



RAMA
UNIVERSITY

THE ORDINANCES

The Rama University Uttar Pradesh, Kanpur



RAMA UNIVERSITY UTTAR PRADESH

(Established by Act no 1 of 2014 passed by the U.P. State Legislative)

In exercise of the powers conferred under section 35 of the Uttar Pradesh Private Universities Act 2019 (UP Act 12 of 2019) and the Rama University Uttar Pradesh Statutes, 2019, the Executive Council of the Rama University Uttar Pradesh makes the following ordinances, namely:-

ORDINANCES OF THE RAMA UNIVERSITY UTTAR PRADESH. KANPUR-2019

(Revised)

CHAPTER I

PRELIMINARY

1.01. (1) These ordinances may be called the Rama University Uttar Pradesh Ordinances, 2019.

(2) They shall come into force at once.

1.02. DEFINITIONS-

In these ordinances, unless the context otherwise requires -

(a) 'clause' means a clause of the ordinance in which that expression occurs;

(b) 'Section' means a section of the Act;

(c) 'Statutes' means the Rama University Uttar Pradesh Statutes, 2019;

(d) The words and expressions used and not defined in these ordinances but defined in the Act and the Statutes and the Uttar Pradesh Private Universities Act 2019 shall have the same meanings assigned to them in the Acts and Statutes.

1.03. All employees of the University shall be subject to the Superintendence and Control of the Vice-Chancellor.

CERTIFICATES TO BE PRODUCED AT THE TIME OF APPOINTMENT

1.04. Every employee shall be required to produce the following certificates at the time of appointment in the University-

a) Medical certificate of fitness from the hospital established or maintained by the Rama Educational Society;

b) Original degrees/diplomas, certificates (whichever may be applicable) alongwith certificates(s) of experience and relieving, if any; with attested photocopies thereof. Original documents shall be returned after verification and completion of the Service Book etc.,

c) Registration Certificate from the respective Councils; and

d) Other testimonials as required from time to time.

1.05 (1) Every candidate shall be appointed by the APPOINTING AUTHORITY, who shall also be Punishing Authority, if not provided otherwise;

Provided that the appointing authority may delegate, in writing, its power to any sub-ordinate authority or officer.

(2) Order of appointment shall be issued under the seal and on behalf of the appointing authority only.

CHAPTER- II

ADMISSION & ENROLLMENT OF STUDENTS

Under Sec. 35(a) of the U.P. Private University Act-2019

- 2.01 (1) Admission of students to various academic programmes shall be open to all candidates providing equal opportunity to all without any discrimination on the basis of gender, religion, caste or creed etc.
- (2) Admission of the candidates relating to the category- Non Resident Indians, Persons of Indian Origin and Foreign Candidates shall be made as per the policy laid down by the Government of India and/or other Regulatory Bodies from time to time.

2.02. The University shall make provisions for reservation for admission of students of the backward classes of citizens in pursuance of the provisions made in proviso to section 9 of the Act.

Note: A copy of "the Uttar Pradesh State Universities (reservation in admission for scheduled CASTES, SCHEDULED TRIBES AND OTHER BACKWARD CLASSES) ORDER, 1994" published in U.P. Gazette, Extraordinary, Part-4 (Kha), dated July 20, 1994 vide Notification No. 2638/XV-X-94-15(66)-89, dated 20 July, 1994 is annexed to these ordinances as Appendix-A.

2.03. The merit shall be determined by the marks obtained by the candidates in an entrance examination and/ or such criteria as may be specified by the Admission Committee i.e. written test, qualifying exam personal interview, group discussions, physical check up etc., which shall be duly published.

2.04. The conditions of minimum eligibility with respect to educational qualifications, age and other requirements shall be declared well in advance by the Admission Committee for each academic programme or course and admissions to various programmes/courses shall be made subject to fulfillment of these requirements.

2.05. It shall be open to the University to conduct such tests as it may prescribe from time to time for admission to specific academic programmes/courses:

Provided that the University may engage the services of external agency (ies) of repute for performance of any task(s) connected with such test(s) on such terms and conditions as it may decide:

Provided further that selection of such agency shall be processed and evaluated by a Committee constituted for the purpose by the Vice-Chancellor. The compositions of the Quotation/Tender Processing Committee shall be as under:

- | | |
|---|--------------------|
| (i) Specialist in the field | - Chairman |
| nominated by the Vice-Chancellor, | |
| (ii) A member of the Executive Council, | - Member |
| (iii) Treasurer, | - Member |
| (iv) Registrar, | - Member |
| (v) Finance Officer. | - Member Secretary |

2.06. (1) There shall be an Admission Committee consisting of following members -

- | | |
|--|------------------------------|
| (a) The Vice-Chancellor, | - Ex-officio Chairperson |
| (b) The Controller of Admissions, | -Ex-officio Vice-Chairperson |
| (c) All Deans of the Faculties and Head of Constituent Colleges, | |
| (d) One Professor, one Associate Professor and one Assistant Professor nominated by the Academic | |

Council for a term of one session,

(e) Registrar - Ex-officio Secretary

(2) No person except the Ex-officio members shall serve as members of the Admission and Examination Committees simultaneously.

2.07. The Admission Committee will frame the regulations for admissions to the University including academic norms, fix number, last date for admission and shall deal in general, with all matters relating to admission of students. The Committee may appoint such number of Sub-committees, as it thinks fit.

2.08. A student shall be recognised as a member of the University as soon as he gets himself enrolled for a degree, diploma or other academic course duly instituted by the University.

2.09. A student shall be recognised as a bonafide student of a teaching department of the University or of a constituent college, as the case may be, as soon as his name has been entered into the Register of the Faculty/Department/College on payment of the prescribed fees after being duly admitted:

Provided that the admission of a student can be cancelled at any time if the same has been made in contravention of the ordinances or of the instructions issued by the Admission Committee or if the admission has been procured by fraud, misrepresentation or concealment of facts. This provision shall also be reproduced on the fee-receipt relating to the admission.

2.10. A student's studentship shall expire on the date the result of the examination of the degree to which he is enrolled is declared or 30th June whichever is earlier.

2.11. A student seeking admission to the University after being enrolled in any other statutory University in India shall be required to produce a Migration Certificate from the University, last attended by him.

2.12. A student enrolled in a teaching Faculty of the University shall not be allowed to transfer himself from a teaching department to another teaching Faculty of the University.

2.13. On completion of the course and on clearing the dues, if any, the Registrar, on request by the student passed out, will issue Migration Certificate to him granted in the form prescribed.

2.14. (1) A student guilty of grave misconduct or misbehaviour or of breach of discipline or moral turpitude or ragging or holding of introduction nights or such other practices calculated to harass other students within or outside the premises of the University or hostel, the Vice-Chancellor or the Head of Institution or the Warden or the Head of the Department or the Deans of Faculties or the Examination Centre Staff, as the case may be according to the nature and gravity of the offence may suspend from attending classes or inflict fine or expel, or 'rusticate' for a period specified or disqualify such a student from appearing at the next ensuing examination.

(2) All cases of rustication shall be reported to the Executive Council for information.

2.15. (1) If a student after having been sent up for University examination, commits a breach of discipline within or outside the premises of the University, the Vice-Chancellor or the Principal/I lead of Institution/Dean of the Faculty concerned may expel the student for the remaining period of the academic session and if this punishment is awarded to a student during the period of or after the examination but before the expiry of academic year in which the examination is held, his examination shall be cancelled.

(2) All cases of rustication under this ordinance shall be reported to the Executive Council for information.

2.16. Enrollment of students:

(1) No one shall be admitted to any examination of the University unless he has been enrolled as a

student of the University.

- (2) The enrollment fee shall be paid once only, irrespective of the number of times, the candidate appears at examination of the University:

Provided that if a student has passed out the course and there is lapse of five years or more, his enrollment in the University shall be forfeited.

- (3) The application for enrollment together with the enrollment fee and the Migration/Transfer Certificate from the University/College concerned, as the case may be, shall be submitted so as to reach the Registrar by the 1st November/1st May in the academic year.
- (4) Students seeking admission to the University will not be enrolled unless their application for enrollment are accompanied by a Migration/Transfer Certificate from the previous institution.
- (5) The University shall maintain a register and a card index of all the students enrolled in the University. The card shall contain the information required for identification purposes, at the time of enrollment and shall be supplemented by the Scholar Register in which information regarding re-admission, transfer, migration, success or failure at an examination shall be entered.
- (6) The Registrar shall maintain an ENROLLMENT REGISTER. On enrollment, every student shall receive from the Registrar an ENROLLMENT CERTIFICATE on the prescribed form showing the Enrollment Number under which his name has been entered in the register and that number shall be quoted by the student in all communications to the University and subsequent applications for admission to an examination of the University.
- (7) A duplicate copy of the Enrollment Certificate may be granted on payment of prescribed fee.

2.17. Migration:

- (1) Migration Certificate to join to other University or Educational Institution outside the jurisdiction of the University may be granted to the student on his putting an application along with required fee.
- (2) In the case of a student, who takes a migration certificate to join another University, his membership of the University shall lapse.

2.18. Re-Admission:

- (1) A student of the University having failed at any examination of the University may be registered for re-admission to the class he studied last, at the discretion of the University, within the prescribed period of registration, subject to the norms that may be laid down by the Admission Committee for the purpose.
- (2) If a student's name is struck off the rolls of his department, he may be re-admitted to the same class at the discretion of the Head of Department/Dean of the Faculty concerned in the same academic year on payment of required fee.
- (3) If re-admission is sought in subsequent year, no enrollment fee shall be charged, but re-admission fee shall be charged.

CHAPTER- III

Under Section 35(g) of U.P. Private University Act- 2019

CONDUCT OF EXAMINATIONS

3.01. The provisions of the Uttar Pradesh Universities (Provisions Regarding Conduct of Examinations) Act, 1965 (U.P. Act no. XXIV of 1965)* shall apply mutatis mutandis in connection with the conduct of examinations of the University.

* See Appendix-B

3.02. There shall be a rigorous and continuous evaluation of the level of students' learning and their acquisition of knowledge.

3.03. The other components (class test, laboratory work, assignments etc.) of evaluation and their weightages for each course unit shall be decided by the Board of Studies of the concerned disciplines and shall require approval of the Academic Council.

3.04. The guidelines for an efficient, transparent and fair evaluation of students including the conduct of the semester examinations, shall be prepared by the Examination Committee and the conduct of the semester examinations shall be managed by the Examination Sub-committee in the concerned discipline and shall be co-ordinated by the Examination Committee.

