

CENTRAL UNIVERSITY OF GUJARAT

NOTIFICATION

Gandhinagar, the 6th May, 2018

F.No. 2-2(20)/2017-Admn.—In exercise of the powers conferred by sub section (2) of section 27 of the Central Universities Act, 2009 (25 of 2009), the Executive Council, with the approval of the Visitor, hereby makes the following amendments further to amend the Central University of Gujarat Statutes.

- (1) These Statutes may be called as the Central University of Gujarat (Amendment) Statutes, 2018.
- (2) They shall come in force on the date of their publication in the Official Gazette.

In the Central University of Gujarat Statutes, in Statute 10, following shall be substituted, namely.

10. University Court

10 (1) Composition: The composition of the University Court shall be as follows:

- (i) Chancellor - Chairman
 - (ii) Vice Chancellor
 - (iii) Pro-Vice Chancellor
 - (iv) Registrar – Member Secretary
 - (v) Finance Officer
 - (vi) Controller of Examinations
 - (vii) University Librarian
 - (viii) Dean of Students' Welfare
 - (ix) Deans of Schools (by rotation on seniority) – Three to be nominated by Vice Chancellor
 - (x) Chairpersons of Centres (Other than Deans), by rotation on seniority – Three to be nominated by Vice Chancellor
 - (xi) Professors of the University (other than Deans & Chairpersons), by rotation on seniority – Three to be nominated by Vice Chancellor
 - (xii) Four persons representing learned professions – to be nominated by the Visitor
 - (xiii) Four persons representing Industry, Labour, Commerce, Agriculture – to be nominated by the Visitor
 - (xiv) Representatives of the teaching employees – Two (one Associate Professor and one Assistant Professor) – to be elected by regular teachers of the University, from amongst themselves
 - (xv) Representative of Students – Two to be elected by the Students' Council from among its members
 - (xvi) Representatives of the Non-Teaching employees – Two – to be elected by regular employees of the University, from amongst themselves
 - (xvii) Representatives of the Alumni Association – Two to be elected by the members of the Alumni Association from among themselves.
 - (xviii) One nominated member of Executive Council elected from among the nominated members.
- (2) The term of Office of the Court shall be for three years from the date of Notification.
 - (3) Eleven (11) members shall constitute the quorum of the Court.
 - (4) An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year.
 - (5) At an annual meeting of the Court, a report on the working of the University during the previous year, together with a statement of the receipt and expenditure, the balance-sheet as audited, and the financial estimates for the next year shall be presented.
 - (6) A copy of the statement of receipts and expenditure, the balance-sheet and the financial estimates referred to in clause (5) shall be sent to every member of the Court at least seven days before the date of the annual meeting.
 - (7) Special meetings of the Court may be convened by the Executive Council or the Vice-Chancellor or if there is no Vice-Chancellor, the Pro-Vice-Chancellor or if there is no Pro-Vice-Chancellor, by the Registrar.

Ordinance No.24**Central University of Gujarat (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulation,**

1. **Definitions.** – In these regulations, unless the context otherwise requires, -

- (a) “aggrieved woman” means in relation to work place, a woman of any age whether employed or not, who alleges to have been subject to any act of sexual harassment by the respondent;
- (b) ‘Act’ means the Sexual Harassment of Women at Workplace (prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
- (c) “campus” means the location or the land on which a Central University of Gujarat and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, students centres, hostels, dining halls, stadiums, parking areas, park-like setting and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope place visited as a student of the Central University of Gujarat including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the Central University of Gujarat.
- (d) “covered individuals” are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (e) “employee” means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (f) “Executive authority” means the Competent Authority of the University.
- (g) “Internal Complaints Committee” (ICC) means Internal Complaints Committee to be constituted by Central University of Gujarat under sub regulation (1) of regulation 4 of these regulations. The existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) is now reconstituted as the ICC;
- (h) Provided that in the latter case the Central University of Gujarat shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (i) “protected activity” includes reasonable opposition to a believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (j) “Sexual harassment” means –
 - (i) “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely: -
 - (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
 - (b) demand or request for sexual favours;
 - (c) making sexually coloured remarks
 - (d) physical contact and advances; or

- (e) showing pornography”
- (ii) any one (or more than one or all of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
 - (b) implied or explicit threat of detriment in the conduct of work;
 - (c) implied or explicit threat about the present or future status of the person concerned;
 - (d) creating an intimidating offensive or hostile learning environment;
 - (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;
- (i) “Students” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a Central University of Gujarat.

