programme Committee.

(b) STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Principal / Director of the institution/ college, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

15. AWARD OF DEGREE

A student shall be awarded a degree if:

- a.** If he has successfully passed the final B.H.M.S. examination, held at the end of 4 ½ years and completed one year of compulsory rotatory internship after passing the final examination, as prescribed.
- b.** There are no dues outstanding in his/her name to the University/Affiliated Institution: and
- c.** No disciplinary action is pending against him/her.

16. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

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

ORDINANCE 23 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR BACHELOR'S DEGREE PROGRAMME IN REHABILITATION THERAPY

APPLICABILITY : This ordinance shall apply to Bachelor's degree programme in Rehabilitation Therapy.

1. DEFINITIONS:

1. **Institution** shall mean affiliated institutions conducting Bachelor's degree programme in Rehabilitation Therapy.
 2. **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to Bachelor's degree in Rehabilitation Therapy.
 3. **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
 4. **Semester System** - a programme wherein each academic year is apportioned into two semesters.
 5. **Academic Programme Committee (APC)** shall mean the Academic Programme Committee of the institute.
 6. **Course** means a component of the academic programme, carrying a distinctive code no.
 7. **External examiner** shall mean an examiner who is not in the employment of the institution.
 8. **Student** shall mean a person admitted to the institution for any of the academic programmes to which this Ordinance is applicable.
 9. **University** shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's degree, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
 3. Examinations shall be open to regular students so admitted, who have undergone a course of study in the institution, for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabi.

Provided that the Academic Council may allow any other category of candidates to take the Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further that a student may be debarred from appearing in the semester end examination as provided in Clause 9 of this Ordinance or as provided in any other Ordinance of the University.

4. PROGRAMMES CONTENT & DURATION

- (a) A Bachelor's degree programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n semesters, shall be (n + 4) semesters. All the programme requirements shall have to be completed in (n + 4) semesters.

5. SEMESTER

- (a) An academic year shall be apportioned into two semesters. Each of the two semesters shall be of a working duration of about 21 weeks. There shall be a break of about 2 weeks after the first semester and a vacation of approximately 6 weeks after the second semester.

The Academic Calendar shall be notified by the University each year, before the start of Academic Year.

- (b) The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work (including class tests)	-	17	Weeks
Preparatory Leave	-	01	Week
Semester-end Examination, including Practical/ Laboratory Examination	-	03	Weeks

6. ACADEMIC PROGRAMME COMMITTEE

- (a) There shall be an Academic Programme Committee in each University School and programme-wise Academic Programme Committee(s) in affiliated institutions.

- (b) (i) In the case of Schools of Studies of the University, all the teachers of a School of Studies shall constitute the Academic Programme Committee of which the Dean of the School shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also take care of the coordination of the School's programmes with the other programmes run by the different Schools of the University.
- (ii) In the case of affiliated institutions, all full time University recognised teachers involved in the teaching of a Bachelor's degree programme in an institution shall constitute the Academic Programme Committee for that programme. This Committee shall be headed by the Director/Principal of that institution, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.
- (c) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned School of the University or by the Director/Principal of the concerned affiliated institution.
- (d) The Academic Programme Committee shall meet as and when required but at least once every semester. The Chairman of the Committee will convene the meetings.

7. PROGRAMME COORDINATION COMMITTEE

In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors/Principals of all the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by one of the Deans of the University/Directors/Principals to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of the courses (syllabus) and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers, if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

8. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to

appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

9. ATTENDANCE

No candidate shall be permitted to appear in any one of the semester examination of the programme, unless:

- i) He/she has attended the course in the subject for the prescribed period in the affiliated institution and produces necessary certificate of study, and satisfactory conduct certificate from Head of the Institution.
- ii) He/she candidate puts in minimum 80% of attendance in aggregate of all the courses taken together, both theory and practical separately in each semester, before being allowed to appear in the examination. However the Dean of the School in case of University Schools and Principal/ Director in case of University maintained / affiliated institutes may condone attendance shortage upto 5% for individual student for reasons to be recorded.

Director / Principal shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least 5 calendar days before the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his/ her result shall be treated as null and void.

10. EVALUATION & EXAMINATION

- (a) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:
 - (i) Evaluation through a semester-end examination
 - (ii) Continuous evaluation by the teacher(s) of the course.
- (b) The distribution of weightage for various components of evaluation shall be as below:

A. THEORY COMPONENT

- | | |
|--|-----|
| (i) Semester-end examination | 75% |
| (ii) Continuous evaluation by the teachers | 25% |

B. PRACTICAL COMPONENT

- | | |
|--|-----|
| (i) Semester-end examination | 60% |
| (ii) Continuous evaluation by the teachers | 40% |

For any other component of a programme not covered by the above, the weightage shall be prescribed by the Academic Programme Committee of the institute under intimation to the Vice-Chancellor, through the Controller of Examinations.

(c) Conduct of semester-end examinations

- (i) All semester-end examinations shall be conducted by the Controller of Examinations.
- (ii) The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of semester-end examinations.
- (iii) For theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.

Provided that the Vice-Chancellor may, at his discretion, delegate his authority for approval of examiners.

For programmes being run in the University Schools, recommendations for names of examiners shall be obtained from the concerned Boards of Studies through their respective Chairmen. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

For programmes being run in affiliated institutions, recommendations for names of examiners shall be obtained from the respective Programme Coordination Committees through the Chairmen of the Committees. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened.

In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies/Programme Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans / Director/ Principal nominated by the Vice-Chancellor.

The Controller of Examinations shall be authorised to add one or more names in the panel of examiners received by him from Boards of Studies/ Programme Coordination Committee/authorised Dean / Director/ Principal before the list is submitted to the Vice-Chancellor for approval.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject wise by the Controller of Examination with the approval of Vice Chancellor. Controller of Examination shall ensure that minimum of three question papers duly moderated in each subject are available in the question paper bank.

- (iv) The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.

(d) Teacher's Continuous Evaluation:

COURSE COMPONENTS

APPORTIONED MARKS

- (i) Theory Component: The teacher's continuous evaluation shall be based on the following:

- Two Class Tests

5 Marks for each Test

The two class tests shall ordinarily be held after 6 weeks and 12 weeks of teaching in accordance with University Academic Calendar.

- (ii) Practical Component:

The continuous evaluation will be based on the weightage decided by the Academic Programme for each Performance indicators.

24 Marks

- (e) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
- (f) Semester-end practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners. Where practical examinations have to be conducted simultaneously in a number of institutions, more than one Board may be appointed. One of the examiners in that case may be designated as Head Examiner. The Head Examiner shall draw the guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.
- (g) For any other type of examination, not covered by sub-clauses (e) and (f) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board

of Studies/Coordination Committee concerned, with the approval of the Vice-Chancellor.

- (h) The results of a semester (including both the semester-end examinations and teacher's continuous evaluation) shall be declared by the Controller of Examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor.
- (i) The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

11. SCHEME OF EXAMINATION

A 4 years course of Bachelor in Rehabilitation Therapy has been divided into 8 semesters with minimum teaching of 90 days (540 hours) each. The distribution of working hours for the theory and practical is given below :

Sl.No.	Semester	Days x Hours	Total Hours
I	Core Course-I	90 x 6	540
II	Core Course-II	90 x 6	540
III	Locomotor Disability	90 x 6	540
IV	Speech & Hearing Disability	90 x 6	540
V	Visual Disability	90 x 6	540
VI	Mental Retardation & Learning Disability	90 x 6	540
VII	Multiple Disability	90 x 6	540
VIII	Internship <ul style="list-style-type: none"> • Locomotor disability • Hearing & Speech Disability • Visual disability • Mental Retardation & Learning disability • Multiple disability 	90 x 6 30 x 6 = 180 hrs. 20 x 6 = 120 hrs. 10 x 6 = 60 hrs. 16 x 6 = 96 hrs. 14 x 6 = 84 hrs.	540
The ratio of theory to practical will be 40 : 60			

SEMESTER- I – CORE COURSE-I

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Human Anatomy	40	60	100
II	Human Development	40	60	100
III	Psychology, Sociology & Counselling	40	60	100
Total		120	180	300

SEMESTER - II – CORE COURSE-II

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Disability & Rehabilitation	40	60	100
II	Research Methodology	40	60	100
III	Statistics	40	60	100
Total		120	180	300

SEMESTER - III – LOCOMOTOR DISABILITY

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Introduction to Disability	40	60	100
II	Physical Agents & Exercise Therapy	40	60	100
III	Therapeutic Activities, Functional Training, Aids & Appliances	40	60	100
Total		120	180	300

SEMESTER - IV – HEARING & SPEECH IMPAIRMENTS

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Audiology & Aural Rehabilitation	40	60	100
II	Speech & Language	40	60	100
III	Management of Speech & Language Disorders	40	60	100
Total		120	180	300

SEMESTER - V – VISUAL IMPAIRMENTS & REHABILITATION

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Eye & Eye Care	40	60	100
II	Psycho-social Implications of Blindness and Visual Impairment	40	60	100
III	Education of Visually Impaired & Low Vision Children	40	60	100
Total		120	180	300

SEMESTER - VI – MENTAL RETARDATION & LEARNING DISABILITY

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Mental Retardation & Learning Disability	40	60	100
II	Assessment and Curriculum Development	40	60	100
III	Management of Children with Mental Retardation and Children with Learning Disability	40	60	100
Total		120	180	300

SEMESTER - VII – MULTIPLE DISABILITY

Course	Name of the Course	Theory Marks	Practical Marks	Total
I	Rehabilitation Therapy, Cerebral Palsy and other Neurological conditions	40	60	100
II	Needs Assessment: Persons with Disability, Family and Community	40	60	100
III	Holistic Approaches to working with Persons with Multiple Disability	40	60	100
Total		120	180	300

SEMESTER – VIII – INTERNSHIP

Every student will be registered after clearing the final Bachelor in Rehabilitation Therapy examination, to undertake the compulsory internship to the satisfaction of the Principal/ Director of the Institution/ School. The period of internship shall be for a period of six months, so as to make the student eligible for the award of the degree.

Internship shall be undertaken at the school / institution selected by the coordinator of course. The procedure for internship as prescribed by RCI will be followed. From the institute's side, the internship will be supervised by one faculty staff member. The detailed report in the prescribed proforma will be sent to the University through the Principal of the Institution.