Evaluation and Grading Policy

3.05. (1) Subject to the provisions made by Central Regulatory Bodies and other competent authorities, the performance of students, both in continuous evaluation as well as term-end examination for each programme, will be as per the provisions of respective courses, recommended by Board of Studies, approved by Academic Council and Executive Council.

(2) The candidate may apply for scrutiny of marks on payment of requisite fee within a month from the date of issuance of the Mark-sheet.

3.05. (1) Board of Studies shall draw up panels separately for paper-setters, moderators and examiners, not related with the University, for each course and submit them to the Examination Committee who shall appoint the paper-setters, moderators and examiners from such panels for a period not exceeding three years.

Provided that the Professors (working or retired) and those persons only who have attained atleast 5 year of academic experience shall be eligible for inclusion in the panel:

Provided further that the Vice-Chancellor, in special circumstances may appoint paper-setter, moderators and examiners etc. in anticipation of the approval of the Examination Committee.

(2) Question Bank shall be set up for short-answered or multiple-choice questions for smooth functioning of the examination system.

3.07. **Conduct of Examination:**

After-being enrolled in the University, each student will be required to fill in the Examination Form and submit the same within the prescribed time-limit alongwith requisite Examination Fee for the course concerned to the controller of Examinations.

3.08. (1) The remuneration to be paid to paper setters, moderators, examiners and evaluators of student's assignments, answer scripts, projects, etc. shall be fixed by the Executive Council from time to time on the recommendation of the Finance Committee.

(2) The remuneration to be paid to various categories of persons appointed for the conduct of

Examinations shall be such as may be prescribed by the Executive Council from time to time on the recommendation of the Finance Committee/Fee Committee.

Examination Committee

- 3.09. (1) The University shall constitute an Examination Committee at the University level and Examination Sub-Committees at the department level.
- (2) The Examination Committee shall consist of the following members -
- (b) The Vice-Chancellor who shall be Chairperson;
 - (c) Two Deans of the Faculties to be chosen by rotation in order of names of the Faculties as mentioned in Statutes;
 - (d) One Professor by rotation according to the seniority;
 - (e) One member nominated by the Executive Council;
 - (f) One member nominated by the Academic Council;
 - (g) Controller of Examinations. Secretary
- 3.10. The term of the office of members of Examination Committee, other than ex-officio members, shall be two years extendable up to next two years in special case by the order of Vice-Chancellor.
- 3.11. No person shall serve as a member of Examination Committee as well as Admission Committee at any time simultaneously except the ex-officio members.
- 3.12. (1) Deans of Faculties and Conveners of Board of Studies of discipline concerned, not already members of Examination Committee, may be associated with the Examination Committee by the Vice-Chancellor when considered necessary without right to vote.
- (2) It shall be lawful for the Examination Committee to co-opt one or two members from amongst the members of the Academic Council Executive Council as it thinks necessary.
- 3.13. Notwithstanding anything contained in these ordinances and subject to the guidelines, if any, made by State or Central Regulatory Bodies and-
- (a) in case, the session starts from July/August-
 - (i) no admission shall be made after 30th September in an academic year;
 - (ii) all annual examinations (including even semesters) conducted by the University shall be completed positively by 15 June; and
 - (iii) result thereof shall be declared by 30' June.
 - (b) in case, the session starts from January/February-
 - (i) no admission shall be made after 31st March in that academic year;
 - (ii) all annual examinations (including even semesters) conducted by the University shall be completed positively by 15 December; and
 - (iii) Results shall be declared by 31st December.
- 3.14. (1) Save as otherwise provided in the rules or regulations made by respective Regulatory Bodies, with a view to improving the result, a candidate may be allowed to appear in one subject in any part of the undergraduate examinations and in any one paper of the post-graduate or second degree examination in next examination conducted by the University on payment of prescribed fees.

- (2) As per the regulations of Central Regulatory Bodies, students shall be promoted to next or higher class of the course if he fails in one subject of that course, but if the student has failed in more than one subject then he or she has to confine in the same class of the course and will require to pay the additional fee for that class.

3.15. **Unfair Means:-** An Examinee shall be deemed to be under UFM if he/she is caught during conduct of Examination with unauthorized material under his/her possession:-

- A. If the material not relates to the paper, the Examinee shall be exempted with warning.
- B. If the material relates to the paper but no content has been copied, the said paper of the Examinee shall be cancelled and he/she shall be entitled for the Examination of this paper with the next Examination.
- C. If the material relates to the paper but any or whole part of the content has been copied, the said paper of the Examinee shall be cancelled and he/she may be debarred for one year from the Examinations of the University.
- D. If an Examinee found guilty of misbehavior he/she may be debarred for lifelong from the Examinations of the University and his/her Enrollment may be cancelled.

The cases of UFM shall be enquired by the sub-Committee of the Examination Committee & the final decision on the report shall be taken by Hon'ble Vice-Chancellor in anticipation of the Examination Committee.

CHAPTER- IV

Under Section 35(o) of U.P. Private University Act- 2019

THE TEACHERS AND OFFICERS OF THE UNIVERSITY

4.01. Teachers of the university shall be categories as -

- i. Appointed teachers, and
- ii. Recognised teachers.

4.02 (1) Appointed Teacher' shall be either -

a teacher appointed by the University or its Constituent Colleges as Professor, Associate Professor Assistant Professor or otherwise as teacher of the University, in the manner prescribed in the statutes,

or

persons engaged by the University as honorary teachers, or otherwise as teachers of the University or its Constituent College;

- (2) (a) 'Recognised Teachers' shall be members of the Faculty of a recognised Institution or a subject area expert, functioning as Visiting Faculty at the University and/or its Constituent Colleges engaged with the approval of the Executive Council.
- (b) Eligibility of recognised teachers shall be such as may be determined by the Executive Council from time to time;
- (c) The Vice-Chancellor may on a reference from the Head of Department/ Constituent College withdraw recognition from a teacher.

(A) REGISTRAR AND ADDITIONAL REGISTRAR

4.03. (1) The Registrar and Additional Registrar shall be appointed in the pay le of Rs. 37,400-67,000 with a Grade Pay of Rs. 10,000. (Subject to amended from time to time)

(2) **Qualification & Experience**

- (a) A Master's Degree with atleast 55% of the marks or its equivalent grade of B in the UGC 7 Point Scale,
- (b) Atleast 8 years of service in the AGP of Rs. 8,000 and above as Associate Professor or equivalent along with experience in educational administration,

Or

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post,

- (c) Knowledge of English and Hindi.

Note: Additional Registrar may be appointed 3 months prior to the expiry of the tenure of the registrar to cope up with its general duties and selected after due process as Registrar.

(B) DEPUTY REGISTRAR

4.04. (1) The Deputy Registrar shall be appointed in the pay scale of Rs. 39,100 with a Grade Pay of Rs.

7,600. (Subject to amended from time to time)

(2) Qualification & Experience

- (a) A Master's Degree with atleast 55% of the marks or its equivalent grade of B in the UGC 7 Point Scale,
 (b) Atleast 9 years of experience in a University or other institutions of higher education as Assistant Professor or equivalent post in the AGP of Rs. 6,000 with experience m educational administration,

Or

5 years of administrative experience as Assistant Registrar,

- (c) Knowledge of English and Hindi.
 (d) Desirable-Degree in Management, Law along with working knowledge of computer.

(C) ASSISTANT REGISTRAR

- 4.05. (1) The Assistant Registrar shall be appointed in the pay scale of Rs. 39,100 with a Grade Pay of Rs. 5,400. (Subject to amended from time to time)

(2) Qualification & Experience

- (a) A Master's Degree with atleast 55% of the marks or its equivalent grade of B in the UGC 7 Point Scale alongwith a good academic record,
 (b) Atleast 3 years of experience in a University as Assistant Professor in the AGP of Rs. 6,000 and above with experience in educational administration,

Or

5 years of administrative or office experience,

- (c) Knowledge of English and Hindi.
 (d) Desirable-Degree in Management, Law alongwith working knowledge of computer.

(D) FINANCE OFFICER

- 4.06. (1) The Finance Officer will be appointed in the pay scale of Rs. 37,400- 67,000 with a Grade Pay of Rs. 10,000. (Subject to amended from time to time)

(2) Qualification & Experience

- (a) A Master's Degree with atleast 55% of the marks or its equivalent grade of B in the UGC 7 Point Scale,
 (b) Atleast 8 years of service in the AGP of Rs. 8,000 and above as Associate Professor or equivalent alongwith experience in financial administration,

Or

15 years of financial experience of which 8 years shall be as Deputy Finance Officer or an equivalent post,

Or

A Chartered Accountant or ICWA with experience of minimum 7 years.

- (c) Knowledge of English and Hindi alongwith skills in Accountancy on Computer.

(E) DEPUTY FINANCE OFFICER

- 4.07. (1) The Deputy Finance Officer shall be appointed in the pay scale of Rs. 15,600-39,100 with a Grade Pay of Rs. 6,600. (Subject to amended from time to time)

(2) **Qualification & Experience**

- (a) Graduation in Commerce or Business Administration or CA/ICWA with atleast 55% of the marks or its equivalent grade,
 (b) Atleast 5 years of experience in a University or other institutions of higher education as Assistant Professor or equivalent post in the AGP of Rs. 6,000 with experience in financial administration,

Or

5 years of financial experience in a reputed organization

- (c) Knowledge of English and Hindi.
 (d) Desirable-Degree in Management (Finance), alongwith working knowledge of computer.

CONTROLLER OF EXAMINATIONS

- 4.08. (1) The Controller of Examinations will be appointed in the pay scale of Rs. 37,400- 67,000 with a Grade Pay of Rs. 9,000. (Subject to amended from time to time)

(2) **Qualification & Experience**

- (a) A Master's Degree with atleast 55% of the marks or its equivalent grade of B in the UGC 7 Point Scale,
 (b) Atleast 8 years of service in the AGP of Rs, 7,000 and above as Assistant/Associate Professor or equivalent alongwith experience in conducting examinations,

Or

10 years of administrative experience of which 5 years shall be as Deputy Controller of Examinations,

- (c) Knowledge of English and Hindi.

(G) DEPUTY/ASSISTANT CONTROLLER OF EXAMINATIONS

Deputy / Assistant Controller of Examinations may be appointed by the Vice-Chancellor after the approval of the Chancellor, from amongst the competent and suitable employees, on the basis of interview in accordance with the need of the time for a period not exceeding three months.