Provided that a student who is in the process of taking admission in Central University of Gujarat campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that Central University of Gujarat, where any incident of sexual harassment takes place against such student;

Provided that a student who is a participant in any of the activities in a Central University of Gujarat other than the Central University of Gujarat where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that Central University of Gujarat where any incident of sexual harassment takes place against such student;

- (k) “third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsiders, who is not an employee or a student of the Central University of Gujarat but a visitor to the Central University of Gujarat some other capacity or for some other orreason;
- (l) “victimisation” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (m) “workplace” means the campus of a Central University of Gujarat including –
- a. Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central University of Gujarat;
 - b. Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in Central University of Gujarat;
 - c. Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in Central University of Gujarat;

2. Responsibilities of Central University of Gujarat – (1) Central University of Gujarat shall

- a. Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- b. Publicly notify the provisions against sexual harassment and ensure Central University of Gujarat wide dissemination;
- c. Organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize

them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;

- d. Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- e. Publicly commit itself to a zero tolerance policy towards sexual harassment;
- f. Reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- g. Create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- h. Include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedures and so on.
- i. Inform employees and students of the recourse available to them if they are victims of sexual harassment;
- j. Organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- k. Proactively move to curb all forms harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within Central University of Gujarat or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the Central University of Gujarat.
- l. Be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- m. Treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- n. Treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- o. Ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- p. Monitor the timely submission of reports by the ICC;
- q. prepare an annual status report with details on the number of cases field and Central University of Gujarat disposal and submit the same to the Commission.

2.2 Supportive measures –

1. The rules, regulations or any such other instrument by which ICC shall function Central University of Gujarat will be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within the Act is to be implemented.
2. The Competent Authority of Central University of Gujarat will extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources will be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff typist, counselling and legal services as well as a sufficient allocation of financial resources.
3. Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority

- identity and by being differently abled. Enabling committees which are sensitive to such vulnerabilities and special needs will be constituted.
4. Since research students and doctoral candidates are particularly vulnerable Central University of Gujarat will ensure that the guidelines for Research Supervision are put in place.
 5. Central University of Gujarat will conduct a regular half yearly review of the efficacy and implementation of Central University of Gujarat anti-sexual harassment policy.
 6. Academic Staff Colleges (now known as Human Resource Development Centres (HRDCS) and Regional Centres for Capacity Building (RCCBS), would incorporate sessions on gender in their orientation and refresher course.
 7. Orientation course for administrators conducted in Central University of Gujarat would have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections Central University of Gujarat.
 8. Counselling services will be established in Central University of Gujarat community with well-trained full-time counsellors.
 9. Central University of Gujarat will ensure adequate lighting through out its buildings and campus.
 10. Adequate and well trained security including a good proportion or balance of women security staff will be provided. Security staff must receive gender sensitization training as a part of conditions of appointment.
 11. Central University of Gujarat would ensure reliable public transport, especially within large campus between different sections of the Central University of Gujarat hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars.
 12. Concern for the safety of women students would not result in imposing discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
 13. Adequate health facilities are equally mandatory for all Central University of Gujarat. In the case of women this must include gender sensitive doctors and nurse , as well as the service of a gynaecologist.
 14. The Women's Development cells in University shall be funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti-sexual harassment committee and ICCs. At the same time, they shall extend their activities to include gender sensitization programme in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'Cultural' space and the 'formal academic space' need to collaborate to render workshops innovative, engaging and non-mechanical would be provided.
 15. Hostel Wardens, Provost, Principals, Competent Authority, Legal Officers and other functionaries will brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

3. Grievance redressal mechanism-----

- (1) The Component Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual Harassment. The ICC shall have the following composition: -

- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive council;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other officers or administrative units of the workshop referred to in sub-section 2(0);

Provided further that in case the other office or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workshop of the same employer or other department or organization.