Hourly allocation for internship for different disability will be as follows :

▪ Locomotive disability	30 x 6 =	180 hrs.
▪ Hearing & Speech disability	20 x 6 =	120 hrs.
▪ Visual disability	10 x 6 =	60 hrs.
▪ Mental Retardation & Learning disability	16 x 6 =	96 hrs.
▪ Multiple disability	14 x 6 =	84 hrs.

The internee shall work with cases from history taking to assessment of case and planning the intervention at an individual level and discussion with supervisory faculty before giving programme.

The internee will be given community exposure based upon camps / training programmes conducted and shall also undertake work from identification of disability and counselling.

Internee shall be a team member of different awareness programmes about sensitization.

Internee shall keep a record of cases / programmes and will get it signed by supervisory faculty.

12. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

(i) A minimum of 40% in theory and a minimum of 50% in Practical in each course of every semester. The passing marks for each of the course including theory and practical shall be 50%.

The student who fails in one course (Theory or Practical or both) shall be allowed to appear in the particular course only for a maximum of 2 times. If the student fails to pass the examination after 2 appearances, he will be expected to appear in all the papers again.

(ii) A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned semester-end examination.

(iii) A student who has to reappear in a semester end-term examination in terms of clause 11(i) above shall be examined as per the syllabus which will be in operation during the subsequent semester(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the School/Director of the institution so certifies, the examination may be held in accordance with the old syllabus, provided that Controller of Examination shall be informed at least 3 weeks prior to commencement of semester end-term examination.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examination to be allowed to reappear in an examination and pay the fees prescribed by the University.

Further, the successful candidates will be placed in Divisions as below:

1. Second Division : A candidate obtaining a Cumulative percentage at the end of the programme of 50 and above but below 60, shall be placed in Second Division.
2. First Division : A candidate obtaining a Cumulative percentage at the end of the programme of 60 and above but below 75 shall be placed in the First Division
3. First Division with Distinction : A candidate obtaining a Cumulative percentage at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses, in the first attempt. Further, a candidate obtaining a Cumulative percentage of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.

13(a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee to be constituted by the Director of the institution for decision in individual cases, and recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified

by the Academic Council and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Council.

(b) STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Dean of the School / Director of the institution , the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

14. AWARD OF DEGREE

A student shall be awarded a degree if:

- (i) The candidate has qualified in all the semesters as per the curriculum of the programme and completed six months of compulsory rotatory internship after passing the Final Examination.
- (ii) There are no dues outstanding in his/her name to a School of the University/ Affiliated Institution; and
- (iii) No disciplinary action is pending against him/ her.

15. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

16. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of the Academic Programme Committee. The decision of the Vice-Chancellor shall be final.

ORDINANCE 24 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR BACHELOR'S DEGREE PROGRAMME IN AUDIOLOGY AND SPEECH LANGUAGE PATHOLOGY

APPLICABILITY : This ordinance shall apply to Bachelor's degree programme in Audiology and Speech Language Pathology following Annual system of Examination.

1. DEFINITIONS:

1. **Institution** shall mean affiliated institutions conducting Bachelor's degree programme in Audiology and Speech Language Pathology.
 2. **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to Bachelor's degree in Audiology and Speech Language Pathology.
 3. **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
 4. **Academic Programme Committee (APC)** shall mean the Academic Programme Committee of the institute.
 5. **Course** means a component of the academic programme, carrying a distinctive code no.
 6. **External examiner** shall mean an examiner who is not in the employment of the institution.
 7. **Student** shall mean a person admitted to the institution for any of the academic programmes to which this Ordinance is applicable.
 8. **University** shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's degree, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
 3. Examinations shall be open to regular students so admitted, who have undergone a course of study in the institution, for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabi.

Provided that the Academic Council may allow any other category of candidates to take the Examination for any specified academic programme subject to the

fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further that a student may be debarred from appearing in the year-end examination as provided in Clause 9 of this Ordinance or as provided in any other Ordinance of the University.

4. PROGRAMMES CONTENT & DURATION

- (a) A Bachelor's degree programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n academic year(s), shall be (n + 2) academic years. All the programme requirements shall have to be completed in (n + 2) academic years.

5. ACADEMIC YEAR

- (a) An academic year shall be apportioned into two terms. Each of the two terms shall be of a working duration of about 20 weeks. There shall be a break of about 2 weeks after the first term and a vacation of approximately 6 weeks after the second term.

The Academic Calendar shall be notified by the University each year, before the start of academic year.

- (b) The break-up of the academic year devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work - (including class tests)	-	Two terms of about 20 weeks each, with a break of about 2 weeks between the terms. Total = about 42 weeks
Preparatory Leave	-	02 Weeks
Annual examination, including practical/ Laboratory examination	-	03 Weeks

6. ACADEMIC PROGRAMME COMMITTEE

- (a) There shall be an Academic Programme Committee in each University School and programme-wise Academic Programme Committee(s) in affiliated institutions.
- (b) (i) In the case of Schools of Studies of the University, all the teachers of a School of Studies shall constitute the Academic Programme Committee of which the Dean of the School shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also take care of the coordination of the School's programmes with the other programmes run by the different Schools of the University.
- (ii) In the case of affiliated institutions, all full time University recognised teachers involved in the teaching of a Bachelor's degree programme in an institution shall constitute the Academic Programme Committee for that programme. This Committee shall be headed by the Director/Principal of that institution, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.
- (c) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned School of the University or by the Director/Principal of the concerned affiliated institution.
- (d) The Academic Programme Committee shall meet as and when required but at least once every year. The Chairman of the Committee will convene the meetings.

7. PROGRAMME COORDINATION COMMITTEE

In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors/Principals of all the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by one of the Deans of the University/Directors/Principals to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of the courses (syllabus) and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers, if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

8. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

9. ATTENDANCE

Each candidate must have a minimum attendance of 80% in theory classes and 90% in clinical practicum. Failure to meet the criteria will disqualify the student from attending the university examination of the respective years. The candidate will have to repeat the year, i.e. both theory and clinical practicum will have to be repeated in toto. However the Dean of the School in case of University Schools and Principal/Director in case of University maintained / affiliated institutes may condone attendance shortage upto 5% for individual student for reasons to be recorded.

Director / Principal shall announce the names of all such students who are not eligible to appear in the year-end examination, at least 10 calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his/ her result shall be treated as null and void.

10. EVALUATION & EXAMINATION

(a) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

(i) Evaluation through a year-end examination

(ii) Continuous evaluation by the teacher(s) of the course.

(b) The distribution of weightage for various components of evaluation shall be as below:

A. THEORY COURSES

(i) Year-end examination	80%
(ii) Continuous evaluation by the teachers	20%

B. CLINICAL PRACTICUM

(i) Year-end examination	50%
(ii) Continuous evaluation by the teachers	50%

For any other component of a programme not covered by the above, the weightage shall be prescribed by the Academic Programme Committee of the institute under intimation to the Vice-Chancellor, through the Controller of Examinations.

(c) Conduct of year-end examinations

- (i) All Annual examinations shall be conducted by the Controller of Examinations.
- (ii) The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of year-end examinations.
- (iii) For theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.

Provided that the Vice-Chancellor may, at his discretion, delegate his authority for approval of examiners.

For programmes being run in the University Schools, recommendations for names of examiners shall be obtained from the concerned Boards of Studies through their respective Chairmen. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

For programmes being run in affiliated institutions, recommendations for names of examiners shall be obtained from the respective Programme Coordination Committees through the Chairmen of the Committees. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened.

In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies/Programme Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans / Director/ Principal nominated by the Vice-Chancellor.

The Controller of Examinations shall be authorised to add one or more names in the panel of examiners received by him from Boards of Studies/ Programme Coordination Committee/authorised Dean / Director/ Principal before the list is submitted to the Vice-Chancellor for approval.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject wise by the

Controller of Examination with the approval of Vice Chancellor. Controller of Examination shall ensure that minimum of three question papers duly moderated in each subject are available in the question paper bank.

- (iv) The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.

(d) **Teacher's Continuous Evaluation:**

COURSE COMPONENTS

APPORTIONED MARKS

- (i) Theory Component: The teacher's continuous evaluation shall be based on the following:

- Two Class Tests 10 Marks for each Test

The two class tests shall ordinarily be held after 6 weeks and 12 weeks of teaching in accordance with University Academic Calendar.

- (ii) Clinical Practicum :

The continuous evaluation will be based on the weightage decided by the Academic Programme for each Performance indicators.

100 Marks

- (e) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
- (f) Annual practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners. Where practical examinations have to be conducted simultaneously in a number of institutions, more than one Board may be appointed. One of the examiners in that case may be designated as Head Examiner. The Head Examiner shall draw the guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.
- (g) For any other type of examination, not covered by sub-clauses (e) and (f) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board

of Studies/Coordination Committee concerned, with the approval of the Vice-Chancellor.

- (h) The results of an academic year (including both the Annual examinations and teacher's continuous evaluation) shall be declared by the Controller of Examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor.
- (i) The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each academic year, after the declaration of the result.