(H) ACCOUNTS OFFICER

- 4.09. (1) The Accounts Officer will be appointed in the pay scale of Rs. 39,100 with a Grade Pay of Rs. 5,400. (Subject to amended from time to time)

(2) **Qualification & Experience**

- (a) A graduate with atleast 50% of the marks or its equivalent grade and well conversant with financial accounts with a minimum experience of 7 years,
- Or
- ACA/CA/CS/MBA (Finance),
- (b) Required experience related to Financial/Accounts/ Budgetary control in public sector, Autonomous Body or commercial organization/industry of repute out of which 3 years in supervisory responsible positions with adequate knowledge of accounts including balance-sheet,
- (c) Knowledge of English and Hindi alongwith sufficient knowledge of modern methods in computing.

Under Section 35(e) of U.P. Private University Act- 2019

CHAPTER- V

FEES

- 5.01. (1) A reasonable and rational fee structure shall be determined with the objectives of the University to provide quality education which shall be ensured by appointments of competent faculty, well equipped laboratories, virtual class rooms and libraries, computers with networking facilities, other infra-structure of high quality and some sort of future development.
- (2) Annual Fee once decided shall normally be applicable for his full tenure of the course for student

Fee Committee

- 5.02. Subject to the provisions made under First Statutes-2019, the course and the examination fee for other purposes shall be charged from students for various courses. The fee-structure shall be proposed by a Fee Committee comprising of following members-
- | | |
|--|-------------------------|
| (i) Vice-Chancellor, | -Ex-Officio Chairperson |
| (ii) Treasurer, | -Ex- Officio Secretary |
| (iii) A Chartered Accountant nominated by the Society, | |
| (iv) A legal expert in financial matters, nominated by the Chancellor, | |
| (v) One of the Deans nominated by the Vice-Chancellor, | |
| (vi) Finance Officer. | - Ex-Officio Convener |
| (vii) Registrar | -Ex-Officio Co-convener |

The term of office of members, other than Ex-Officio members, shall be two years. The committee may co-opt any expert as and when it thinks necessary.

- 5.03. The recommendations of the Fee Committee shall be considered for approval by the Executive Council. A built-in provision for a reasonable yearly escalation of fees may be made in regulations to offset the rise in cost. This provision shall be included in the letters of admission to students.
- 5.05. The Fee Committee will review the escalation and the levels of fee every year and may recommend changes in the fee structure as it thinks appropriate.

- 5.05. (1) The details of fees are provided in Schedule - I to these ordinances. However, fees shall be categorized under following Heads –
- (a) Tuition Fee;
 - (b) Development & Maintenance Fee;
 - (c) Library Fee;
 - (d) Laboratory including Computer Fee, if applicable;
 - (e) Games, Sports & Recreation Fee;
 - (f) Fee for Co-Curricular Activities; and (Tutorial, Moot Court, Seminar, Workshop etc.)
 - (g) Miscellaneous Fees.
- (2) Examination including Practical and other allied fees, as prescribed, shall be deposited with the Examination Form. Hostel and Mess Charges shall be paid at the time of admission.

Under Section 35(c) of U.P. Private University Act- 2019

CHAPTER- VI

MEDIUM OF INSTRUCTION & EXAMINATION

- 6.01. The medium of instruction and examination shall normally be English, except in diploma, certificate and language courses where the medium may be Hindi except Dental/Medical/Engineering/Technology/ Foreign Language/Courses:

Language/Courses:

Provided that with the approval of the Academic Council and on the recommendation of the concerned Board of Studies, the medium of instruction may be specified for any course of study.

Under Section 34(3)(m) of U.P. Private University Act- 2019

CHAPTER- VII

MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS OF THE UNIVERSITY

- 7.01. The Vice-Chancellor may delegate any of his functions to any officer or staff of the University and may authorise them to deal with the offences by the students.
- 7.02. Subject to the provisions of the Act and Statutes, maintenance of discipline shall primarily be the responsibility of the Proctorial Board which will be assisted by other teachers and officers of the University.
- 7.03. The Proctorial Board of the University shall be composed of:
- (a) Chief Proctor, who shall be Chairperson thereof;
 - (b) Members to be known as Proctors, who shall be appointed by the Vice-Chancellor in consultation with the Chief Proctor from amongst the teaching staff of the University, out of which atleast one shall be a lady teacher.
- 7.04. All the incidents of indiscipline of the students shall be reported by teachers in case of class rooms, invigilators in case of Examination Rooms, teachers and Heads of departments in case of department or its corridor; Librarian in case of library' or its verandahs, Registrar in case of administrative office or its adjoining area, Wardens in case of hostels and Games- in-charge in case of play-grounds to the Proctorial Board:
- Provided that the Board may take cognizance of any report made by its members or of any person or authority other than that of the University.
- 7.05. Notwithstanding any provision in ordinances laid down elsewhere the Proctorial Board, after examining the merit and seriousness of the case, may inflict one or more punishment(s) as detailed below:
- (a) impose a fine upto Rs. 50000/- (Fifty thousand only)
 - (b) suspend any student from attending the University
 - (c) recommend to the Vice-Chancellor to expel the student from the University,
 - (d) recommend to the Vice-Chancellor to rusticate the student
 - (e) to take such other steps as it thinks proper :
- Provided that before inflicting aforesaid punishment, a reasonable opportunity of personal hearing shall be given to the student concerned.
- 7.06. No student, who has been expelled, shall be admitted to any course to this University and no student, who has been rusticated shall be admitted to the University.
- 7.07. Breach of discipline viz. tearing off answer books, question paper, incitement of others, to walk over or an attempt to force for walk out on other examinees, misbehavior with any invigilator/s or officer/s of the University in or around the examination hall, at the time of the Examination, shall be dealt with the provision of the relevant ordinance related to conduct of Examination.
- 7.08. (1) No society or association shall be formed or shall function within the campus without prior approval of the Chancellor.
- (2) No notice shall be pasted on the Notice Board or circulated by a student without prior permission of the Chief Proctor.
- (3) Students shall not hold or organize any meeting or activity within the campus without permission of the Chief Proctor. Notice of all Associations/meetings shall be given to the Dean, Students'

Welfare and Chief Proctor at least 24 hours in advance of the meeting.

- (4) During functions and other meetings of the University, proper decorum shall be maintained. Disciplinary action shall be taken against the student found creating disturbance, or for disobeying orders and directions given to him/her by a teacher or authority of the University.
 - (5) Every student shall always carry his/her Identity Card and shall produce it on demand by any officer of the University/Warden or the Librarian.
 - (6) A student who undertakes a hunger strike in the campus may be expelled forthwith for the period as decided by the Vice-Chancellor.
 - (7) A student acting in any manner likely to lead to indiscipline shall be liable for disciplinary action.
 - (8) Any-breach of discipline not covered by these statutes shall be dealt with by the Chief Proctor at his discretion and his decision shall be final and binding on all concerned.
- 7.09.** The decisions to suspend, expel or rusticate a student shall invariably be accompanied by the durations/ or period for which the punishment has been related to.
- 7.10.** If the Proctorial Board realizes that an act of indiscipline by a student amounts an offence under the Indian Penal Code or any other law in force, it may take decision to report the matter to civil authorities.

Under Section 34(3) (a) of U.P. Private University Act- 2019

CHAPTER- VIII

BOARD OF STUDIES

- 8.01. (1) The Board of Studies shall consist of the following members –
- (i) The Head of Department, as the chairperson and shall also be the convener of the Board;
 - (ii) All Professors in the department, and if there is no Professor, then all Associate Professors;
 - (iii) In a department which has Professors) as well as Associate Professor(s), then two Associate Professors in order of seniority by rotation;
 - (iv) In a department having Associate Professors) as well as Assistant Professor(s), then one Assistant Professor, in order of seniority by rotation; .
 - (v) In a department which has no Associate Professor, then two Assistant Professors in order of seniority by rotation; and
 - (vi) Two persons possessing expert knowledge of the subject, not in the service of the University, to be nominated by the Vice- Chancellor from the following categories:-
 - (a) Professor or Associate Professor in a teaching University,
 - (b) Working or retired Principals Of Post Graduate Colleges,
 - (c) Director of a research institute : provided that not more than one person from a category shall be chosen from the above categories,
 - (d) A Scholar of Eminence in the subject.

Note: For any matter concerning any subject or specialty, the senior – most teacher of that subject or specialty, if not already included in the foregoing items, shall be specially invited.

- (2) The term of members of the Board shall be two years.
 - (3) The committee shall meet once in a quarter unless otherwise directed by the Vice-Chancellor. If it is found necessary for any special reason to hold an additional meeting of a Board during the course of a session, special permission of the Vice-Chancellor shall be previously obtained by the Convener concerned.
 - (4) The minutes of the meeting shall be submitted to the Dean and the Vice- Chancellor.
- 8.02. The following shall be the powers and functions of a Board:-
- (i) to make recommendations regarding distribution of teaching work amongst the teachers of the Department;
 - (ii) to make suggestions regarding co-ordination of the research and other activities in the Department;
 - (iii) to make recommendation regarding appointment of staff in the Department for which the Head of Department is the appointing authority;
 - (iv) to initiate proposals regarding courses of study and to revise them from time to time,
 - (v) to recommend suitable persons for inclusion in the list of persons eligible for appointment as internal and external examiners etc. for the various courses,
 - (vi) to recommend books, journals and other study materials to be prescribed for various courses.

- (vii) to consider such other matters of general and academic interests to the Department.
- 8.03. (1) If two or more Boards of Studies meet jointly, the Chairman at the joint sessions shall be the senior most convener from amongst the conveners present.
- (2) The majority of the members of the Board or in case of joint session, majority of the total number of members of the Boards (meeting jointly) shall form a quorum.
- 8.04. At the meeting, the Board shall draw up courses of study for the various courses being run or proposed to be run. All courses shall be drawn up one year ahead of the examinations for which they are intended to be prescribed. The draft of the courses shall be circulated among the members of the faculty concerned, and if in the opinion of the Convener, the comments received from any member of the faculty justify re-structuring of the courses, another meeting of the Board, with the permission of the Vice-Chancellor, may be called for the purpose.
- 8.05. The Registrar shall forward to the Convener of the Board concerned, copies of the books received from publishers.

Procedure for submission of books by publisher –

- 8.06. (1) New books sent for consideration by the Boards of Studies in the University should be submitted so as to reach the office of the Registrar, Rama University Uttar Pradesh not later than July 31 each year.
- (2) Publishers and authors shall be required to submit two extra copies of the books meant for consideration in addition to the number of members, in the Board of Studies concerned:
- Provided that no Board of Studies in a subject shall consider or recommend any book to be prescribed for that subject if that book is written or edited by a member of that Board of Studies.
- 8.07. Every Board of Studies shall ensure that only standard text books are prescribed and no book which is in the nature of "Notes" or "Made Easy" is prescribed.