- (b) Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Competent Authority;
 - (c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's and research scholar levels respectively, elected through transparent democratic procedure;
 - (d) One member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
2. At least one-half of the total members of the ICC shall be women.
 3. Persons in senior administrative positions in Central University of Gujarat, such as Competent Authority, Rectors, Registrar, Deans, Chairpersons, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
 4. The term of office of the members of the ICC shall be for a period of three years. CUG will employ a system whereby one-third of the members of the ICC changes every year.
 5. The member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee by the Competent Authority as may be prescribed.
 6. Where the Presiding Officer or any member of the Internal Committee:
 - a) contravenes the provisions of section 16 of the Act: or
 - b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him: or
 - c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him: or
 - d) has so abused his position as to render his continuance in office prejudicial to the public interest,

Such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.”

4. Responsibilities of Internal Complaints Committee (ICC)- The Internal Complaints Committee shall:

- a) Provide assistance if an employee or a student choose to file a complaint with the police;
- b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of offender;
- d) ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
- e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

5. The process for making complaint and conducting Inquiry – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a

time bound manner. The University will provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

- 6. Process of making complaint of sexual harassment** – An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing;

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

7. Process of conducting Inquiry –

1. The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
2. Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witness within a period of ten days.
3. The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendation, if any, has to be submitted within ten days from the completion of the inquiry to the Competent Authority of Central University of Gujarat. Copy of the findings or recommendations shall also be served on both parties to the complaint.
4. The Competent Authority of the Central University of Gujarat shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
5. An appeal against the findings or recommendations of the ICC may be filed by either party before the Executive Authority of the Central University of Gujarat within a period of thirty days from the date of the recommendations.
6. If the Competent Authority of the Central University of Gujarat decides not to act as per the recommendations of the ICC then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the Central University of Gujarat shall proceed only after considering the reply or hearing the aggrieved person.
7. The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. Central University of Gujarat shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
8. The identities of the aggrieved party or victim or the witness or the offender shall not be public or kept in the public domain especially during the process of the inquiry.
9. Interim redressal – The Competent Authority Central University of Gujarat
 - a) transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a recommendation is made by the ICC;
 - b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
 - c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
 - d) ensure that offenders are wanted to keep a distance from the aggrieved, and where necessary, if there is a definite threat, restrain their entry into the campus;
 - e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

10. Punishment and compensation: -

1. Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the Central University of Gujarat, if the offender is an employee.
 2. Where the respondent is a student, depending upon the severity of the offence, the Competent Authority may, -
 - a. withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - b. suspend or restrict entry into the campus for a specific period;
 - c. expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - d. award reformatory punishments like mandatory counselling and, or performance of community services.
 3. The aggrieved person is entitled to the payment of compensation. The competent authority payment of the compensation recommended by the ICC and accepted by the Competent Authority /Executive Council shall issue direction for, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
 - a) mental trauma, pain, suffering and distress caused to the aggrieved person;
 - b) the loss of career opportunity due to the incident of sexual harassment;
 - c) the medical expenses incurred by the victim for physical, psychiatric treatment;
 - d) the income and status of the alleged perpetrator and victim; and
 - e) the feasibility of such payment in lump sum or in instalments.
11. Action against frivolous complaint – To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and published within Central University of Gujarat. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be employee and as per sub-regulation (2) of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

Ordinance No. 26**MEDIUM OF INSTRUCTION AND CONDUCT OF EXAMINATIONS****As stipulated under section (c)(g) of the University Act**

1.
 - a) The medium of instruction in respect of all courses conducted in the Schools, Centres and departments admitted to the privileges of the University shall be English, except in cases of studies/research in Languages.
 - b) In order to ensure that no student is deprived of Higher Education due to language limitation, the University will ensure instruction in the language applicable to the state, provided teachers proficient in the language are available.
2. Examinations of the University, other than the doctorate examination shall be open to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.

3. All examinations of the University (except entrance examinations) shall be conducted at headquarters (place of university.....) through internal assessment by the faculty members concerned. The format and timing of sessional evaluation and the format and timing of the end-semester examinations shall be decided by the School Board. Provided however that all end-semester examinations for different Centres in a School shall normally be conducted in a commonly agreed time frame within the semester.
 1. The format of the entrance examination shall be decided by the Schools concerned and same approved at the School Board. The Entrance Examination shall be held at headquarters and other such places as specified and approved by the university from time to time.
 2. Provided further that the Chairperson of Centre concerned shall prepare the question bank for the entrance examinations to be forwarded to the Controller of Examinations through the Dean of the School concerned. The Controller of Examinations shall set the question paper from the question banks received in confidential manner and conduct the entrance examination.
4. Question papers of all examinations shall be set and answered in English language subject to the following conditions:
 1. Question papers of all examinations in languages shall be set and answered in the respective languages.
 2. Provided that candidates appearing at an examination in languages other than English may be permitted to answer a part of the question paper in English and the rest in the language concerned.

DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS

i. ONLINE ENTRANCE EXAMINATIONS

1. The candidates are required to be present at the examination venue at least one hour prior to the scheduled time of examination.
2. Each candidate must show his Admit Card along with the Institute issued Identity Card or other photo I-Cards for admission to the Examination Hall before entering the same and also shall produce these, on demand to the Centre-In-Charge or his authorized representative.

Other Photo Identity cards are:-

 - a) Pan card
 - b) Passport
 - c) Driving License
 - d) Voter Identification card
3. If any candidate fails to carry the above mentioned photo identity proof, then he/ she will be not be allowed to appear for the exam.
4. On arrival at the designated examination center on the examination date, the Invigilator would verify the hall ticket and the identity proof of the candidate and then allow access to examination terminal.
5. Candidates having identity mismatch will be disallowed.
6. Only bonafide candidates are allowed in the exam centre during the time slot allotted.
7. Personal belongings including mobile phones shall be kept outside the examination room at candidate's own risk. The candidates are advised not to bring valuables and any other personal belongings of high value while coming for the examinations and the examination center shall not be responsible in case the item is/ are lost or a theft occurs of such items which are brought to the examination centre.
8. Candidates are not allowed to access any unauthorized software/program during the examination.
9. Candidates to maintain complete silence during the examination & communication in any form between candidates or with outsiders is not permitted and it will be treated as malpractice.
10. Candidates are allowed to use only mouse during the examination.

11. Candidates should not attempt to download and/ or print the Question paper else it shall be treated as usage of unfair means.
12. Candidate should not impersonate others or allow others to impersonate him/her in the examination.
13. A candidate found using any unfair means including use of mobile phones or in possession of any incriminating material during the examination shall be expelled from the examination hall and his/her examination would be cancelled.
14. Candidates are not allowed to smoke or eat in the examination hall.
15. Rough sheet (if required) shall be provided to the candidates for carrying out rough workings during the examination. This sheet needs to be returned to the Invigilator before leaving the examination venue.
16. No candidate shall be permitted to leave the Examination Hall/Room until the expiry of one hour from starting of the examination.
17. Candidates shall not be permitted to leave the examination hall for usage of toilets or for any other purpose once they start appearing for the examination.
18. Candidates shall bring their own pen, pencil and mathematical tables, as required and applicable.
19. Candidates are allowed to use their own battery operated non-programmable calculators in the Examination Hall.
20. Failure by candidate to observe any of the instructions mentioned herein or use of any unfair means during the continuance of his / her examination will render the candidate liable to disqualification from the examination or other penalty as determined by
21. Usage of calculators on Exam PCs will not be allowed.
22. Candidates must sign the Attendance Log on each day and for each paper in which he / she are appearing. In no event should a candidate leave the Examination Hall without signing the Attendance Log. The paper(s) without the candidate's signature in the Attendance Log shall be liable to cancellation.
23. The answer papers of the candidates, who change their allotted seats or any other documents at the Examination Hall, are liable to be cancelled.
24. Any candidate bringing any books, papers, notes etc. inside the Examination Hall (Except his/her Admit Slip, Identity Card and Time Table of examination) or using any other unfair means at the examination shall be expelled from the room by the Centre-In-Charge and such matter shall be reported to the Secretary, Examination Committee for further action which the Council may consider necessary.
25. Use as well as physical possession of Pager, Mobile Phone, Digital Diary and other electronic gadgets/device, in any form is strictly prohibited. Any candidate found in possession of above gadgets during the exam will be dealt with under the clause "resorting to adoption of unfair means in the examination" and the result of such candidates will be liable to be cancelled by the Institute.
26. ROUGH WORKS is to be done on the specified pages given by the Institute Candidate should write his/her Roll No. on the page given for ROUGH WORKS.
27. With regard to conduct of examination, the decision of Centre -- In- Charge shall be final and binding.
28. Resorting to unfair means or trying to influence in any way for examination results shall be considered as a serious offence and any candidate found guilty of such offence on the report of any person duly authorized to conduct the examination, shall be liable to have his name removed from the list of candidates entered for the Examination and may also be further dealt with in such manner as the Council may deem fit.