11. DETAILED SCHEME OF EXAMINATION

The programme will be of four years duration with three years of regular studies followed by one year of internship. The detailed schemes is as below:-

(a) First Year Graduate Programme

S.No	Course Code	Course	Credit (clock hours) Min. required	Scheme of the Examination			
				Duration of the paper	Main Exam.	Marks I.A.	Total Marks
1.	B.1.1.1	Introduction to Speech and Language Pathology	75	3 hrs.	80	20	100
2.	B.1.2.1	Introduction to Audiology	75	3 hrs.	80	20	100
3.	B.1.3.1	Basic Human Anatomy and Physiology	75	3 hrs.	80	20	100
4.	B.1.3.2	Basic Acoustics and Electronics	75	3 hrs.	80	20	100
5.	B.1.3.3	Introduction to Linguistics	75	3 hrs.	80	20	100
6.	B.1.3.4	Psychology related to Speech and Hearing	75	3 hrs.	80	20	100
7.		Clinical Work (Speech Pathology)	250	Practical & Oral	100	100	200
8.		Clinical Work (Audiology)	250	Practical & Oral	100	100	200

(b) Second Year Graduate Programme

S.No	Course Code	Course	Credit (clock hours) Min. required	Scheme of the Examination			
				Duration of the paper	Main Exam.	Marks I.A.	Total Marks
1.	B.2.1.2	Childhood Communication Disorders	75	3 hrs.	80	20	100
2.	B.2.1.3	Articulation and Phonological Disorders	75	3 hrs.	80	20	100
3.	B.2.1.4	Voice and Laryngectomy	75	3 hrs.	80	20	100
4.	B.2.2.2	Diagnostic Audiology	75	3 hrs.	80	20	100
5.	B.2.2.3	Amplification and Assistive Devices for the hearing impaired.	75	3 hrs.	80	20	100
6.	B.2.2.4	Educational Audiology	75	3 hrs.	80	20	100
7.	B.2.3.5.	(a) Otorhinolary- ngology	50	} 3 hrs.	40	10	50
		(b) Community Oriented Professional Practices in Speech- Language Pathology	25		40	10	50
8.	B.2.3.6	Basic Statistics and Research Methods in Speech- Language Pathology and Audiology	75	3 hrs.	80	20	100
9.		Clinical Work (Speech Pathology)	250	Practical & Oral	100	100	200
10.		Clinical Work (Audiology)	250	Practical & Oral	100	100	200

(c) Third Year Graduate Programme

S.No	Course Code	Course	Credit (clock hours) Min. required	Scheme of the Examination			
				Duration of the paper	Main Exam.	Marks I.A.	Total Marks
1.	B.3.1.5	Fluency and its disorders	75	3 hrs.	80	20	100
2.	B.3.1.6	Adult Neuro-Communication disorders	75	3 hrs.	80	20	100
3.	B.3.1.7	Neuromotor Speech disorders	75	3 hrs.	80	20	100
4.	B.3.2.5	Rehabilitative Audiology	75	3 hrs.	80	20	100
5.	B.3.2.6	Noise measurement and hearing conservation	75	3 hrs.	80	20	100
6.	B.3.2.7	Paediatric Audiology	75	3 hrs.	80	20	100
7.		Clinical Work (Speech Pathology)	250	Practical & Oral	100	100	200
8.		Clinical Work (Audiology)	250	Practical & Oral	100	100	200

(d) INTERNSHIP

Students after completion of 3rd year will undergo one year internship programme in which they will be posted in different Rehabilitation Centres, hospitals, special schools etc. in all over India. During internship they will do the clinical work related to speech and hearing disorders under supervision of qualified rehabilitation professionals. Completion of one year internship will be duly certified by concerned institutions where the students were posted and students will submit the same to the University through the concerned institution.

12. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

(i) Minimum marks for pass in each Course and Clinical practicum will be 40%. Aggregate will be 50%.

Each Course must be successfully completed in 3 successive attempts including the first one. Internship will start only after the candidate has successfully completed all the papers including clinical practicum.

- (ii) A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned year-end examination.
- (iii) A student who has to reappear in a year-end examination in terms of clause 10(i) above shall be examined as per the syllabus which will be in operation during the subsequent years. However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Director / Principal of the institution is satisfied, the examination may be held in accordance with the old syllabus, provided that Controller of Examination shall be informed at least 3 weeks prior to commencement of year-end examination.

Students who are eligible to reappear in an examination shall have to apply to the Director / Principal of the Institution to be allowed to reappear in an examination and pay the fees prescribed by the University.

Further, the successful candidates will be placed in Divisions as below:

1. Second Division : A candidate obtaining a Cumulative percentage at the end of the programme of 50 and above but below 60, shall be placed in Second Division.
2. First Division : A candidate obtaining a Cumulative percentage at the end of the programme of 60 and above but below 75 shall be placed in the First Division
3. First Division with Distinction : A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses, in the first attempt. Further, a candidate obtaining a Cumulative percentage of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.

13(a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee to be constituted by the Director of the institution for decision in individual cases, and recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified by the Academic Council and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Council.

(b) STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Dean of the School / Director of the institution , the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

14. AWARD OF DEGREE

A student shall be awarded a degree if:

- (i) The candidate has qualified in all the courses as per the curriculum of the programme and completed one year of compulsory rotatory internship after passing the final Examination of third year.
- (ii) There are no dues outstanding in his/her name to a School of the University/ Affiliated Institution; and
- (iii) No disciplinary action is pending against him/ her.

15. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

16. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of the Academic Programme Committee. The decision of the Vice-Chancellor shall be final.

ORDINANCE 25 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR WEEKEND PROGRAMME LEADING TO ALL BACHELOR'S/ MASTER'S DEGREES & UNDER-GRADUATE/ POST-GRADUATE DIPLOMAS FOLLOWING SEMESTER SYSTEM

APPLICABILITY: This ordinance shall apply to all weekend programmes leading to all Bachelor's / Master's degrees and Under-graduate / Post –graduate diplomas following semester system [other than programmes for which separate Ordinance is notified]

1. DEFINITIONS:

1. **Academic Programme/ Programmes** shall mean a programme of courses and/or any other component leading to a Bachelor's degree, Master's degree, Post-graduate and Under-graduate diplomas.
 2. **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
 3. **Semester System** – a programme wherein each academic year is apportioned into two semesters.
 4. **Board of Studies (BOS)** shall mean the Board of Studies of the School concerned.
 5. **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
 6. **External examiner** shall mean an examiner who is not in the employment of the University or its affiliated institutions.
 7. **Student** shall mean a person admitted to the Schools of the University and its affiliated institutions for any of the academic programmes to which this Ordinance is applicable.
 8. **University** shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's/Master's Degrees, Under-graduate/Post-graduate diplomas, as the case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
 3. Examinations of the University shall be open to regular students of weekend Programme i.e. candidates who have undergone a course of study in the

University for a period specified for that programme of study in the Scheme & Teaching & Examination and Syllabi.

Provided further that a student may be debarred from appearing in the semester-end examination as provided in Clause 8 of this Ordinance or as provided in any other Ordinance of the University.

4. PROGRAMMES CONTENT & DURATION

- (a) A Bachelor's/Master's Degrees, Under-graduate/Post-graduate diploma programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n semesters, shall be **(n+6)** semesters. All the programme requirements shall have to be completed in n+6 semesters.
- (d)
 - (i) A student may be allowed to "audit" a course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi, which the student is not opting for as a credit course, or as prescribed in clause 14.
 - (ii) The University may ask a student to audit one or more courses, so as to make up any pre-requisite deficiency.
 - (iii) Such audited course(s) shall be shown in the final mark-sheets under a distinct head of "Audited Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purposes of declaration of results.

5. SEMESTER

- (a) An academic year shall be apportioned into two semesters shall be of a working duration of about 21 weeks. There shall be break of 2 weeks after odd semester and 4 weeks after the even semester.

The Academic Calender shall be notified by the University each year, before the start of Academic Year.

- (b) The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work (including class tests)	-	20	Weeks
Semester-end Examination, including Practical / Laboratory Examination	-	03	Weeks

6. ACADEMIC PROGRAMME COMMITTEE

- (a) There shall be an Academic Programme Committee in each University School and programme-wise Academic Programme Committee(s) in affiliated institutions.
- (b) In the case of Schools of Studies of the University, all the teachers of a School of Studies shall constitute the Academic Programme Committee of which the Dean of the School shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of the School's programmes with the other programmes run by the different Schools of the University.
- (c) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned School of the University.
- (d) The Academic Programme Committee shall meet as and when required but at least once every semester. The Chairman of the Committee will convene the meetings.

7. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

8. ATTENDANCE

In the weekend programme, the student is expected to devote 20% of time during weekdays for self-study. A student shall be required to have a minimum attendance of 70% or more in the aggregate of all the courses taken together in a semester, provided that the Dean of the school in case of University Schools and Principal / Director in case of University maintained / affiliated institutes may condone attendance shortage upto 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate

attendance of less than 65% in a semester shall be allowed to appear in the semester end examination.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she will be required to take re-admission and repeat all courses of the said semester with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period of (n+6) semesters as mentioned in clause 4(c).

Dean of the School / Director / Principal shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least 5 calendar days before the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his/ her result shall be treated as null and void.

9. EVALUATION & EXAMINATION

- (a) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
- (b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and syllabi:
 - (i) Evaluation through a semester-end Examination
 - (ii) Continuous evaluation by the teacher(s) of the course.
- (c) The distribution of weightage for various components of evaluation shall be as below:

	Bachelor's degree/ Under-graduate diploma	Master's degree/ Post-graduate diploma
A. THEORY COURSES		
(i) Semester-end examination	75%	60%
(ii) Continuous evaluation by the teachers	25%	40%

Taking this into account,

B. PRACTICAL/LABORATORY COURSES

(i) Semester-end examination	60%	60%
(ii) Continuous evolution by the teachers	40%	40%

C. DISSERTATION/THESIS

(i) Assessment by External Examiner	-	60%
(ii) Assessment by Internal Examiner	--	40%

D. For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies / Programme Coordination Committee, with the approval of the Vice-Chancellor

(d) Conduct of semester-end examinations

- (i) All semester-end examinations shall be conducted by the Controller of Examinations.
- (ii) The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of semester-end examinations.
- (iii) For theory as well as practical examinations and dissertation/thesis/project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.

Provided that the Vice-Chancellor may at his discretion, delegate his authority for approval of examiners.

For programmes being run in the University Schools, recommendations for names of examiners shall be obtained from the concerned Board of Studies through their respective Chairmen. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

For programmes being run in affiliated institutions, recommendations for names of examiners shall be obtained from the respective Programme Coordination Committees through the Chairmen of the Committees. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened.

In emergency situations, where, for some reason the recommendations cannot be obtained from the Board of Studies / Programme Coordination

Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

(e) Teacher's Continuous Evaluation:

COURSE COMPONENTS	APPORTIONED MARKS	
	Bachelor's degree/ Under-graduate diploma	Master's degree/ Post-graduate diploma
(i) Theory Courses: The teacher's continuous evaluation shall be based on the following:		
• One Class Tests*	20 Marks	30 Marks
• Assignment / Group Discussion / Viva-Voce / Additional Test / Quizzes / Regularity etc.	05 Marks	10 Marks
(ii) Practical / Laboratory Courses: The teachers continuous evaluation shall be based on performance in the laboratory, regularity, practical exercises / assignments, quizzes, etc. The assessment shall be given at three nearly equi-spaced intervals.	30 and 10 Marks	30 and 10 Marks

*The class test shall ordinarily be held after the 8th week of teaching in accordance with the University Academic Calendar.