Under Section 35(b) of U.P. Private University Act- 2019**CHAPTER- IX****COURSES OF STUDIES & SYLLABUS****(Choice Based Credit System)**

- 9.01. (1) The University shall offer designed innovative and integrated courses in areas of science, technology and other disciplines, which have strong relevance to development and growth of the country, leading to Bachelors and Masters degrees, diplomas, certificates etc. in addition to traditional departments of teaching.
- The CBCS provides an opportunity for the students to choose courses for the prescribed courses comprising core, elective/minor or skill based. The evaluation is based on grading system in place of conventional marks system & provide opportunity of credit transfer learned to another institution. (Appendix – C)
- 9.02. The University shall offer doctoral, post doctoral research degree programmes in its chosen areas which shall give a lively edge and substance to its degrees and diploma programmes.
- 9.03. The nomenclature of various degrees shall be in accordance with the nomenclature prescribed by the University Grants Commission under section 22 of the University Grants Commission Act, 1956 and other applicable laws, if any.
- 9.04. The structure of the academic programmes and their durations shall be in accordance with the norms and standards prescribed under applicable laws and guidelines by the concerned Central and State Regulatory Bodies.
- 9.05. Details of Courses of Studies, Syllabus and other related matters are provided in Schedule - II to these ordinances.
- 9.06. The University may make provisions for lateral entry admissions.
- 9.07. The University, subject to applicable laws, if any, shall run regular, full-time, part-time, distance learning/correspondence/online degree, diploma and certificate courses in various disciplines on the recommendation of the Academic Council. The University may integrate/take over the academic programmes run by the Society and restructure them into viable Constituent Units of the University, as it thinks necessary. In this regard, the consent of the Society will be necessary.
- 9.08. (a) The Executive Council shall specify the administrative structure of the constituent units of the University and frame regulations for smooth running and effective management of their academic programmes, co-operation and co-ordination among them and their linkages with industries and other agencies.
- (b) The academic programmes (including syllabus) of the constituent units shall be approved by the Academic Council which shall ensure high standards of those programmes keeping in view of the syllabus and other term and condition laid down by the Central Regulatory Bodies.
- (c) The Executive Council shall consider and approve regulations to declare an institution, school, college or centre established, operated, maintained and owned by the Society as a constituent unit.
- (d) The Executive Council shall frame regulations for periodic review of the working and the performance of the constituent units.

Under Section 35(b) of U.P. Private University Act- 2019

CHAPTER – X

DOCTOR OF PHILOSOPHY (PH.D.) DEGREE ORDINANCE

- 10.1.01. The provisions of this chapter in consonance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D.
- 10.1.02. The amount of fee payable under the various provisions of this chapter, shall be determined or revised, as the case may be, by the Executive Council on the recommendations of Fee Committee as provided in these Ordinances.

Eligibility

Candidates for admission to the Ph.D. programme shall have a Master degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

Provided that in exceptional cases a candidate holding a Master's degree in an allied subject may also be consider for admission to Ph.D. Degree by the Research Degree Committee (in short RDC)

Provided further that the students appealing for final year or final semester of their post-graduate degree examination will also be eligible to appear for the admission process subject to the fulfillment of minimum eligibility criteria in the final result.

Allocation of Research Supervisor: Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of M.Phil./Ph.D. scholars permissible per Supervisor, etc.

- i. Any regular Professor of the University/Institution Deemed to be a University/College with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university/ institution deemed to be a university/college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- ii. Only a full time regular teacher of the concerned University/Institution Deemed to be a University/ College can act as a supervisor. The external supervisors are not allowed. However, Co- Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.
- iii. The allocation of Research Supervisor for a selected research scholar shall be decided by the Department

concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/ viva voce.

- iv. In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
- v. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.
- vi. In case of relocation of an M.Phil./Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

Course Work:

Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

The credit assigned to the M.Phil. or Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.

The course work shall be treated as prerequisite for M.Phil./Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for M.Phil./Ph.D. degree.

All courses prescribed for M.Phil. and Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated under sub-Clause 8.1 below, of the research scholar.

All candidates admitted to the M.Phil. and Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.

Candidates already holding M. Phil, degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.

Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the Institution/College.

A M.Phil./Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order

to be eligible to continue in the programme and submit the dissertation/thesis.

Research Advisory Committee (Faculty Research Committee) and its functions:

- i. There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the Institution concerned, for each M.Phil. and Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:
 - a. To review the research proposal and finalize the topic of research;
 - b. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - c. To periodically review and assist in the progress of the research work of the research scholar.
- ii. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/College with a copy to the research scholar.
- iii. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar.

Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

The overall minimum credit*requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 24 credits.

Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses above, as the case may be, the M.Phil./Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations.

Prior to the submission of the dissertation/thesis, the scholar shall make a presentation ' Department before the Research Advisory Committee of the Institution concerned which shall T ^ open to all faculty members and other research scholars. The feedback and comments obtained f* ^ them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.

M.Phil scholars shall present at least one (1) research paper in a conference/seminar and Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

The Academic Council (or its equivalent body) of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not* been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the Institution/College. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.

The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the Institution/College, of whom one examiner may be from outside the country. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.

The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner in case of M.Phil dissertation, or one of the evaluation reports of the external examiner in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the Institution shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of M.Phil dissertation/ Ph.D. thesis within a period of six months from the date of submission of the dissertation/thesis.

Academic, administrative and infrastructure requirement to be fulfilled by Colleges for getting recognition for offering M.Phil./Ph.D. programmes:

Colleges may be considered eligible to offer M.Phil./Ph .D programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.

Post-graduate Departments of Colleges, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations, stipulated under sub-clause 10.3, shall be considered eligible to offer M.Phil./Ph.D. programmes. Colleges should additionally have the necessary recognition by the Institution under which they operate to offer M.Phil./Ph.D. progiammc.

Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil./Ph. D. programmes:

- i. In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
- ii. Earmarked library resources including latest books, Indian and International journals, c- journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;
- iii. Colleges may also access the required facilities of the neighboring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.

Treatment of Ph.D /M.Phil. through Distance Mode/Part-time:

Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, no University; Institution, Deemed to be a University and College shall conduct M.Phil. and Ph.D. Programmes through distance education mode.

Part-time Ph.D will be allowed provided all the conditions mentioned in the extant Ph D Regulations are met.

Award of M. Phil/Ph.D. degrees prior to Notification of these Regulations, or degree awarded by foreign Universities:

Award of degrees to candidates registered for the M.Phil./Ph.D. programme on or after July 11, 2009 nil the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil/Ph.D Degree) Regulation, 2009.

If the M.Phil /Ph.D. degree is awarded by a Foreign University, the Indian Institution considering such a degree shall refer the issue to a Standing Committee constituted by the concerned institution for the purpose of determining the equivalence of the degree awarded by the foreign University.

Depository with INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil/Ph.D. degree(s) the Institution considering shall submit an electronic copy of the M.Phil. dissertation/Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.

PART - V

EVALUATION AND ASSESSMENT

10.6.01. On receipt of the thesis alongwith the certificates and the fee mentioned above, the thesis shall be sent within two weeks to examiners selected for the purpose after receiving their consent. In no case, the maximum time for all this process shall exceed two months.

- 10.6.02**
- (1) If the examiners consider the thesis to be of sufficient merit, they may recommend that the thesis be accepted for the award of the degree of Doctor of Philosophy.
 - (2) On receipt of satisfactory evaluation reports, these shall be laid before the Examination Committee or Sub-Committee thereof constituted for the purpose.
 - (3) If the Committee is satisfied that the reports of the Examiners are unanimous and definite, the candidate shall .be required to undergo a viva-voce examination to be conducted by two examiners of whom one shall ordinarily be the supervisor and the other one from amongst the two external examiners, who have evaluated the thesis. If the external outside the country, another external examiners evaluating the thesis are from examiner may be specially appointed for the purpose.
 - (4) The head of the Department shall preside and conduct the proceedings of the viva/Voce examination, but he/she shall not be party to the decision.
 - (5) In case the supervisor is not available, the Head of the Department himself or any senior teacher of Department as recommended by the Board of Studies may act as internal examiner.
 - (6) The Viva-voce examination shall be held at the University Headquarter and will be open to all interested in the subject, where the candidate shall be required to present the main findings of his/her thesis and defend the same.

- (7) All the expenditures with regard to the Viva-voce shall be borne by the candidate himself.
- (8) After satisfactory Viva-Voce, the Examination Committee or Sub- Committee, as the case may be may recommend that the result of the candidate be declared and the result shall be declared accordingly.
- 10.6.03 (1) If the majority of examiners recommend that the candidate be asked to improve his thesis, the Vice Chancellor may permit the candidate to re-submit his thesis, not earlier than six months and not later than the date to be fixed by the Vice- Chancellor in such cases.
- (2) In case a candidate is allowed to re-submit his thesis, he/she shall have to pay a fresh fee at the time of re-submitting the thesis but it shall not be necessary to produce any certificate e.g. further attendance at the Institution.
- 10.6.04 (1) If reports of the examiners show a divergence of opinion between the examiners, the Examination Committee or Sub-Committee thereof constituted for the purpose may direct that the reports be exchanged between them, the examiners being requested to submit a joint report, if possible.
- (2) If there is divergence of opinion even after the exchange of reports, a fourth examiner shall be appointed from the panel of examiners already approved whose decision shall be final:
- Provided that if two examiners recommend the revision of the thesis either originally or after the exchange of reports, the thesis shall be revised and resubmitted. The revised thesis shall ordinarily be examined by the same set of examiners for evaluation after obtaining their consent afresh.
- Provided further that in case two examiners reject a thesis originally or after the exchange or reports, the thesis shall be finally rejected.
- 10.6.05 (1) A printed copy, not used for evaluation and an electronic version on a CD of each accepted thesis shall be lodged with the University Library or Research Centre at which the candidate pursued research where it will be open to public inspection.
- (2) The copies of report of examiners of the thesis and viva voce reports, may be given to the candidate on his written request, only in cases where the thesis has been finally accepted for award of the degree.