Candidates can be debarred/ disqualified by the Centre-In-Charge for any of the following reasons.

1. Creating a disturbance.
2. Impersonation - Attempting to take the examination for someone else.
3. Giving or receiving assistance of any kind during the examination & communication in any form between candidates or with outsiders.
4. Smoking or eating in the Examination Hall
5. Attempting to tamper with the operation of the computer or meddling with system.
6. Attempting to use the calculator on the PC

7. Exchanging any papers, documents or any other material with other candidates
8. Leaving the test centre without the permission from the invigilator.
9. Using prohibited aids, items not allowed, such as:
 - o Cell phones, Pagers, Pieces of Paper (except his/her Admit Card, Identity Card and Time Table of Examination), Digital diaries, any other electronic gadgets/device, Watch alarms, Listening devices and recording or photographic devices.
10. Attempting to copy examination questions and /or examination responses (in any format) from the examination centre.
11. Attempting to access any unauthorized software/program during the examination.
12. Failing to follow invigilators directions.
13. Manhandling of invigilators or test centre staff.
14. Resorting to unfair means or trying to influence in any way for examination results shall be considered as a serious offence and any candidate found guilty of such offence on the report of any person duly authorized to conduct the examination, shall be liable to have his/her name removed from the list of candidates entered for the Examination and may also be further dealt with in such manner as the Council may deem fit. Candidates shall maintain silence while appearing for the exam. Any conversation or gesticulating or disturbance or attempt to change seats/question paper in the Examination Hall shall be deemed as unfair means. If a candidate is found indulging in unfair means or impersonating, the candidature of such candidate shall be cancelled. The candidate shall be expelled from the examination by the Centre-in-Charge and such matter shall be reported to the Secretary, Examination Committee for further action which the Council may consider necessary.

Candidate who are debarred/disallowed are liable for debarment from appearing at the examinations for a period as decided by the competent authority.

The Centre-In-Charge is authorized to dismiss the candidate/s from the examination centre for any misconduct by the candidates.

ii. END SEMESTER EXAMINATIONS

1. The time-table of End-Semester Examination shall be notified as per the academic calendar of the University at least fifteen days prior to the commencement of the examinations.
2. The End-Semester Examinations shall be conducted under the general supervision of the Dean/Chairperson, who shall act as School/Centre Superintendent for all examinations of the courses of his/her School/Centre. He/she shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination.
3. The paper setter for the End-Semester Examinations shall set the question paper in the prescribed format as approved by school board/centre board and shall submit the same in sealed cover marked as Confidential to the Controller of Examinations, at least fifteen days prior to the commencement of the End Semester Examination;
4. Each examiner shall be required to evaluate the answer scripts of the End-Semester Examination within one week of the date of examinations and shall be required to return to the office of Controller of Examinations, the evaluated answer scripts. The answer scripts shall be kept at COE office for not more than one year, after which record will be destroyed.
5. Dean/Chairperson of the centre concerned, shall forward to the Controller of Examinations, the consolidated list of marks / grades awarded to the students in the sessional evaluation and End-term examination of each course offered by the Centre/School.
6. The End- Semester Examinations results as tabulated by COE office shall screened by a Committee consisting of the head of the Centre and not more than three faculty members appointed by the Dean on the recommendations of the Head of the Centre concerned, followed by approval of the Dean of the School and sent back to COE office.
7. The final results at the end of the sixth and tenth semesters of a 10 semester programme or the end of the 4th semester of a 4 semester programme, i.e. for the award of B.A. (Hons.) and of Master's Degree, would be considered by a Committee of the School consisting of the Dean of the School and Chairperson of the Centres concerned as members and would be approved by the Vice-Chancellor before being announced.