The internal teacher shall set question paper and submit to the Controller of Examinations at least eight weeks before the commencement of End-Term Examinations. The external examiner shall be appointed by the Vice-Chancellor from the panel of examiners recommended by Board of Studies of the concerned programme. The paper shall be sent to external examiner for setting the final question paper.

(f) Dissertation / Thesis

For dissertation / thesis for Master's degree programmes, wherever specified in the syllabus, the evaluation shall be done and marks awarded by a Committee comprising of an internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner shall award marks out of

40%, and the external examiner(s) out of 60%. The examiners shall be appointed by the Vice-Chancellor out of a panel of three or more names suggested as specified in clause 10(d)(iii) of this Ordinance.

- (g) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
- (h) Semester-end practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners.
- (i) For any other type of examination, not covered by sub-clause (e) and (f) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies / Coordination Committee concerned, with the approval of the Vice-Chancellor.
- (j) The results of a semester (including both the semester-end examinations and teacher's continuous evaluation) shall be declared by the Controller of Examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor.
- (k) The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

10. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- (a) (i) Obtaining a minimum of 50% marks in aggregate in each course including the semester-end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate who secures less than 50% of marks in a course, shall be deemed to have failed in that course.
 - (ii) A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned semester-end examination.
- (b)(i) A student obtaining less than 50% of maximum marks (including semester end examination and Teacher's Continuous Evaluation) assigned to a course and

failing in the course shall be allowed to re-appear in a semester end examination of the course in both the semesters subject to maximum permissible period of (n+6) semesters as mentioned in clause 4(c). The re-appearing students who secured less than 50% marks in the teacher's continuous evaluation have the option to repeat and improve the two class tests performance with the next batch of students, in such cases the improved internal marks, if received from the school / institution concerned at least 7 days before the commencement of semester end-term examination shall be considered, otherwise the previous internal marks already obtained by the student shall be taken into account without any modification.

No extra fee shall be charged from the students in this regard.

- (ii) A student who has to reappear in a semester end-term examination in terms of clause 11(b) (i) above shall be examined as per the syllabus which will be in operation during the subsequent semester(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the School / Chairman / Coordinator of the Programme Committee so certifies, the examination may be held in accordance with the old syllabus, provided such request shall be received to Controller of Examination at least 3 weeks prior to commencement of semester end-term examination.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the School / Institution concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- (iii) If a student has poor performance in a number of courses in a particular semester, he may, at his option, take an academic break for one year, and re-register for either both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the courses in the semester(s) and retain the credits already earned by him in other course(s). For calculating the CPI, and determining the passing/failure in a course, and eligibility for award of a degree, the marks obtained in the repeat course(s) will be taken into consideration.
- (c) A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The Scheme of Teaching & Examination and Syllabi shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits included in the Scheme of Teaching & Examination and Syllabi of a programme shall generally 5-10% more than such minimum specified credits.

Further, the successful candidates will be placed in Divisions as below:

1. **Second Division:** A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60, shall be placed in Second Division.
2. **First Division:** A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division.
3. **First Division with Distinction:** A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided the candidate has passed all the courses for which he has earned credits, in the first attempt. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses for which he has earned the credits, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.
4. For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 14 and shall be based only on marks obtained in courses for which credits have been earned.

12(a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee/s for decision in individual cases, the recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified by the Academic Council and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Council.

(b) STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the school / Director of the institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

13. AWARD OF DEGREE/DIPLOMA

A student shall be awarded a degree/diploma if:

- i) He/she has registered himself/herself, undergone the course of studies, completed the project report/dissertation specified in the curriculum of

his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree/diploma.

- ii) There are no dues outstanding in his/her name to a School of the University / Affiliated Institution; and
- iii) No disciplinary action is pending against him/her

14. PERFORMANCE INDEX

The overall performance of a candidate will be determined at any stage as follows:

$$\text{Cumulative Performance Index (CPI)} = \frac{\sum_{n=1}^N C_n M_n}{\sum_{n=1}^N C_n}$$

Where C_n is the number of credits earned for the course n in any semester and M_n is the marks obtained by the student for the course n . N is the total number of courses over which the performance is being measured. All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account, the other courses in which the students have appeared but secured less than 50% marks shall be treated as “Audit Courses” and the same shall be reflected in the Final mark sheet accordingly.

CPI of the candidate shall be calculated on the basis of the minimum credits required for each programme considering his/her performance in the subjects, wherein he/she has secured highest marks. However in the mark sheet, the maximum credits earned by the candidate shall also be reflected.

- 15. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees / diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
- 16. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion / advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

ORDINANCE 26 : INSTITUTIONAL AND INDIVIDUAL CONSULTANCY

1. Objectives

- (i) To effectively utilize the University's academic facilities, physical infrastructure including the engineering and scientific infrastructure, the available expertise to enter into an arrangement / interaction with the industry, other institutions or the bodies as the University may deem fit, in a manner consistent with the primary mission of teaching, research and public service;
- (ii) To enrich the experience and knowledge of the Professionals in the knowledge sphere and provide an opportunity of finding solutions to the problems of industries / enterprises.
- (iii) To provide opportunities to the Professionals to apply their knowledge and skill in real work situations.
- (iv) To supplement the University's financial resources to the possible extent.

2. Consultancy Advisory & Monitoring Committee (CAMC)

In order to achieve the objectives set out, a **Consultancy Advisory & Monitoring Committee** (hereafter referred to as CAMC) will be set up in the University with the following composition:

- (i) Vice Chancellor - or his nominee : *Chairman* (Authorized Officer)
- (ii) Two Deans of University Schools of Studies to be nominated by Vice Chancellor

The Vice-Chancellor on the recommendations of CAMC may co-opt for any member(s), as per the requirement.

3. Consultancy – Definition and scope

Consultancy shall be in area of expertise of the University / individual preferably its thrust areas. For the purpose of definition, there shall be three categories of consultancy, viz.

- I. **Institutional Consultancy**:-Wherein the services shall comprise of technical, engineering, scientific or other professional advice / assistance based on the available knowledge / expertise in the University and envisaging use of University facilities (without disturbing the academic schedule) for essential discharge of duties including experimentation needed to meet the objectives of the consultancy assignment. (hereafter referred to as Category I.)
- II. **Routine Consultancy**:- Wherein the services involved routine

laboratory testing and no interpretation of the results is called for. Neither any technical advice is to be rendered nor the test results are to be processed further. The routine consultancy may be: (A) Equipment Intensive or (B) Consumable Intensive. (here after referred to as Categories II A & II B respectively.)

III. **Individual Advisory Consultancy**:- Wherein the services would involve technical, engineering, scientific or other professional advice provided to a client purely on the basis of available expert knowledge and experience of individual rendered outside the University and envisaging minimal use of infrastructural facilities and secretarial services of the University (without disturbing the normal functioning and academic schedule of the University). (here after referred to as Category III.)

Any consultancy assignment, which does not strictly fall under the category of Individual Advisory Consultancy, shall be considered as 'Institutional Consultancy'. The CAMC for approving the consultancy shall have the powers to decide on the category of a particular consultancy.

4. Eligible for undertaking consultancy assignment

The Vice Chancellor and the members of the faculty are permitted to undertake consultancy work to the extent that it will not interfere with the discharge of their normal duties. Research /postgraduate students shall be encouraged to participate in these assignments. University's officers and technical staff having Ph.D. degree or possessing qualifications considered appropriate for the project would also be permitted.

Provided that the consultancy should be limited to an average of one day in a week leading to a ceiling of 52 days in a year excluding the vacation periods. This ceiling can be relaxed by the Vice-Chancellor in special circumstances.

5. Functions of CAMC

The functions of Consultancy Advisory and Monitoring Committee (CAMC) will be to:

- give broad guidelines for consultancy work;
- bring out consultancy information systems, catalogues periodically;
- identify and prepare list of consultants in different fields;
- prepare a roaster of available human resources on the basis of time schedule;
- consider consultancy proposals;
- to appoint a Consultancy Incharge (CI) where ever necessary, identify a team in consultation with CI, to be associated for specific consultancy assignments; and
- to co-ordinate work relating to consultancy assignments and review of progress;

- 6. Consultancy assignments** Proposals for consultancy assignments shall be submitted in the prescribed format, attached herewith as an Appendix – III.
- 7. Criteria for processing consultancy proposals** The offers of consultancy or proposals for award of consultancy at different levels, shall be submitted to “Consultancy Advisory & Monitoring Committee” and be examined in respect to the following:
- (i) Whether physical or other infrastructural facilities required for carrying out consultancy assignments are available in the University School(s) of Studies.
 - (ii) Whether acceptance of consultancy assignment is befitting the academic status of the University.
 - (iii) Whether amount of consultancy fees offered is commensurate with fees chargeable as per guidelines laid down in section 10.
 - (iv) Whether the return to the University is commensurate with the potential and likely gains to the client as a result of transfer of in-house technology know-how.
 - (v) Whether the consultancy would add to the knowledge and professional competence in the University.
- 8. Formulation of consultancy proposals** In case the University is approached by a client for consultancy assignment(s), and the CAMC decides in principle to accept the proposal, CAMC will identify the Consultant Incharge (CI) who possesses competence in the specific field in which consultancy proposal is to be formulated; and refer the client(s) to the CI. The CI, then will prepare the proposal in the prescribed format. After concurrence of the client, the proposal will again be put up to the CAMC for final approval.
- 9. Finalisation of Consultancy Proposal** The consultancy proposal should be finalized bearing in mind the following:
- (a) The outlines of work and terms of reference of consultancy assignment must describe clearly and unambiguously the desired level of output.
 - (b) The facilities required for executing the consultancy assignment are clearly brought out.
 - (c) The procedures and programmes for execution of the assignment should be mutually agreed upon.
 - (d) The time frame for the project.
 - (e) The project proposal will clearly indicate:-
 - names of members of the team, including non teaching, if any.
 - their share of consultancy fees;
 - duties and responsibilities (including targets involved)

assigned to each member of the team;

- in case a member of team/consultant from outside the University is associated, his/her duties and responsibilities, as well as fees payable should be specified;
- assistance needed from the client group in respect of work, transport and supply of basic data, laboratory facilities etc. should be spelt out and responsibilities fixed on the client group.
- the officer(s) of the client group to be liaised for consultation in regards to the assignment should be specified.
- the expenditure details of the consultancy assignments should be specified.