Depository with UGC

- 10.6.06. Following the successful completion of the evaluation process and conferment of the award, of Ph.D, the University shall submit a soft copy of the Ph.D. thesis to the University Grants Commission within a period of thirty days, for hosting the same in the INFLIBNET, accessible to all Institutions/Universities.
- 10.6.07. The University , shall host another soft copy of the Ph.D. thesis on its website for general viewing.
- 10.6.08. The University, alongwith the Degree, shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2009.

Under Section 35(d) of U.P. Private University Act- 2019**CHAPTER- XI****AWARD OF DEGREES, DIPLOMAS, CERTIFICATES
AND OTHER DISTINCTIONS**

- 11.01. Degrees, diplomas, certificates and other academic distinctions shall be awarded on the basis of examinations, evaluation, or any other method of testing as approved by the Academic Council to-
- (a) persons, who have pursued a course of study of the University;
 - (b) persons, who are not members of the University but appear and pass the examinations or qualify through other evaluations/testing process of the University as may be specified from time to time.
- 11.02. The Degrees shall be awarded in an Annual Convocation every year or in any special functions. Diplomas, Certificates and other. Distinctions may be awarded in the manner specified by the Academic Council.
- 11.03. The text and the format of the degree, diploma, certificate and citation shall be as approved by the Academic Council.
- 11.04. The Chancellor, or in his absence, the Pro-Chancellor shall preside over the Convocations. (Appendix-D)

CHAPTER- XII**HOSTEL & MESS MANAGEMENT****General Provisions**

- 12.1.01. The University shall provide boarding and lodging facilities to the student in hostels to the extent possible' at a reasonable cost. The allotment of hostel rooms, welfare, discipline and other matters shall be governed by the regulations.
- 12.1.02. Hostel facilities for women student shall be provide to the extent possible with strict security arrangements. 12.02. Every person employed otherwise than in a confidential capacity or in a position of management in any hostel, mess or canteen etc. shall be allowed in week a holiday of one whole day.
- 12.03. No deduction or abatement of the wages or pay of any person employed in a hostel, mess or canteen etc. shall be made on account of any day or part of a day allowed establishment has remained closed or a leave or a holiday has been allowed.
- 12.04. The students residing in the hostel shall pay such fees as may be prescribed by the Executive Council from time to time.
- 12.05. Every Hostel shall maintain such registers and records, as may be prescribed and shall furnish such statistical information as the university may require, from time to time.
- 12.06. Every resident shall have to observe discipline as per the hostel rules.
- 12.07. Women students residing in the Women's Hostels shall be governed by the following regulations:-
- (a) Women students residing in the Women's Hostel shall assemble for the roll call in the Common Hall at 8.00 P.M. daily. (or time specified by the warden)
 - (b) Women students residing in the Women's Hostels shall be allowed to meet only such visitors in the visitors room on Sundays /Holidays and other approved days from 5.00 P.M. to 6.30 P.M. as have been permitted in writing, by their legal/or local guardians. (time specified by the warden)
 - (c) The natural/legal guardian of the women students residing in the women's Hostels, shall nominate

local guardian(s) alongwith his/their Postal Address, Phone Number, Mobile No., E-mail etc., and affix their photographs in the prescribed form. These forms shall remain in the custody of the Warden.

- (d) Women students who desire to go out of the Women's Hostel for a few hours to make purchases or for any other valid reason shall leave the hostel only after obtaining prior permission from the Warden. A record of the permission so given will be maintained in a Register.
- (e) No women student residing in the Women's Hostels shall accommodate guests in her room. In exceptional cases of near female relations, the student may approach the Warden who may, if satisfied, permit her to stay for a day in the Common Room attached to the Hostel.

PROVOST OF THE UNIVERSITY

- 12.08. The University shall have a Provost who shall be appointed by the Vice- Chancellor from amongst the teachers of the University on such terms and conditions as may be laid down by the ordinances.
- 12.09. (1) The Provost shall exercise such powers and perform such functions in respect of the maintenance of hostels, as may be delegated/assigned to him/her by the University.
- (2) The Provost shall hold office for a period of two years and shall be eligible for reappointment.
- (3) The Provost shall be entitled to such amount as honorarium as the Executive Council may approve from time to time.
- (4) He shall be assisted by Wardens of the hostels.
- 12.10. The Provost shall have the power:
- (a) to take cognizance of any breach of discipline in the hostels, and if the circumstances so require, to take immediate disciplinary action in such cases.
 - (b) to supervise the hostels in matters relating to the overall functioning, the welfare of the residents and discipline;
 - (c) to inspect periodically the Hostels and be in contact with the Wardens, staff and students;
 - (d) to permit stay of any guest according to the rules;
 - (e) to take punitive action, including the ordering of eviction of a resident from the Hostel;
 - (f) to suspend mess facilities in respect of resident students defaulting payment of Mess Bills;
 - (g) to prepare and operate the budget of the hostel with due approval of the Vice-Chancellor;
 - (h) to sanction leave for Wardens in the Hostels; and
 - (i) to other powers and functions, as delegated or required by the University.
- 12.11 The Provost shall be responsible:
- (a) to ensure maintenance of discipline and decorum in the hostels;
 - (b) for all matters relating to health, hygiene, sickness, food, sanitation of the students and hostels;
 - (c) for proper functioning of the Mess and the working of the Mess Staff;
 - (d) for supervision of the purchases and procurements of mess stores, provisions etc;

- (e) to ensure the correctness of receipts, issuance of mess stores, crockery etc. and or /the stock balance;
- (f) for the verification of Stock Register and bills received from suppliers with reference to the Stock register;
- (g) drawl and adjustment of temporary advances;
- (h) for the overall security of the Hostels in coordination with the security staff of the University

WARDENS OF STUDENT HOSTELS

- 12.12. Each Hostel will have a Warden, who shall be appointed by the University and may be transferred to any hostel in the interest of the University.
- 12.13. (1) The Warden shall ordinarily be required to stay in the Warden's accommodation.
(2) The warden shall also be required to vacate the room before proceeding on leave for a period exceeding 15 days.
- 12.14. The Wardens shall perform such duties as are assigned to them by the Provost from time to time and they shall function under the overall charge of the Provost. In addition to specific duties assigned by the Provost, the Wardens shall:
- (a) be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students;
 - (b) have the right to inspect Hostel Rooms at any time;
 - (c) be responsible for the smooth functioning of the Hostel;
 - (d) ensure that the resident students in his/her charge observe the Hostel Rules property and maintain discipline and decorum and shall promptly report to the Provost all cases of misbehavior, indiscipline and sickness of the resident students in his/her charge;
 - (e) be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
 - (f) be responsible for the proper up keep and maintenance of properties under his/her charge;
 - (g) allot and supervise Hostel Rooms and Guest Rooms connected therewith;
 - (h) check the Resident Student's Register and the Guest Room Register;
 - (i) permit stay of a resident student's guest up to a period of one day;
 - (j) take disciplinary, action against a resident student for keeping any unauthorized guest;
 - (k) order double-locking of rooms of resident student and their re-opening, when required;
 - (l) take action for the eviction of resident students in consultation with the Provost; and
 - (m) periodically verify the furniture and fittings of the Hostel and mess/canteen with the help of superiors and take action for then repairs/replacement.
- 12.15. Warden shall not leave the hostel without seeking prior approval of the Provost in writing. When a Warden is on leave, his/her responsibilities and functions will be looked after by the warden of another hostel to be entrusted by the Provost as an interim measure.

CHAPTER- XIII

SCHOLARSHIPS, MEDALS, INTERNSHIPS ETC

- 13.01. Awards of Scholarships, Internships, Medals and Prizes etc. shall be instituted as specified by the Academic Council and approved by the Executive Council.
- 13.02. The eligibility criteria for the awards, their values and where required, their tenure methodology and procedure for selection of awardees, shall be approved by the Executive Council on the recommendations of the Academic Council. Appendix - E

Under Section 35(o) of U.P. Private University Act- 2019

CHAPTER- XIV

STAFF OF THE UNIVERSITY

Part I-General

- 14.01. (1) Non-teaching employees of the University shall be appointed against the sanctioned post in the pay scales prescribed for the purpose. The post shall be sanctioned by the Executive Council with prior approval of the Society.
- (2) An employee of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the CONDUCT AND BEHAVIOUR of high standard.
- (3) A breach of any of the provisions of the CONDUCT AND BEHAVIOUR and other instructions issued by the University from time to time shall be deemed to be a mis-conduct.
- 14.02. (1) An employee of the University may be punished on one or more of the following grounds-
- (a) Willful neglect of duty;
 - (b) Misconduct;
 - (c) Dishonestly connected with University Examination;
 - (d) Scandalous conduct or conviction for an offence involving moral turpitude;
 - (e) Physical or mental unfitness;
 - (f) Incompetence, and
 - (g) Abolition of the post.
- (2) Not less than one month notice (excluding the leave, if any) shall be given on either side for terminating the services or in lieu of such notice, salary for one month shall be paid. No leave will be sanctioned during the aforesaid period of notice:
- Provided that where the University dismisses or removes or terminates the services of an employee of the University under paragraph 14.02.(1), no such notice shall be necessary:
- Provided further that the parties will be free to waive the condition of notice in whole or in part by mutual agreement.
- 14.03. (1) No order of dismissing, removing or terminating the services of an employee of the University on any ground mentioned in clause(l) of statute 8.02 (except in the case of a conviction for an offence involving moral turpitude or of abolition of post), shall be passed unless a charge has been framed against the employee and communicated to him with a statement of the grounds on which it is proposed to take action and he has been given reasonable opportunity-

- (a) of submitting a written statement in his defense;
- (b) of being heard in person, if he so demands; and
- (c) of calling and cross-examining such witnesses in his defense as he so desires:

Provided that the Inquiry Officer may, for sufficient reasons to be recorded in writing, refuse to call any witness or evidence.

- (2) The Appointing Authority will, at any time preferably within 30 from the date of the Inquiry Officer's report, pass an order of punishment. The said order shall forthwith be communicated to the employee concerned.
- (3) The Appointing Authority may, instead of major punishments) pass an order inflicting a lesser punishment by reducing the pay of the employee or by stopping increments -of his salary for a specified period or may deprive the employee of his pay during the period of his suspension, if any.

14.04. (1) The Disciplinary Authority may recommend the suspension of an employee during the pendency or in contemplation of an inquiry into charges against him, on the grounds mentioned in Statute 8.03. The order of suspension, if passed in contemplation of an inquiry, shall cease at the end of 90 days of its operation unless the employee has in the meantime been communicated the charge or charges on which the inquiry was contemplated.

- (2) An employee of the University shall be deemed to have been placed under suspension:
 - (a) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed consequent to such conviction.
 - (b) In any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or otherwise.