8. A student may seek re-assessment of her/his answer scripts of the end-semester examinations for a particular course within seven working days of the declaration of results in a particular semester. Such re-assessment shall be done by a subject expert to be appointed by the Controller of Examinations on the recommendations of the Deans/ Chairpersons.
9. However, in such cases, where the scores of the second examiner deviates from the first examiner by 20% from total assessed score allotted to that particular course, the Controller of Examinations shall send the answer script for assessment to a third examiner. Further, in such cases, an average score shall be computed based on scores awarded by all the three examiners.
 Provided that a student who has applied for reassessment, the marks obtained for such re-assessment will be taken into account to compute the SGPA and the CGPA;
 Provided that such re-assessments shall not be sought exceeding 50% of the normal load of courses in a semester;
10. In case a student who could not appear in any component of the Sessional Evaluation of a course due to medical reasons or under other exceptional circumstances (supported by documentary evidence), a separate examination in that component may be arranged by the concerned Centre before the beginning of End Semester Examination.
11. In some special cases the school dean/Centre chairperson can take special measure to conduct re-exam of such student who fails to appear in the End-term exam due to unavoidable reasons such as medical or other similar exigencies. Such decisions to conduct re-exam will be taken on the basis of merit of individual case in consultation with COE office. In such cases valid documentary evidence, e.g. medical certificate, must be verifiable by special committee, constituted by competent authority.
12. Students who have been declared pass in a course (s) shall be allowed to repeat any course in order to improve his/her grade/CGPA along with regular students in corresponding semesters, No separate examination would be arranged for such students.
13. If a student passes in at least 50% of prescribed courses of a semester and 'allowed to continue' he/she shall be allowed to repeat preceding semester along with regular students in the End Semester Examination without putting in any additional attendance. The marks of sessional evaluation of such repeat course as applicable shall however, be carried forward in such cases.
14. If the candidate repeats the course for improving grade/marks, then the reassessed grade/marks shall be taken into account for working out revised award and a revised marks sheet shall be issued to him/her on the surrender of the marks sheet issued earlier. Such reassessed marks will not be counted for the award of Prizes/Medals, Rank and Distinction. If the candidate does not show improvement in the grade/marks, his/her previous grade/marks will continue to be taken into account.
15. Permission to appear at a University examination may be withdrawn before or during the course of the examination for conduct which, in the opinion of the Vice-Chancellor, justifies the candidate's exclusion.
16. If a candidate for any University examination owes any money to the University on any account and fails to pay the money, or has borrowed or has in his possession any book, apparatus, or other property belonging to the University or any kit supplied by the N.C.C./N.S.S./Sports office and fails to return the same, the Vice-Chancellor may withhold or authorise the withholding the result of the candidate till all such money has been paid or such property returned by the candidate.
17. Notwithstanding anything contained expressly or implied in these rules, the Vice-Chancellor may, on being satisfied after such enquiry as he may deem fit, withdraw retrospectively, prior to the publication of the final result of a candidate in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto, on any of the following grounds or cancel the result of such candidate, if it comes to his notice, within 4 months of the publication of the said final result that:
 1. The candidate was ineligible for admission to the course but was wrongly admitted, or
 2. The candidate was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or
 3. A discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or
 4. A discrepancy was discovered in the award of marks etc. which rendered that result of the candidate liable to be cancelled to his disadvantage.
 5. Any other ground which makes the candidate ineligible to appear in the examination.

Provided that no such action shall be taken by the Vice-Chancellor without giving an opportunity to the concerned candidate to show cause against the proposed action and provided further that such action shall be reported to the Academic Council for the confirmation

18. Use of unfair means and Disorderly conduct in examination.

The use of dishonest or unfair means in the examination include:

1. assisting in any manner whatsoever any other candidate in answering the question paper during the course of the examination;
2. taking assistance from any other candidate or any other person or from any book, paper, notes or other material in answering the question paper during the course of the examination;
3. carrying into the examination room any book, paper, notes, or other material whatsoever likely to be used directly or indirectly by the candidate in connection with the examination;
4. smuggling in an answer book or a continuation sheet;
5. taking out or arranging to send out an answer book or its any page or a continuation sheet;
6. replacing or getting replaced an answer book or its any page or continuation sheet during or after the examination;
7. getting impersonated by any person in examination;
8. deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose;
9. communicating with or talking to any other candidate or unauthorised person in or around the examination room during the course of the examination;
10. communicating or attempting to communicate directly or through a relative, guardian and friend with an examiner with the object of influencing him in the award of marks;