10. Expenses connected with the Consultancy Project

The detailed costing of the project would include following components:-

1. Cost of Manpower deployed
2. Cost of Infrastructure
3. Cost of raw material and consumables
4. Payment to outside experts / manpower proposed to be associated / engaged
5. T.A. and D.A.
6. Contingencies and / or overheads.
7. Consultancy fees

11. “Research & Consultancy Development Fund”

A part of the consultancy amount received under any of the Consultancy job / project would be placed under a separate head namely the ‘*R&C Development Fund*’ and would not be amalgamated with general revenues of the University.

The guiding principles for the utilization of these funds would be as follows :-

- (a) ‘Controller of Finance’ with the approval of Chairman, CAMC shall operate this fund.
- (b) The amount shall be utilized to promote research and consultancy work, to institute incentive awards for outstanding research / consultancy development work, and for any other purpose approved by the VC.

- 12. Utilization of the Consultancy amount received** The consultancy amount shall be credited to the '*Research & Consultancy Development Fund*', (clause 11)/ University revenue as specified in Appendix –I.
- 13. Expenditure Sanctioning Authority** The CI shall have financial power to sanction expenditure upto Rs. 50,000/- under the assigned consultancy project; Chairman, CAMC (if VC's nominee (AO)) shall have sanctioning authority upto 1 Lac; above 1 Lac power shall be with Vice Chancellor.
- 14. Standard terms and condition** The terms and condition as laid down in Appendix – II will be binding on every consultancy assignment unless and otherwise agreed upon before the start of the work and approved by CAMC. The agreement shall be made with the client in such cases, in a legally vetted format.
- 15. Other applicable conditions**
- (i) All purchases, however, shall be made following the normal *University Purchase Rules*. The procured items using the funds shall be properly accounted for and shall remain the property of the University unless and until agreed upon otherwise by both parties before the commencement of the project.
 - (ii) The 'TA/DA' (both national & international travels) rates must be settled with Client and be spelled in the initial proposal. If no rates are settled, the payment will be made as per university rules.
 - (iii) In case the consultancy work results in a patent, *CSIR-IPR Rules* will apply. The University shall be a one of the co-assignee of the patent.
 - (iv) A copy of all reports submitted to the Client will be filed to the CAMC. In case the information in the reports is considered classified by the Consultant/Client a brief note to this effect may be filed.
 - (v) Once the proposal is cleared by the CAMC, the CI will deal directly with client in all matters regarding a particular job; and the Faculty-in-Charge of groups/Dean(s) of the School(s) will deal directly with Client(s) in all matters concerning Routine Consultancy.

**DISTRIBUTION OF THE AMOUNT RECEIVED IN THE
CONSULTANCY PROJECT**

S.N	Expenses /Budget Head	Institutional Consultancy	Routine Consultancy		Individual Advisory Consultancy
		I	II A (Equipment Intensive)	II B (Consumable Intensive)	III
(i)	Research & Consultancy Development Fund	25%	25%	25%	25%
(ii)	University Revenue	15%	35%	15%	5%
(iii)	(a) Cost of raw material and consumables (b) Payment to outside experts/ required manpower proposed to be associated/ engaged (c) T.A. and D.A. (d) Contingencies etc.	As proposed by CI and approved by CAMC	As proposed by CI and approved by CAMC	As proposed by CI and approved by CAMC	---
(iv)	Consultancy fees to Consultant (s) and his/ her associated team	60% - (iii) (Intra team distribution as proposed by CI and approved by CAMC)	40% - (iii) (Intra team distribution as proposed by CI and approved by CAMC)	60% - (iii) (Intra team distribution as proposed by CI and approved by CAMC)	-do-

Note: Percentages correspond to that of total consultancy amount

Standard Terms and Conditions & Agreement Form of Contract for Consultancy

These terms and conditions cover projects of specific interest to Client. The conditions are binding unless and otherwise agreed upon in a separate document.

1. **Project Planning:** The University shall, together with the Client, prepare work plan and budget for the project. The plan shall normally be accepted by the Client before the commencement of the work on the project. The university & client shall agree on the form and frequency of the formal reports concerning the progress and the results of the work.
2. **Responsibility:** The university undertakes to carry out the consultancy project as conscientiously as conditions allow, but accepts no economic responsibility, should the work not lead to expected results. The university accepts the project on condition that the Client renounces all rights to claim damages for losses sustain directly or indirectly in consequence of the work done by the university.
3. **Results of the project & inventions:** All reports are to be sent to the client in duplicate. The university reserves the right to retain a copy. The results of the work done in connection with the project and/or inventions shall remain property of the Client until and unless agreed upon otherwise, before the start of the project. This also includes all IPR issues related to the project. However, the university reserves the right to use such results in connection with activities outside the scope of the project.
4. **Publishing:** Manuscripts of academic papers, brochures, advertisements, etc, which refers to or quote, both parties before publishing shall vet the propriety results of the project.
5. **Apparatus/equipment:** Instruments and/or equipments acquired in connection with the project and charged from the Client remain the property of Guru Gobind Singh Indraprastha University, unless otherwise the University & client specifically mutually agrees it to.
6. **Termination of the project:** The Client has a right to terminate the project at any time, but shall be liable for all reasonable expenses incurred in connection with halting work already in progress according to the agreed work program. The university has a right to terminate the project with three months' notice except where otherwise agreed upon. The Client in this case shall not be liable for any expenses incurred after the period of notice.
7. **Normal mode of payment:** The payment of the University's Charges for the consultancy work are required to be deposited in full (unless otherwise it is specifically agreed by the university) before the start of the work, through crossed bank draft/ cheque drawn in favour of Registrar, Guru Gobind Singh Indraprastha University.
8. **Disputes:** In the event of any dispute or difference between the parties hereto, such dispute/differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute/difference shall be referred to an outside arbitrator to be nominated by the Vice Chancellor (Board of Management wherein VC is CI) of the university for a reasoned Award. The Award of the arbitrator shall be binding on the parties to the dispute.

Guru Gobind Singh Indraprastha University
Kashmere Gate, Delhi - 110006

Ref No.

For office use only

Consultancy Assignment Proposal and Agreement Form

TITLE OF THE CONSULTANCY (Kindly fill in BLOCK letters)

CONSULTANT INCHARGE

Name: _____ Designation: _____

School : _____

Telephone: Direct: _____ EPABX: _____

Extn _____ Email: _____

EXPECTED TIME SCHEDULE

Duration: _____ Years _____ Months _____ Weeks _____ Days.

Starting Date: _____

CLIENT DETAILS (Kindly fill in BLOCK letters)

Firm's Name: _____

Address: _____ Contact Person's

Name: _____

Designation: _____

City: _____ Pin: _____ Ph. _____ Ext. _____

Fax _____ Email _____

TOTAL CHARGES AND PAYMENT DETAILS

Mode of Payment:→ By Cheque By draft Electronic Transfer

Currency:→ Indian Rupees Foreign→Country: _____ Currency: _____

Payment enclosed:→ Full Payment Part Payment

Total Value (in figures)	Total Value (in Words)	Bank's Name and Branch
--------------------------	------------------------	------------------------

DD/Cheque No.

DD/Cheque Amount

DD/Cheque Date

OBJECTIVES AND TYPE

Scope of the Consultancy (attach separate sheets, if necessary)	Consultancy Type (Please tick) <input type="radio"/> Product Development <input type="radio"/> Process Development <input type="radio"/> Checking of Design <input type="radio"/> Checking of Report <input type="radio"/> Checking of Analysis <input type="radio"/> Report writing/ Evaluation <input type="radio"/> Testing & Interpretation <input type="radio"/> HRD/CEP <input type="radio"/> Computation <input type="radio"/> Advice <input type="radio"/> Others (Please specify)	Client Type <input type="radio"/> Private Sector <input type="radio"/> Government Sector <input type="radio"/> Public Sector <input type="radio"/> Funding Agency <input type="radio"/> Foreign Organisation <input type="radio"/> Others (Please Specify)
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AGREEMENT BETWEEN CLIENT AND CONSULTANT *(to be filled in only on the request of Client)*

This agreement is subject to the Standard terms and Conditions for undertaking consultancy projects at GGSIP University, Delhi unless specially agreed to otherwise, the details mentioned above have been read and are acceptable.

Signature of the Consultant Incharge

Signature of the Client

Date:

Date:

ORDINANCE 27: CONDUCT AND EVALUATION OF EXAMINATIONS FOR PROGRAMMES LEADING TO ALL MASTER'S DEGREES FOLLOWING THE ANNUAL SYSTEM OF EXAMINATION

APPLICABILITY : This ordinance shall apply to all programmes leading to all Master's degrees following the Annual System of Examination {other than programmes for which a separate Ordinance is notified}.

1. DEFINITIONS:

1. **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to a Master's degree.
 2. **An Academic Year** is a period of nearly twelve months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations, and apportioned into 'terms' and 'breaks' etc. as stipulated in this Ordinance.
 3. **Board of Studies (BOS)** shall mean the Board of Studies of the School concerned.
 4. **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
 5. **External examiner** shall mean an examiner who is not in the employment of the University or its affiliated institutions.
 6. **Student** shall mean a person admitted to the Schools of the University and/or its affiliated institutions for any of the academic programmes, to which this Ordinance is applicable.
 7. **University** shall mean Guru Gobind Singh Indraprastha University.
2. The University shall hold examinations for all such academic programmes as are approved by the academic council and as it may notify from time to time for awarding Master's Bachelor's degrees, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
 3. Examinations of the University shall be open to regular students i.e., candidates who have undergone a regular course of study in the University or an institution/college affiliated to the University, for a period specified for that course of study in the Scheme of Teaching & Examination, and Syllabi.

Provided further that a student may be debarred from appearing in the examination as provided in Clause 9 of this Ordinance or as provided in any other Ordinance of the University.