Explanation:- The period of 48 hours referred to in sub-clause (a) of this clause, shall be computed from the commencement of the imprisonment or the detention and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (3) Where the order of dismissal or removal from service of an employee of the University is set aside or declared or rendered void in consequence of any proceedings under the Act or Statutes or Ordinances, and the appropriate officer, authority or body of the University decides to hold a further inquiry against him! then if the employee was under suspension immediately before such dismissal or removal, the suspension order shall be deemed to have continued in force on and from the date of the original order of dismissal or removal.

- (4) During the period of his suspension, the employee of the University shall be entitled to get subsistence allowance equal to the half pay including dearness allowance, if any:

Provided that the amount of subsistence allowance may be reduced by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of the first three months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the suspended employee:

Provided also that no payment shall be made unless the suspended employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

14.05. (1) Every employee shall be bound to comply with the directions of the officers and authorities of the University in connection with the examination conducted by the University.

- (2) Where under the provisions of the Act or these Statutes or the Ordinances, an employee is required to serve with any notice and such employee is not in station, the notice will be sent to him by Registered Post or Speed Post at his/her last known address(es).

Part II-Leave Rules

14.06. Leave cannot be claimed as a matter of right. If the exigencies of the occasion demand, the sanctioning authority may refuse leave of any kind and may even cancel the leave already granted.

14.07. The authority competent to grant leave will be the Vice-Chancellor in case of the University and the Manager in case of Constituent Colleges, except in case of Casual Leave and Compensatory Leave.

14.08. Leave shall be of the following categories:-

- (i) Casual Leave;
- (ii) Special Casual Leave;
- (iii) Earned Leave;
- (iv) Medical Leave;
- (v) Maternity Leave;
- (vi) Extra-ordinary Leave;
- (vii) Compensatory Leave; and
- (viii) Other Leave.

14.09. Casual Leave

- (1) Casual Leave may be granted to an employee on full pay for not exceeding 14 working days in a calendar year.
- (2) Casual Leave cannot be combined with any other kind of leave except Special Casual Leave. However, such Casual Leave may be prefixed or suffixed with holidays including Sundays and Public Holidays. Sundays falling within the period of casual leave shall not be counted as casual leave.

14.10. Special Casual Leave

- (1) Special Casual Leave may be granted to a full-time employee on full
 - (a) to participate in a training, debate, any type of competition on behalf of the University; and
 - (b) to undergo sterilization operation under family welfare programme:
Provided that the leave in this case will be restricted to six working days but in case of a female employee who undergoes non-puerperal sterilization, the leave will be restricted to 14 days; and
 - (c) to perform any other duty for the University.
- (2) Special Casual Leave cannot be accumulated, nor can it be combined with any other kind of leave except Casual Leave.
- (3) Prior permission of the leave is a mandatory requirement.

14.11. Earned Leave

Earned leave admissible to a permanent employee shall be 1/25th of actual service.

Note - For purposes of computation of period of actual service, all periods of leave except casual and Special Causal Leave shall be excluded.

- (1) Earned Leave at the credit of an employee shall be on full pay and accumulated upto 90 days. The maximum earned leave that may be sanctioned at a time, shall not normally exceed 15 days except in the case of leave on medical certificate.

14.12. Medical Leave

Medical Leave not exceeding 10 days for each completed calendar year of service may be granted on full pay on the basis of medical certificate from a Registered Medical Practitioner and counter-signed by the Medical Superintendent I/C, Rama Hospital & Research Centre, to a permanent employee subject to the following conditions-

- (i) Medical leave shall be accumulated to a maximum of 60 days;
- (ii) no medical leave shall be granted under these ordinances unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
- (iii) Medical leave shall be sanctioned by the Vice-Chancellor/Managing Committee on the recommendation of Head of Department/Office concerned or the Registrar/Controller of Examination/Finance Officer, as applicable.

14.13. Maternity Leave

- (i) Maternity leave on full pay may be granted to a permanent woman employee, having experience of minimum three calendar years in the University, for a period not exceeding 90 days, to be availed of twice in the entire career.
- (ii) Maternity leave for 30 days may be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (iii) Prior permission of the leave is a mandatory requirement. Proceeding on leave without seeking prior permission will be deemed as misconduct.
- (iv) Maternity leave may be combined with earned leave if the request is supported by a medical certificate.

14.14. Extra-ordinary Leave

- (1) A permanent teacher, having experience of minimum three years in this University, may be granted extra-ordinary leave when -
 - (a) no other leave is admissible; or
 - (b) other leave is admissible but the employee applies in writing for the grant of extra-ordinary leave.
- (2) Extra-ordinary leave shall always be without pay and allowances and shall not count for increment.
- (3) Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave.
- (4) The authority empowered to grant leave is the Vice-Chancellor/Managing Committee who may commute retrospectively periods of absence without leave into extra-ordinary leave.

- 14.15. (1) Other kinds of leave may be provided by the Executive Council with the prior approval of the Chancellor subject to such terms and conditions as it may deem fit to impose.
- (2) Absence from duty after expiry of leave renders an employee liable to disciplinary action.
- (3) An employee may be re-called to duty before the expiry of his leave in interest of the University as the exigency of work requires.

Part III-Age of Superannuation

14.16. The age of superannuation of an employee of the University shall be Sixty years:

Provided that employees may be engaged on full-time or part-time basis for specific purpose in the interest of the institution beyond the age of Sixty years keeping in view his/her physical and mental fitness. However, such re-employment or engagement shall be done selectively and purely on the basis of merit, experience, area of specialization, without effecting selection or promotional prospects of eligible employees.

14.17. The date of retirement of an employee of the University shall be the date immediately preceding the 60th birthday of such employee.

Part IV- Probation and Confirmation of Employees

14.18 (1) A person on substantive appointment to a post in the service shall be placed on probation for a period of two years in case of direct recruitment and for a period of one year in case of promotion. The appointing authority may, for reasons to be recorded, extend the period of probation in individual cases specifying the date upto which the extension is granted:

Provided that, save in exceptional circumstances, the period of probation shall not be extended beyond one year and in no circumstance beyond two years:

Provided also that if the period of probation is extended on account of failure to give satisfaction, such extension shall not count for increment.

- (2) If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his opportunities or has otherwise failed to give satisfaction, he may be reverted to his substantive post, if any, and if he does not hold a lien on any post, his services may be dispensed with.
- (3) A probationer who is reverted or whose services are dispensed with under sub-rule (2) shall not be entitled to any compensation.
- (4) The appointing authority may allow continuous service, rendered in officiating or temporary capacity in a post included in the cadre or any other equivalent or higher post, to be taken into account for the purpose of computing the period probation.
- 14.19. A probationer shall be confirmed in his appointment at the end of the period of probation or the extended period of probation if –
- (a) his work and conduct is reported to be satisfactory,
- (b) his integrity is certified, and
- (c) the appointing authority is satisfied that he is otherwise fit for confirmation.

Part V- Other Provisions

14.20. Other terms and conditions of service, not provided in Statutes and Ordinances of the University, may be prescribed by the Executive Council from time to time with the condition that the powers once delegated, cannot be re-delegated to another authority.

CHAPTER-XV

MISCELLANEOUS PROVISIONS

- 15.01. Where the Executive Council is satisfied that the operation of any ordinance causes undue hardship in any particular case, it may with prior approval of the Chancellor, by order, dispense with or relax the requirements of that ordinance to such extent and subject to such conditions, as it may consider necessary, for dealing with the case in a just and equitable manner.
- 15.02. The matters not specifically covered by these ordinances shall be governed by the rules, regulations and orders applicable generally to State Government servants serving in connection with the affairs of the state subject to such modifications, variations or exceptions, if any, in the said rules, regulations and orders, as the Executive Council may, from time to time specify.

APPENDIX – ‘A’

(see ordinance 3.01)

THE UTTAR PRADESH UNIVERSITIES (PROVISION REGARDING CONDUCT OF EXAMINATIONS) ACT, 1965

An Act to make provisions for certain matters in connection with the conduct of examinations by certain Universities in Uttar Pradesh

It is hereby enacted in the Sixteenth Year of Republic of India as follows-

1. **Short Title and extent** - This Act may be called the Uttar Pradesh University (Provisions Regarding Conduct of Examinations) Act, 1965.
2. **Definitions** - In this Act, unless the context otherwise requires-
 - (a) "Centre" means any institution or part thereof, or any other place, fixed by the University for the purpose of holding its examinations and includes the entire premises attached thereto;
 - (b) "Invigilator" means a person who assists the Superintendent of a Centre in conducting and supervising an examination of a centre;
 - (c) "Superintendent of a Centre" means a person appointed by the University to conduct and supervise its examinations held or to be held at a centre, and includes an Additional Superintendent or Associate Superintendent of such Centre;
 - (d) "University" means a University established by or under an Uttar Pradesh Act or declared by the State Government by notification in the Gazette to be a University to which this Act applies.
3. **Superintendents and invigilators to be public servants:** Every Superintendent of a centre and every invigilator shall be deemed to be public servant within the meaning of section 21 of the Indian Penal Code during the course of an examination or examinations conducted by the University for a period of one month prior to the commencement of and of six months immediately following examination or examinations.
4. **Assault, etc. on Superintendent or Invigilator:** An assault or use of criminal force to a Superintendent or an invigilator during the period mentioned in section 3 shall be deemed to be an obstruction voluntarily caused to a public servant in the discharge of his public function punishable under section 186 of the Indian Penal Code (Act No. XLV of 1860) and shall, notwithstanding anything contained in the Code of Criminal Procedure, 1973 (2 of 1974), be cognizable offence.