Disorderly conduct in the examination includes:

1. misbehaviour in connection with the examination, with the Superintendent, the Invigilator on duty or the other staff working at the Examination Centre, or with any other candidate, in or around the examination centre, before, during or after the examination hour;
 2. leaving the examination room before the expiry of the stipulated time or without handing over the answer book to the Invigilator-in-charge or without signing the attendance sheet;
 3. intentionally tearing off the answer book or a part thereof or a continuation sheet;
 4. disturbing or disrupting the examination;
 5. inciting others to leave the examination room or to disturb or disrupt the examination;
 6. Carrying into the examination centre any weapon of offence.
19. No candidate shall make use of any dishonest or unfair means or indulge in disorderly conduct in the examination. The candidate may be subjected to a search of his person to recover any incriminating material from him/her by the examination staff on duty.
 20. A candidate found guilty of the use of dishonest or unfair means or disorderly conduct in the examination may be disqualified from passing the examination for which he was a candidate, and may, in addition, be debarred from appearing at any future Examination of the University for a further period to be stated or be expelled from the University and declared not a fit and proper person to be admitted to any further Examination of the University.
 21. Any student of the University who is reported to have indulged in use of unfair means in any aspect of process of evaluation shall be liable for disciplinary action as may be determined by the Standing Committee on unfair means. The Superintendent of the Examination shall report in writing to the Controller of Examinations the case of every student who has indulged in use of unfair means. The reporting authority shall give full facts of the case in his report and forward with it the statements any incriminating material found there.

22. The Standing Committee on unfair means shall provide fair and reasonable opportunity to the student involved to prove his/her innocence before pronouncing him/her guilty.
23. Without prejudice to the powers of the Proctor, the Committee shall be entitled to exercise such powers in respect of disciplinary action against such students as may be delegated to it by the Vice-Chancellor.
24. A student aggrieved against the disciplinary action taken by the Committee shall be entitled to make an appeal to the Vice-Chancellor within 30 days of communicating such action to the student concerned. The decision of the Vice-Chancellor in the matter shall be final and binding.
25. If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of this Ordinance shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity, to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

iii. AWARD OF GRADES

Computation of SGPA and CGPA

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits of courses for which the student has registered in a semester}}$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits of courses for which the student has registered upto and including the semester for which cumulative index is required.}}$$

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

iv. GRADING SYSTEM

The students shall be graded in each course on a 10-point scale, that is:

Letter Grade	Grade Point	Percentage Range
O (Outstanding)	10	≥80.00
A+ (Excellent)	9	70.00-79.99
A (Very Good)	8	60.00-69.99
B+ (Good)	7	55.00-59.99
B (Above Average)	6	50.00-54.99
C (Average)	5	45.00-49.99
P (Pass)	4	40.00-44.99
D (Promoted)	3	30.00-39.99
F (Fail)	0	<30.00
Ab (Absent)	-	-

Note :

1. There shall be no rounding off of SGPA/CGPA/FGPA.
2. The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 10 points.

Ordinance NO. 27

**AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS,
MEDALS AND PRIZES****(Sections 6 (1) (xii) and Section 28 (1) (f) of the Act)**

- 1 In order to encourage meritorious and deserving students to pursue Courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentship and Free-ships, for financial help, and also provide for award of Medals and Prizes.
- 2 There shall be instituted Scholarships in every subject to be awarded to the students of the University subject to availability of funds. Rules for award of the same will be laid down in the Regulations.
- 3 There shall be fee concession in the form of half and full Free-ships of tuition fee in each School and teaching Centres as per norms of the UGC.
- 4 There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every subject will be awarded Scholarship the quantum of which shall be decided by the University from time to time.
- 5 All types of Scholarships and Free ships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
- 6 There shall be fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding Agencies from time to time.
- 7 There shall be a scheme to award medals/ prizes to the meritorious students of the University for their best performance in various University Examinations.
- 8 The University shall have power to institute endowments from time to time in accordance with the Central Universities Act 2009.
- 9 There shall also be a Committee constituted by the Vice-Chancellor for administration of each endowment and to implement the objects of the endowment.
- 10 Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.

Prof. ALOK KUMAR GUPTA, Registrar (Offg.)

[F. No. ADVT.-III/4/असा./237/18]