4. **PROGRAMMES CONTENT & DURATION**

- (a) A Master's degree programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified credits.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n academic year(s), shall be $(n + 2)$ academic years. All the programme requirements shall have to be completed in $(n + 2)$ academic years.
- (d)
 - (i) A student may be allowed to "audit" a course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi, which the student is not opting for as a credit course, or as prescribed in clause 14.
 - (ii) The University may ask a student to audit one or more courses, so as to make up any pre-requisite deficiency.
 - (iii) Such audited course(s) shall be shown in the final mark-sheets under a distinct head of "Audited Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s) nor these shall be considered for the purpose of declaration of results.

5. **ACADEMIC YEAR**

- (a) An academic year shall be apportioned into two terms. Each of the two terms shall be of a working duration of about 20 weeks. There shall be a break of about 2 weeks after the first term and a vacation of approximately 6 weeks after the second term.

The Academic Calendar shall be notified by the University each year, before the start of academic year.

(b) The break-up of the academic year devoted to instructional work shall be as below:

Imparting of instructions and/ or laboratory work (including class tests)	-	Two terms of about 20 weeks each, with a break of about 2 weeks between the terms. Total = about 42 weeks
Preparatory Leave	-	02 Weeks
Annual examination, including practical/ Laboratory examination	-	03 Weeks

6. ACADEMIC PROGRAMME COMMITTEE

- (a) There shall be an Academic Programme Committee in each University School, and programme-wise Academic Programme Committee(s) in affiliated institutions.
- (b) (i) In the case of Schools of Studies of the University, all the teachers of a School of Studies shall constitute the Academic Programme Committee of which the Dean of the School shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of the School's programmes with the other programmes run by the different Schools of the University.
- (ii) In the case of affiliated institutions, all full time qualified recognised teachers involved in the teaching of the concerned Master's degree programme in an institution shall constitute the Academic Programme Committee for that programme. This Committee shall be headed by the Director/Principal of that institution, or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.
- (c) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned School of the University, or by the Director/Principal of the concerned affiliated institution.
- (d) The Academic Programme Committee shall meet as and when required but atleast once in every Academic Year. The Chairman of the Committee will convene the meetings.

7. PROGRAMME COORDINATION COMMITTEE

In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors/Principals of all the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by one of the Deans of the University/Directors/Principals to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of courses (syllabus) and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

8. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

9. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the courses taken together in an Academic year, provided that the Dean of the school in case of University Schools and Principal/Director in case of University maintained /affiliated institutes may condone attendance shortage upto 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in an Academic year shall be allowed to appear in the Annual examination.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he/she will be required to take re-admission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period of (n+2) academic years as mentioned in clause 4(c).

Dean of the School/ Director / Principal shall announce the names of all such students who are not eligible to appear in the Annual examination, at least 5 calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his / her result shall be treated as null and void.

10. EVALUATION & EXAMINATION

(a) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.

(b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

(i) Evaluation through an annual examination.

(ii) Continuous evaluation by the teacher(s) of the course.

(c) The distribution of weightage for various components of evaluation shall be as below:

A. THEORY COURSES

(i) Annual examination - 60%

(ii) Continuous evaluation by teachers - 40%

B. PRACTICAL/LABORATORY COURSES

(i) Annual examination - 60%

(ii) Continuous evaluation by teachers - 40%

C. For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies/Programme Coordination Committee, with the approval of the Vice-Chancellor.

(d) Conduct of annual examinations

(i) All annual examinations shall be conducted by the Controller of Examinations.

- (ii) The schedule of examinations shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of annual examinations.
- (iii) For theory as well as practical examinations and project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.

Provided that, the Vice-Chancellor may, at his discretion, delegate his authority for approval of examiners.

For programmes being run in the University Schools, recommendations for names of examiners shall be obtained from the concerned Boards of Studies through their respective Chairmen. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

For programmes being run in affiliated institutions, recommendations for names of examiners shall be obtained from the respective Programme Coordination Committees through the Chairmen of the Committees. Where there is an exigency and the Programme Coordination Committee cannot meet, the Chairman of Programme Coordination Committee may recommend the names, stating clearly why the meeting of the Programme Coordination Committee could not be convened.

In emergent situations, where, for some reason the recommendations cannot be obtained from the Board of Studies/Programme Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

The Controller of Examinations shall be authorised to add one or more names in the panel of examiners received by him from Boards of Studies/ Programme Coordination Committee/authorised Dean, before the list is submitted to the Vice-Chancellor for approval.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject wise by the Controller of Examination with the approval of Vice Chancellor. Controller of Examination shall ensure that minimum of three question papers duly moderated in each subject are available in the question paper bank.

- (iv) The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.

(e) Teacher's Continuous Evaluation:

(i) Theory Courses : The teacher's continuous evaluations shall be based on the following:

- Two class tests - Each test shall be of 15 marks
- Assignment/Group Discussion/Viva Voce/
Additional Test/Quizzes etc. - 10 Marks

The two class tests shall ordinarily be held after about 12 weeks of teaching in each term in accordance with the University Academic Calendar.

(ii) Laboratory/Practical Courses

The teacher's continuous evaluation shall be based on performance in the laboratory, regularity, viva-voce, quizzes etc. The assessment shall be given at three nearly equi-spaced intervals out of 15, 15, and 10 marks.

(f) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit, in any specific case(s).

(g) Annual practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners. Where practical examinations have to be conducted simultaneously in a number of institutions, more than one Board may be appointed. One of the examiners in that case may be designated as Head Examiner. The Head Examiner shall draw the guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.

(h) For any other type of examination, not covered by sub-clauses (e) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/Coordination Committee concerned, with the approval of the Vice-Chancellor.

(i) The results of an academic year (including both the annual examination and teacher's continuous evaluation) shall be declared by the Controller of Examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor.

- (j) The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each academic year, after the declaration of the result.

11. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- (a) (i) Obtaining a minimum of 50% marks in aggregate in each course including the annual examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate who secures less than 50% of marks in a course, shall be deemed to have failed in that course.

(ii) A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the result as well as marks-sheet of the concerned annual examination.

- (b)(i) A student obtaining less than 50% of maximum marks (including Annual examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in an examination of the course in a subsequent year the course is offered, subject to maximum permissible period of (n+2) Academic year as mentioned in clause 4(c). The re-appearing students who secured less than 50% marks in the teacher's continuous evaluation have the option to repeat and improve the two class tests performance with the next batch of students, in such cases the improved internal marks, if received from the school/ institution concerned at least 7 days before the commencement of Annual examination shall be considered, otherwise the previous internal marks already obtained by the student shall be taken into account without any modification.

No extra fee shall be charged from the students in this regard.

- (ii) A student who has to reappear in a Annual examination in terms of clause 11(b)(i) above shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the School/ Chairman/Co-ordinator of the Programme Committee so certifies, the examination may be held in accordance with the old syllabus, provided such request shall be received to Controller of Examination at least 3 weeks prior to commencement of examination.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the School / Institution concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- (iii) If a student has poor performance in a number of courses in a particular academic year, he may, at his option, take an academic break for one year, and re-register in the next academic year. Such a student may have the option of repeating any or all of the courses in the semester(s) and retain the credits already earned by him in other course(s). For calculating the CPI, and determining the passing/failure in a course, and eligibility for award of a degree, the marks obtained in the repeat course(s) will be taken into consideration.

(c) A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree. The Scheme of Teaching & Examination and Syllabi shall clearly specify the minimum credits to be earned to qualify for a degree. The credits included in the Scheme of Teaching & Examination and Syllabi of a programme shall generally be 5-10% more than such minimum specified credits.

Further, the successful candidates shall be placed in Divisions as below:

1. Second Division : A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60 shall be placed in Second Division.
2. First Division : A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division.
3. First Division with Distinction : A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses for which he has earned the credits, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.
4. Cumulative Performance Index (CPI) shall be calculated as in Clause 14 and shall be based only on marks obtained in courses for which credits have been earned.

12(a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee/s for decision in individual

cases, and recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified by the Academic Council and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Council.

12(b). STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the school / Director of the institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

13. AWARD OF DEGREE

A student shall be awarded a degree if:

- (i) He/she has registered himself/ herself, undergone the course of studies, completed the project report/training report specified in the curriculum of his/ her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- (ii) There are no dues outstanding in his/her name to a School of the University/ Affiliated Institution; and
- (iii) No disciplinary action is pending against him/ her.

14. PERFORMANCE INDEX

The overall performance of a candidate will be determined at any stage as follows:

$$\text{Cumulative Performance Index (CPI)} = \frac{\sum_{n=1}^N C_n M_n}{\sum_{n=1}^N C_n}$$

Where C_n is the number of credits earned for the course n in an academic year and M_n is the marks obtained by the student for the course n . N is the total number of courses over which the performance is being measured. All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account, the other courses in which the students have appeared but secured less than 50% marks shall be treated as “Audit Courses” and the same shall be reflected in the Final mark sheet accordingly.

CPI of the candidate shall be calculated on the basis of the minimum credits required for each programme considering his/her performance in the subjects, wherein he/she has secured highest marks. However in the marksheet, the maximum credits earned by the candidate shall also be reflected.

15. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
16. 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 the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

All the above ordinances 2 to 27 have come into force with effect from the dates of approval by the Board of Management.

By order

Sd/-
(V. K. Jain)
Registrar

Notified on 10th March 2005

ORDINANCE 28 : PROCEDURE TO BE OBSERVED FOR PROMOTIONS OF NON-TEACHING STAFF

NOTIFICATION

Delhi, the 20th December 2005

F.2(26)/Ord/IPU/DRP/2004/ - In pursuance of the provisions of Section 27 of the Guru Gobind Singh Indraprastha University Act 1998 (9 of 1998), the Board of Management of the Guru Gobind Singh Indraprastha University, hereby makes the Ordinance 28 in regard to the procedure to be observed for Promotions of non-teaching staff.