APPENDIX – 'B'

Regulatory Bodies

S.No.	Regulatory Bodies	Year of Estb.	Area
1.	Indian Council of Agricultural Research (ICAR)	1929	Agricultural Education & Research
2.	Indian Nursing Council (INC)	1947	Nursing Education
3.	Dental Council of India	1948	Dental Education
4.	Pharmacy Council of India	1948	Pharmacy Education
5.	Medical Council of India (MCI)	1956	Medical Education
6.	University Grant Commission	1956	Higher Education
7.	The Bar Council of India (BCI)	1961	Legal Education & Practice
8.	Central Council for Indian Medicine (CCIM)	1970	Education in Indian System of Medicine
9.	The Council of Architecture (COA)	1972	Architectural Education and Registration
10.	Central Council of Homeopathy (CCH)	1973	Homoeopathic Medicine
11.	Veterinary Council of India (VCI)	1984	Veterinary Education
12.	Distance Education Bureau (DEB)	1985	Open and Distance Education
13.	All India Council for Technical Education	1987	Technical Education
14.	The Rehabilitation Council of India (RCI)	1992	Rehabilitation and Special Education
15.	National Council for Teacher Education (NCTE)	1993	Teacher Education
16.	U.P. State Medical Faculty	1926	Para-Medical Education
17.	U.P. Medical Council	1917	Medical Registration
18.	U.P. Dental Council	1948	Dental Registration
19.	U.P. Nurses and Midwives Council	1934	Nursing Registration

Appendix – (C)

Outline of C.B.C.S. Included in Curriculum

1. Core-course: A course which shall be compulsorily be studied by the candidate as a core requirement.
2. Elective Courses: These courses are specify/specialized/supportive to the descriptive/subject of study which provides an extended scope.
 - 2.1. Discipline specify Elective (DSE): The discipline oriented elective courses of inter-disciplinary nature have been added in elective courses. .
 - 2.2. Dissertation Project: The Project work designed to acquire specialized/advance knowledge; the candidate shall studies such a course on his own with an advisory support of a teacher who will guide him/her.
 - 2.3. Generic Elective (G.E.) Course: An elective course have been included from an unrelated discipline subject with intention to seek exposure.
3. Ability Enhancement Compulsory Courses (AECC): The AECC Courses are based upon the content that leads to knowledge enhancement: Following two courses have been added: I. Environmental Science/ Studies (01 Paper of 02 credit in First Sem) II. English/MIL Communication (01 Paper of 02 credit in Second Sem)
4. Skill Enhancement Courses (SEC): (01 Paper of 02 Credit in each Sem) These are value based/skill based courses aimed at providing hands-on-training, competencies, skill etc. These courses shall be chosen by candidate from a pool or courses decided on beginning of the academic session.
5. MOOC/NPTEL Courses shall be the integral part of the study wherever permitted by the concerned Regulating Body.

Under Provisions of NEP-2020 with the approval of respective Statutory bodies (wherever necessary) shall adopt:-

- (a). multiple entry and exit system in courses where
 - (i) Certificate shall be granted after completion of one year of duration of study & passing out of examination.
 - (ii) Diploma shall be granted after completion of two years of duration of study & passing out of examination.
 - (iii) Bachelors Degree shall be granted after completion of three years of duration of study & passing out of examination.
 - (iv) Bachelors with Research shall be granted after completion of four years of duration of study & passing out of examination.

Appendix – (D)

(Under Sec 29 (A) & (B) of the First Statues Rama University)

Annual Convocation

Convocation for the purpose of conferring Bachelor Master and Doctorate degree shall ordinarily be held once in a year in the month of November/December which shall be called the Annual Convocation and at such other time as the Executive council may direct.

Not less than three weeks notice shall be given by the Registrar/Registrar (Exam) for holding the Convocation. The candidates who have passed the Bachelor, Master and Doctorate degree examinations in the Faculty of Medical Sciences, Faculty of Nursing, Faculty of Dental Sciences, Faculty of Engineering and Technology, Faculty of Commerce and Management, Faculty of Professional Studies, Faculty of Juridical Sciences, Faculty of Agricultural Sciences and Allied Industries, Faculty of Pharmaceutical Sciences, Faculty of Paramedical Sciences the result of which irrespective of the year which the examination relates to, have been published since the date of the last year's Convocation, shall be eligible to attend Convocation for receiving Degree.

Such candidates who are unable to present themselves in person at the convocation will be admitted to the degree in absentia by the Vice-Chancellor and shall be given degrees by the Registrar/Registrar (Exam) on application and payment of prescribed fee.

Any candidate who having sent in his application to the Registrar/Registrar (Exam) as provided in these ordinance fails to attend the Convocation shall, when he next applies to the Registrar/Registrar (Exam) for his degree, pay the prescribed fee in full and cannot claim refund or deduction of the fee paid previously.

The Convocation shall consist of the body corporate of the University.

The Place of the Convocation and the actual date shall in each case be fixed by the Chancellor.

The Registrar/Registrar (Exam) shall issue to each member of Convocation the programme and the procedure to be observed thereat.

Members participating in Academic Procession and Recipients of Degrees shall wear the academic costumes prescribed.

The Governing Body/Executive Council may invite an eminent person to address the Convocation.

HONORARY DEGREES

One the recommendation of the Academic Council, if the Governing Body/Executive Council at a meeting support the recommendations by two-thirds of the members present and voting and resolves to confer Honorary degrees upon a person who, on the ground that he is, by reason of eminent position and attainment or by virtue of his contribution to learning or knowledge or eminent service to the cause of education, is a fit or proper person to receive any such degrees; e.g.,:-

Doctor of Laws (LL.D.) / Doctor of Literature (D.Litt.) / Doctor of Science (D Sc.)

Every such resolution shall be subject to confirmation by the State Government.

Honorary Degrees shall be conferred only at Convocation and may be taken in person or in absentia. The presentation of the persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Chancellor.

The Academic Procession

- (i) The Academic Procession shall start and enter the venue in the following order:
Registrar

Members of Governing Body

Vice-Chancellor

Chief Guest

Guest of Honour

Chancellor

Controller of Examination

Members of Academic Council

Members of Executive Council

- (ii) At the time, the Academic Procession starts a commemorative tune will be played.

Procedures

- i. On the Academic Procession entering the Hall the candidates and the audience shall rise and keep standing until the members of the procession take their seats.
- ii. The Registrar will announce about the Rashtra Geet to be sung. The Anthem will follow and the audience shall stand to attention.
- iii. The Registrar/Registrar (Exam), having obtained the consent, of the Chancellor shall declare the Convocation open in the following manner:
- iv. Registrar: "Hon'ble Chancellor Sir, May I with your permission declare the Convocation open?"
- v. Registrar: "With the permission of Hon'ble Chancellor I declare the Convocation open"
- vi. The Chancellor shall then present the Annual Report of the University.
- vii. The Chief Guest shall deliver his convocation address.
- viii. The Chancellor shall then say: "Let the candidates be presented".
- ix. The Candidates who are to be awarded Degrees and Diplomas at the Convocation shall be presented by the respective Dean of the Faculty In alphabetic order.
- x. In each of the above faculties the sequence of Degree/Diploma distribution shall be as follows;
 - a) Post Doctorate Degrees (like, D. Lit., D.Sc. etc.)
 - b) Doctorate Degree (Ph.D.)
 - c) Master Degree
 - d) Bachelor Degree
- xi. The Candidates shall be presented by the Dean of the Faculty concerned in the following form:
 "These candidates, whose names are set out in the list and who have been examined and found qualified for Degree of _____, of _____; I pray that they be admitted to the Degree/ Diploma of _____".
- xii. The Degrees/Diplomas shall be awarded by the Vice-Chancellor in the following words:
 "By virtue of the authority vested in me as the Vice-Chancellor of the _____ University, I admit you all to the Degree of _____ and I charge you that ever in your thought and action you prove yourself worthy of the honour conferred on you."

xiii. The candidates shall acknowledge by bowing to the Chair.

xiv. The Vice-Chancellor will recite the Diksha Wakya.

माननीय कुलपति

मैं तुमको इस प्रकार प्रबोधन देता हूँ:

- सत्य बोलो।
धर्म का आचरण करो।
स्वाध्याय में प्रमाद करो।
गृहस्थ धर्म का पालन करो।
कल्याणकारी कार्यो में प्रमाद मत करो।
ज्ञान के प्रसार और स्वाध्याय में प्रमाद मत करो।
देवो और पितरों के प्रति कर्तव्यों का पालन करो।
- माता-पिता को देवता के समान समझों।
आचार्य को देवता के समान समझों।
अतिथि को देवता के समान समझों।
जो अनिन्दित कर्म है केवल उन्ही को करो।
जो हमारे अच्छे आचरण है, वे ही तुम्हारे द्वारा ग्रहणीय है, अन्य नहीं।
- यदि तुम्हे कर्म अथवा आचरण के विषय में सन्देह हो तो जो विवकेशील, कर्मरत सहृदय और धर्मानुरागी पुरुष हो, उनके आचरण को आदर्श मानकर कार्य करो।
- यही आदेश है। यही उपदेश है। यही धर्मग्रन्थों का रहस्य है। यही अनुशासन है। इसका इसी रीति से पालन करो।

उपाधि प्राप्तकर्ता

हम प्रतिज्ञा करते हैं कि हम आजीवन इस दीक्षोपदेश का पालन करेंगे।

xv. The Vice-Chancellor would request the Chairperson to present the medals and awards to the students. The Controller of Examinations would announce the names of recipients.

xvi. Medals and other distinctions shall then be presented by the Chairperson of the Convocation.

xvii. Conferment of Honorary Degree by the Chancellor (if any).

xviii. The Chancellor shall deliver his address.

xix. The Registrar shall request the Chancellor, to declare the Convocation closed in the following manner
"Hon'ble Chancellor/ Vice Chancellor, May I request you to declare the convocation closed".

xx. The Chancellor/Vice Chancellor shall declare the Convocation closed in the following manner.
"I declare teh convocation closed"

xxi. The Registrar shall request the august gathering to rise from their seats for the National Anthem.

xxii. The National Anthem (Rashtra Gaan) will follow.

xxiii. The Procession will leave in the reverse order as it entered. The audience shall remain standing till the procession has left Convocation Hall.

Miscellaneous Provisions

1. Where it is not found convenient to hold the Annual Convocation, or an the office authorised by th Registrar/Registrar (Exam) may issue the degrees and other academic distinctions, which would have been conferred or awarded thereat, to each candidate qualifying for the same, or to a representative duly authorised by such candidate, in person, or to such candidate by Registered Post. Degree awarding date shall be decided, in this case, by the Vice-Chancellor.
2. Notwithstanding anything contained in this Statute, all degrees shall be singed by the Vice-Chancellor provided that whenever the Vice-Chancellor.
3. The fees and other charges in respect of matters relating to the issue of degrees and other academic distinctions, including the security deposit and usage charges for the academic dress provided to the candidates attending the Annual Convocation, shall be as prescribed time to time by the Executive Council, on the recommendation of the Fee Committee.