1. Posts shall be filled by promotion where the recruitment rules so provide. The suitability of the candidates for promotion should be considered in an objective and impartial manner.
2. For this purpose, a Departmental Promotion Committee shall be constituted, to judge the suitability of the officials/officers. The composition of the Departmental Promotion Committee shall be as follows:
 - 1) For promotion to posts equivalent to the grade of Assistant Registrar and above
 - 1) The Vice Chancellor
 - 2) Two Members of the Board of Management nominated by the Vice Chancellor
 - 3) Registrar (Admn.)
 - 4) A SC/ST nominee nominated by the Vice Chancellor
 - 2) For promotion to all posts lower than the grade of Assistant Registrar.
 - 1) The Vice Chancellor or his nominee
 - 2) Registrar (Admn.)
 - 3) A Dean nominated by the Vice Chancellor
 - 4) A SC/ST nominee nominated by the Vice Chancellor
3. All promotions are to be made by method of "Selection". The element of selectivity shall be determined with reference to the relevant Benchmarks prescribed for promotion as per provision in clause 8.1 & 8.2.

4. Guidelines for DPCs

- 4.1 DPCs will enjoy full discretion to devise their own methods and procedures for objective assessment of the suitability of candidates who are to be considered by them.
- 4.2 While merit has to be recognized and rewarded, advancement in an officer's/ official's career may not be regarded as a matter of right, but should be earned by dint of hard work, good conduct and result-oriented performance as reflected in the Annual Confidential Reports and based on strict and rigorous selection process.
- 4.3 University also desires to clear the misconception about "Average" performance. While "Average" may not be taken as adverse remark in respect of an official/ officer, at the same time, it cannot be regarded as complimentary to the official/ officer, as "Average" performance should be regarded as routine and undistinguished. It is only performance that is above average and performance that is really noteworthy which should entitle an official/officer to recognition and suitable rewards in the matter of promotion.

5. Evaluation of Confidential Reports

5.1 Confidential Reports are the basic inputs on the basis of which assessment is to be made by each DPC. The evaluation of CRs should be fair, just and non-discriminatory. Hence -

- (a) The DPC should consider CRs for equal number of years in respect of all officials/ officers considered for promotion subject to (c) below.
- (b) The DPC should assess the suitability of the officials/officers for promotion on the basis of their service record and with particular reference to the CRs for 5 preceding years. (If more than one CR has been written for a particular year, all the CRs for the relevant year shall be considered together as the CR for one year.)
- (c) Where one or more CRs have not been written for any reason during the relevant period, the DPC should consider the CRs of the years preceding the period in question and if in any case even these are not available the DPC should take the CRs of the lower grade into account to complete the number of CRs required to be considered as per (b) above. If this is also not possible, all the available CRs should be taken into account.
- (d) Where an official/officer is officiating in the next higher grade and has earned CRs in that grade, his CRs in that grade may be considered by the

DPC in order to assess his work, conduct and performance, but no extra weightage may be given merely on the ground that he has been officiating in the higher grade.

- (e) The DPC should not be guided merely by the overall grading, if any, that may be recorded in the CRs but should make its own assessment on the basis of the entries in the CRs, because it has been noticed that sometimes the overall grading in a CR may be inconsistent with the grading under various parameters or attributes.
- (f) If the Reviewing Authority has overruled the Reporting Officer, the remarks of the latter authority should be taken as the final remarks for the purposes of assessment, provided it is apparent from the relevant entries that the higher authority has come to a different assessment consciously after due application of mind. If the remarks of the Reporting Officer and Reviewing Authority are complementary to each other, then the remarks should be read together and the final assessment made by the DPC.
- (g) The DPC should take suitable note of non-communication of any adverse remarks in the CRs. Where the time allowed for representation against an adverse remark is not over, or a decision on the representation has not been taken, the DPC, may defer consideration of the case until a decision is taken.

6. Determining the number of officials/officers to be included in Eligibility list

- 6.1 For all promotions to be made by “Selection”, the DPC shall, for the purpose of determining the number of officials/officers who will be considered from out of these eligible officials/ officers in the feeder grade(s), restrict the field of choice as under with reference to the number of clear regular vacancies proposed to be filled in the year:

No. of vacancies	--	No. of officials/officers to be considered
1	--	5
2	--	8
3	--	10
4	--	10 + twice the number of vacancies in excess of three vacancies

Provided that, if the desired number of officials/ officers are not available in feeder grades, all the eligible officials/ officers in the feeder grade would be included in the field of choice.

- 6.2 For SC/ST candidates the field of choice shall be extended to five times the number of vacancies if the candidates are available in feeder line. The

intention is to have an extended zone of five times the number of vacancies in all cases where adequate number of SC/ST candidates are not available in the normal zone of a smaller size. For a single vacancy, there is no intention to extend the zone.

Provided that, if the desired number of officials/ officers are not available in feeder grades, all the eligible officials/ officers in the feeder grade would be included in the field of choice.

- 7.1 **Grading of officials/ officers** – In case of each official/ officer year-wise grading should be given by DPC after looking into the totality of the contents of the concerned ACR. The grading shall be one among (i) Outstanding, (ii) Very Good, (iii) Good, (iv) Average, (v) Below Average.

Conversion of Grading into Points

<i>Maximum Points</i>	-	5
Outstanding	-	5
Very Good	-	4
Good	-	3
Average	-	2
Below Average	-	1

ACR of every year shall be converted into points based upon the above criteria, and average of 5 years shall be determined. In case the average comes in decimal place, 0.5 or above will be rounded to the next higher number, and below 0.5 to the number below.

- 7.2. Before making the overall grading after considering the CRs for the relevant years, the DPC should take into account whether the official/ officer has been awarded any major or minor penalty or whether any displeasure of any superior officer or authority has been conveyed to him as reflected in the ACRs. The DPC should also have regard to the remarks against the column on integrity.
8. **Principles to be observed and preparation of panel** – The list of candidates considered by the DPC and the overall grading assigned to each candidate, would form the basis for preparation of the panel for promotion by the DPC. The following principles should be observed in the preparation of the panel:-

8.1 For Promotion to grade of Assistant Registrar and above

- (i) For all posts, the benchmark would be ‘Very Good’ and will be filled by the method of “Selection”.
- (ii) The DPC shall, for promotions to said pay scale (grade) and above, grade officers as ‘fit’ or ‘unfit’ only with reference to the benchmark of ‘Very Good’. Only those who are graded as ‘fit’ shall be included in the select panel prepared by the DPC in order of their *inter se* seniority in the feeder grade. Thus, there shall be no supersession in promotion among those

who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'.

- (iii) Appointments from the panel shall be made in the order of names appearing in the panel for promotion.

8.2 For Promotion to all posts below the level of Assistant Registrar

- (i) For all posts, the benchmark would be 'Good' and will be filled by the method of "Selection".
- (ii) The DPC shall, for promotion to posts/ grades/ services in the aforesaid categories, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their *inter se* seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Good'.

- 9. Where sufficient number of officials/ officers with the required benchmark grade are not available within the zone of consideration, officials/officers with the required benchmark will be placed on the panel and for the unfilled vacancies the appointing authority should hold a fresh DPC by considering the required number of officials/officers beyond the original zone of consideration, but not beyond 5 times, the number of vacancies.

- 10. In the case of SC/ST officials/ officers – promotion to various posts, selection against vacancies reserved for SCs and STs will be made only from those SCs/ STs officials/officers, who are within normal zone of consideration. Where adequate number of SCs/ STs candidates are not available within the normal field of choice, it may be extended to five times the number of vacancies and the SCs/STs candidates coming within the extended field of choice should also be considered against the vacancies reserved for them.

- 11. Procedures in regard to determination of vacancies, Evaluation of ACR's, procedures to be followed in respect of employees under cloud, validity of panel etc. will be applicable as per Govt. rules on the subject.

By order
Sd/-

(V.K. Jain)
Registrar

BOM Resolution : 26.3 dated 29.3.2005

ORDINANCE 29 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR MASTER'S DEGREES FOLLOWING TRI-MESTER SYSTEM

F.2(31)/Ord/IPU/DRP/2006/ - In pursuance of the provisions of Section 27 of the Guru Gobind Singh Indraprastha University Act 1998 (9 of 1998), the Board of Management of the Guru Gobind Singh Indraprastha University, hereby makes the Ordinance 29 relating to the conduct and evaluation of examinations for Master's degrees following tri-mester system.

APPLICABILITY: This ordinance shall apply to all weekend programmes leading to Master's degrees following tri-mester system [other than programmes for which a separate Ordinance is notified]

1. DEFINITIONS:

- a) **Academic Programmes** shall mean a programme of courses and/or any other component leading to a Master's degree.
- b) An **Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
- c) **Tri-mester System** – a programme wherein each academic year is apportioned into three semesters. Each semester will be referred to as a term.
- d) **Board of Studies** (BOS) shall mean the Board of Studies of the School concerned.
- e) **Courses** mean a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
- f) **External examiner** shall mean an examiner who is not in the employment of the University or its affiliated institutions.
- g) **Student** shall mean a person admitted to the Schools of the University and its affiliated institutions for any of the academic programmes to which this Ordinance is applicable.
- h) **University** shall mean Guru Gobind Singh Indraprastha University.

2. The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Master's Degrees, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.

3. Examinations of the University shall be open to regular students of weekend Programme i.e. candidates who have undergone a course of study in the University for a period specified for that programme of study in the Scheme & Teaching & Examination and Syllabi.

Provided further that a student may be debarred from appearing in the tri-mester-end examination as provided in Clause 8 of this Ordinance or as provided in any other ordinance of the University.

4. PROGRAMMES CONTENT & DURATION

- (a) A Master's Degree, Post-graduate diploma programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n years, shall be (n+2) years. All the programme requirements shall have to be completed in n+2 years.

5. TRI-MESTER

- (a) **An academic year shall be apportioned into three trimesters each of a working duration of about 17 weeks.**

The University shall notify the Academic Calendar each year, before the start of Academic Year.

- (b) The academic break-up of the tri-mesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work (Including class tests)	-	14 Weeks
Tri-mester-end Examination, including Practical / Laboratory Examination	-	02 Weeks
End-term break	-	01 Week

6. ACADEMIC PROGRAMME COMMITTEE

- (a) There shall be an Academic Programme Committee in each University School.
- (b) In the case of Schools of Studies of the University, all the teachers of a School of Studies shall constitute the Academic Programme Committee of which the Dean of the School shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of the School's programmes with the other programmes run by the different Schools of the University.
- (c) In case any of the above programme is being conducted by a Centre, the Director of the Centre shall be an ex-officio member of the Academic Programme Committee.
- (d) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned School of the University.
- (e) The Academic Programme Committee shall meet as and when required but at least once every tri-mester. The Chairman of the Committee will convene the meetings.

7. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations, after the Vice-Chancellor approves the same. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

8. ATTENDANCE

In the weekend programme, the student is expected to devote some time during weekdays for self-study. A student shall be required to have a minimum attendance of 70% or more in the aggregate of all the courses taken together in a tri-mester, provided that the Dean of the school in case of University Schools/Director of the Institution may condone attendance shortage upto 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 65% in a tri-mester shall be allowed to appear in the end-term examination.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next tri-mester and he/she will be required to take re-admission and repeat all courses of the said tri-mester with the next batch of

students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period of (n+2) years as mentioned in clause 4(c).

Dean of the School / Director of the Institution shall announce the names of all such students who are not eligible to appear in the end-term examination, at least 5 calendar days before the start of the end-term examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, which in fact has been detained by the University School, his/ her result shall be treated as null and void.

9. EVALUATION & EXAMINATION

- (a) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
- (b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and syllabi:
 - (i) Evaluation through an end-term Examination
 - (ii) Continuous evaluation by the teacher(s) of the course.
- (c) The distribution of weightage for various components of evaluation shall be as below:

A. THEORY COURSES

- (i) End-term examination 60%
- (ii) Continuous evaluation by the teachers 40%

B. PRACTICAL/LABORATORY COURSES

- (i) Semester-end examination 60%
- (ii) Continuous evaluation by the teachers 40%

C. DISSERTATION/PROJECT REPORT

- (i) Assessment by External Examiner - 50%
- (ii) Assessment by Internal Examiner - 50%

D. For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies / Programme Coordination Committee, with the approval of the Vice-Chancellor

(d) **Conduct of end-term examinations**

- (i) All end-term examinations shall be conducted by the Controller of Examinations.
- (ii) The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of end-term examinations.
- (iii) For theory as well as practical examinations and dissertation/ thesis/project report/training report all examiners shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor.

Provided that the Vice-Chancellor may at his discretion, delegate his authority for approval of examiners.

For programmes being run in the University Schools, recommendations for names of examiners shall be obtained from the concerned Board of Studies through their respective Chairmen. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

In emergency situations, where, for some reason the recommendations cannot be obtained from the Board of Studies / Programme Coordination Committee as stipulated above, recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

(e) **Teacher's Continuous Evaluation:**

COURSE COMPONENTS **APPORTIONED MARKS**

Theory Courses: The teacher's continuous evaluation shall be based on the following:

- One Class Tests* 20 marks
- Assignment / Group Discussion /
Viva-Voce / Quizzes / Regularity etc. 20 marks

**The class test shall be held in accordance with the University Academic Calendar for the programme.*

(i) **Practical / Laboratory Courses:** **40 marks**

The teachers continuous evaluation shall be based on performance in the laboratory, regularity, practical exercises / assignments, quizzes, etc. The assessment shall be given at three nearly equi-spaced intervals.

The internal teacher shall set question paper and submit to the Controller of Examinations at least eight weeks before the commencement of End-Term Examinations. The external examiner shall be appointed by the Vice-Chancellor from the panel of examiners recommended by Board of Studies of the concerned programme. The paper shall be sent to external examiner for setting the final question paper.

(f) **Dissertation / Project**

For dissertation / project for Master's degree programmes, wherever specified in the syllabus, the evaluation shall be done and marks awarded by a Committee comprising of an internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner shall award marks out of 50%, and the external examiner(s) out of 50%. The examiners shall be appointed by the Vice-Chancellor out of a panel of three or more names suggested as specified in clause 9(d)(iii) of this Ordinance.

- (g) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
- (h) End-term practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners.
- (i) For any other type of examination, not covered by sub-clause (e) and (f) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies / Coordination Committee concerned, with the approval of the Vice-Chancellor.
- (j) The results of a tri-mester (including both the end-term examinations and teacher's continuous evaluation) shall be declared by the Controller of Examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor.

- (k) The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each tri-mester, after the declaration of the result.

10. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- (a) (i) Obtaining a minimum of 50% marks in aggregate in each course including the end-term examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% of marks in a course, shall be deemed to have failed in that course.
- (ii) A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned end-term examination.
- (b) (i) A student obtaining less than 50% of maximum marks (including end-term examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in a end-term examination of the course in all the tri-mesters subject to maximum permissible period of (n+2) years as mentioned in clause 4(c).

No extra fee shall be charged from the students in this regard.

- (ii) A student who has to reappear in a end-term examination in terms of clause 10(b) (i) above shall be examined as per the syllabus, which will be in operation during the subsequent tri-mester(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the School / Chairman / Coordinator of the Programme Committee so certifies, the examination may be held in accordance with the old syllabus, provided such request shall be received by Controller of Examination at least 3 weeks prior to commencement of end-term examination.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the School / Institution concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.

- (iii) If a student has poor performance in a number of courses in a particular tri-mester, he may, at his option, take an academic break for a maximum of one

year, and re-register for either all the tri-mesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the courses in the tri-mester(s) and retain the credits already earned by him in other course(s). For calculating the CPI, and determining the passing/failure in a course, and eligibility for award of a degree, the marks obtained in the repeat course(s) will be taken into consideration.

- (c) A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The Scheme of Teaching & Examination and Syllabi shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits included in the Scheme of Teaching & Examination and Syllabi of a programme shall generally be 5-10% more than such minimum specified credits.

Further, the successful candidates will be placed in Divisions as below:

- i. **Second Division:** A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60, shall be placed in Second Division.
- ii. **First Division:** A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division.
- iii. **First Division with Distinction:** A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided the candidate has passed all the courses for which he has earned credits, in the first attempt. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses for which he has earned the credits, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.
- iv. **For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 13 and shall be based only on marks obtained in courses for which credits have been earned.**

11. (a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee/s for decision in individual cases, recommending penalties, if any. The actions deemed as “Use of Unfair Means” shall be specified by the Academic Council and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Council.

(b) STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the school / Director of the institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

12. AWARD OF DEGREE

A student shall be awarded a degree if:

- i) He/she has registered himself/herself, undergone the course of studies, completed the project report/dissertation specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- ii) There are no dues outstanding in his/her name to a School of the University/ Institution; and
- iii) No disciplinary action is pending against him/her

13. PERFORMANCE INDEX

The overall performance of a candidate will be determined at any stage as follows:

$$\text{Cumulative Performance Index (CPI)} = \frac{(\sum C_n M_n)}{(\sum C_n)}$$

Where C_n is the number of credits earned for the course n in any semester and M_n is the marks obtained by the student for the course n . N is the total number of courses over which the performance is being measured. All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account, the other courses in which the students have appeared but secured less than 50% marks shall be treated as "Audit Courses" and the same shall be reflected in the Final mark sheet accordingly.

CPI of the candidate shall be calculated on the basis of the minimum credits required for each programme considering his/her performance in the subjects,

wherein he/she has secured highest marks. However in the mark sheet, the maximum credits earned by the candidate shall also be reflected.

14. Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion / advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

The above ordinance has come into force with effect from the date of approval by the Board of Management.

By order

Sd/-
(V. K. Jain)
Registrar

BOM Resolution : 29.6 dated 20.3.2006

ORDINANCE 30 : Reservation policy for the Self-Financing Private institutions affiliated with the Guru Gobind Singh Indraprastha University.

F.2(32)/Ord/IPU/DRP/2006/ - In pursuance of the provisions of Section 27 of the Guru Gobind Singh Indraprastha University Act 1998 (9 of 1998), the Board of Management of the Guru Gobind Singh Indraprastha University, hereby makes the following Ordinance :-

Objective : The Ordinance is being promulgated under the provisions of newly inserted Article 15(5) of the Constitution of India read with Section 6 (2) of Guru Gobind Singh Indraprastha University Act, 1998 for making special provision for the advancement of weaker sections of the society, and in particular, of persons belonging to the Scheduled Castes and the Scheduled Tribes by making special provisions for their admission to self-financing private institutions affiliated with Guru Gobind Singh Indraprastha University.

1. Reservation of seats and procedure of filling the same in all the self-financing private institutions affiliated with Guru Gobind Singh Indraprastha University in respect of Delhi as well as Outside Delhi Category candidates would be as follows:

(i) Scheduled Castes and Scheduled Tribes

Fifteen per cent seats are reserved for candidates belonging to Scheduled Castes and Seven and a half per cent seats are reserved for candidates belonging to Scheduled Tribes. Any unfilled seats reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa and will not be offered to any other reserved category. In case sufficient number of eligible candidates of Scheduled Castes and Scheduled Tribes are not available, the seats thus remaining vacant will be treated as unreserved after the second counselling of the reserved categories is over.

(ii) Reservation for Defence Category:

Five per cent of the seats are reserved for Defence Category in the following order of priority:-

- a) Widows/ Wards of Defence personnel killed in action.
- b) Wards of serving Defence personnel and ex-servicemen disabled in action.
- c) Widows/ wards of Defence personnel who died in peace-time with death attributable to military service.
- d) Wards of Defence Personnel disabled in peace-time with disability attributable to military service.

- e) Wards of Defence ex-servicemen and serving personnel who are in receipt of Gallantry Award.
- f) Wards of Defence ex-servicemen.
- g) Wards of serving Defence personnel.

(iii) Physically Handicapped

Three per cent of seats in each programme are reserved for Physically Handicapped candidates.

(iv) Supernumerary Seats for Kashmiri Migrants

One seat, which will be supernumerary in nature is earmarked for Kashmiri migrants in each Institution.

2. The procedure for filling up of the reserved category seats would be the same as notified by the University in the Admission Brochures from time to time.
3. This Ordinance would be applicable on the self-financing private institutions other than the minority institutions referred to in Clause (1) of Article 30 of Constitution of India.
4. For reservations in the Government Institutions, the policy of the Government of the NCT of Delhi already in vogue will continue to apply.
5. This issues with the approval of the Competent Authority.
6. This ordinance has come into force with effect from the date of approval by the Board of Management.

By order

Sd/-
(Vinod K. Jain)
Registrar

BOM Resolution : 31.5 dated 25.8.2006