Appendix – E (Medal Policy)

Criteria for the award of Medals and Certificates:

- 1) The candidate should have passed the examination in the First attempt, in consecutive years, in all the years/parts/phase of the courses, with no gaps of studies, for any reason, whatsoever. The candidate should therefore have completed the Program in the minimum prescribed time frame
- 2) A student has back/any disciplinary action or less than 70% marks, no medal/ certificate will be awarded to him/ her.
- 3) If the total number of students in a particular program/branch is upto 19 then only one medal will be given to the student and 20 and above student in a branch then one gold & one silver medal will be given to the student.
- 4) Gold medal will be award greater than and equal to 75% marks and silver medal will be award greater than equal to 70% to less than 74.99% each program.

For PG Programs:

For M.Tech./MBA/M.Com./LLM/MA/M.Sc./MD/MS/MDS etc.

- a) If the total number of students in a particular postgraduate program/branch is up to 19 then the topper will get gold or silver medal as per above Policy S.No.-3. The Branch in which topper has been awarded gold medal, there will be no silver medal.
- b) If the total number of students in a particular postgraduate program/branch is 20 and above then topper will get gold medal & certificate and second position holder will get silver medal and certificate. The Branch in which topper has been awarded gold medal, there will be no silver medal.

For UG Programs: If the total number of students in particular branch/program is between 5 to 9 then the topper

- a) If the total number of students in a particular undergraduate program/branch is up to 19 then the topper will get gold or silver medal as per above Policy S.No.-3. The Branch in which topper has been awarded gold medal, there will be no silver medal.
- b) If the total number of students in a particular undergraduate program/branch is 20 and above then topper will get gold medal & certificate and second position holder will get silver medal and certificate. The Branch in which topper has been awarded gold medal, there will be no silver medal.

Appendix F

Under Section 35(m) of U.P. Private University Act- 2019

Internal Complaint Committee (ICC)

The University shall constitute an Internal Complaint Committee at Institution to deal with the issue of gender based violence & to conduct gender sensitization programme under U.G.C. (Prevention, Prohibition & Redressal of Sexual Harassment of woman Employees & Student in Higher Educational Institution) Regulation -2015.

The Constitution of ICC is given here under:-

1. Presiding officer:- Chairperson (A Senior woman faculty)
2. Two Faculty Teachers – Member
3. One non-teaching Employee – Member
4. A member from N.G.O. dealing with cases of women – Member.
5. Three students nominee (If the issue involves Students) – Members

The constitution should be in such manner that more than 50% members belong to women community.

On receiving complaint the ICC shall conduct a preliminary enquiry to ascertain the truth of allegation by collecting documents/evidence & recording statements of witness as well as complainant.

ICC shall submit the preliminary enquiry to the Vice-chancellor.

In Case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell or to the Principal.

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

The ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If the ICC concludes that the allegations made were false or 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 relevant provision of the aforementioned UGC Regulations 2015.

The Member Secretary, ICC shall receive the written complaints of sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received.

Who can approach ICC for help?

Any female employee (faculty member, student or non-teaching staff member) of VVWM's Shree Damodar College of Commerce & Economics can seek redressal from the ICC.

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behavior, whether directly or indirectly, such as:

- (a) Physical contact and advances
- (b) A demand or request for sexual favours
- (c) Making sexually coloured remarks (including jokes)
- (d) Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc. containing 'indecent representation of women')

- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Under the Act, the following also count as sexual harassment:

- (a) Implied or explicit promise of preferential treatment in her employment.
- (b) Implied or explicit threat of detrimental treatment in her employment
- (c) Implied or explicit threat about her present or future employment status
- (d) Interference with her work or creating an intimidating or offensive work environment for her
- (e) Humiliating treatment likely to affect her health or safety.

Appendix –G

Under Section 35(g) of U.P. Private University Act- 2019

Student Evaluation & Evaluation Methodology

In accordance with the, letter & spirit, of New Education Policy-2020, the university shall adopt continuous comprehensive & complete student evaluation policy on the following norms & standards:-

1. **Academic assessment:-**
 - a. Continuous Internal assessment shall be on the basis of project, seminar, role play, quiz, puzzle test, practical survey, book review, student parliament, screen play, essay, exhibition, fair, educational visit etc.
2. **Physical Evaluation:-** The university believes in the diction "Healthy mind in healthy body". The evaluation shall be done on the basis of participation in sports activities yoga, health check-up, psychological straight etc.
3. **Outward Evaluation:-** The student's talent shall be evaluated on his/her participation in co-curricular & extra-curricular activities.
4. **Self Assessment:-** The student shall be give opportunity to enhance his/her will-power & that shall happen by means of online self assessment auto-instructed self material.

The above said criteria are indicative & not exhaustive in nature, therefore, respective Dean shall draw-up plans, with the help of teaching faculty, to assign weightage to each criterion as per requirement.

Appendix – H

IQAC

As per national assessment & Accreditation Council (NAAC) guidelines the university shall established internal Quality Assurance cell, as a post accreditation quality sustenance measure.

The Prime task of the IQAC is:-

1. to develop a system of conscious, consistent & catalytic improvement system
2. to promote measures for institutional functioning towards quality enhancement through development of quality culture & institutionalization of best proctor.

Quality Assurance Initiatives taken by Management Information System/IQAC

1. Enrollment data; should be collected from faculties/Departments every year by the statistical cell summarized & its completeness & correctness be ensured.
2. Examination data; shall be collected from result of Exam Cell & Depts.
3. Researcher data; shall be collected from Central Research Cell as well as from Depts. The date shall include supervisor detail, no of PhD enrolled, thus duration of research, PhD awarded & uploaded of thesis of Infilbnet (Shodh Ganga), writings in PR journals etc.
4. International student's data shall serve internal purpose as well as avenue to sign MOU with institutions of other countries.

Constitution of Committee for IQAC

1. Chairman – Vice Chancellor
2. Faculty Members – All Deans/Principals of respective Faculties & constituent College.
3. Administrative Members – 1. Registrar
2. Controller Exam
3. Dy. Registrar (Recruitment)
4. AR (Store & Purchase)
5. AR (Academic)
4. Alumni Member – Two
5. External Expert – Two academicians nominated by the Vice-Chancellor
6. Convener – Any Faculty Members.

Appendix – I

Under Sec 3(o) of U.P. Private University Act 2019

Admission policy for Foreign Students

1. Introduction

An International/Foreign Student is defined to be one who holds Foreign Passport or has an Indian Passport but is currently studying outside India. Applications of Foreign Nationals nominated by the Government of India under scholarship scheme or Foreign Nationals without scholarship shall be entertained for all the programmes of the University.

The Academic Rules & Regulations applicable to Indian students with regard to eligibility and evaluation are also applicable to Foreign Students.

Candidates admitted to any Course/programme in RAMA UNIVERSITY, shall not be eligible to pursue simultaneously any other full-time Course in this or in any other University/Institution. The applicant should have completed 17 years of age; there is no maximum age limit for Foreign Nationals except for those courses which have upper age limit laid down by statutory bodies.

2. Procedure of Admission of Foreign Nationals

2.1 Foreign Student presently abroad and seeking admission in Rama University, India

Step 1: Foreign Passport

Step 2: Submission of Academic transcripts for Eligibility Check

Step 3: On approval from Equivalence Committee, provisional Admission Letter will be issued by the Registrar for VISA Purpose.

Step 4: Provisional Admission letter should be shown to the Indian Embassy in the respective country and get a Student Visa endorsed to the University. NRI students do not require a visa.

Step 5: Reporting to the institution for admission and completing the procedure of Enrolment as laid down in Para 4.

Step 6: Undergo the medical examination and get the medical fitness certificate. As per government rules all international students entering India on student visa have to be tested for HIV and will not be given admission if found to be positive.

Step 7: Appear in Proficiency test in English, if the qualifying examination is not in the English medium. If he/she has obtained any certificate, it must be produced at the time of Verification.

Step 8: Admission of international students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.

Step 9: Within a week (7 days) of arrival in India, registration with the Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO) is mandatory, for which documents (as mentioned in Para 5) need to be arranged.

2.2 Foreign Student with Indian Visa now seeking admission in RAMA UNIVERSITY

Step 1: Submission of Academic transcripts for Eligibility Check

Step 2: On approval from Equivalence Committee, student will submit the NOC from current institution for which he/she has received VISA.

Step 3: Reporting to the institution for admission and completing the procedure of Enrolment as laid

down in Para 4.

Step 4: Appear in Proficiency test in English, if the qualifying examination is not in the English medium. If he/she has obtained any certificate, it must be produced at the time of Verification.

Step 5: Admission of international students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.

Step 6: Within a week of admission in RAMA UNIVERSITY (7 days), registration with the Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO) is mandatory, for which documents (as mentioned in Para 5) need to be arranged.

3. Documents required for Application & Admission

3.1 **Valid foreign passport:** Photocopy of Passport (relevant passport pages showing nationality and personal details) must be submitted at the time of Application while Original Passport will be produced at the time of Verification.

3.2 **Academic transcripts/Certificates of 10th & 10+2 or qualifying examination for Eligibility Check:** Submission of application form along with attested Academic transcripts of qualifying examination (with explanation of assigned grades) along with Degree/Pass certificate of the qualifying examination for checking the eligibility through the Equivalence Committee.

3.2.1 If grades are awarded and Grade Sheet does not mention the equivalent percentage of marks from grade points, the candidate should submit a Certificate of conversion from the concerned Institution, or the formula for the actual conversion of grade point average to percentage of marks.

3.2.2 If, Grade Sheet itself mentions the equivalent percentage of marks from grade points, or the formula for such conversion, the candidate should get both sides of the Degree/Grade Sheet photocopied showing the equivalent percentage of marks/conversion formula and enclose it with Application Form and original marksheets/certificates will be produced at the time of Verification.

3.2.3 **The Degrees/Certificates must have been recognized and approved by** the Association of Indian Universities (AIU) / Commonwealth Universities/ International Association of Universities (IAU) as equivalent to the corresponding Indian Degrees/Certificates.

3.3 **Submission of Student Visa:** Photocopy of Student Visa must be submitted at the time of application submission and original will be produced at the time of Verification.

3.4 Original Transfer/Migration Certificate with 01 attested photocopy.

3.5 **Two/Three recommendation letters or Character Certificate:** either from faculty members who have taught the applicant earlier (at least two) or persons under whom the applicant may have worked

3.6 Statement of purpose: (one page maximum) need to be submitted at the time of Registration.

3.7 **Submission of Medical Fitness Certificate:** Applicants are requested to submit the Certificate from a doctor attesting to their physical and medical fitness. As per government rules all international students entering India on student visa have to be tested for HIV and will not be given admission if found to be positive.

3.8 Six (6) passport size photos (colour)

3.9 English Proficiency Certificate, if obtained.

3.10 Two Affidavits on Rs. 10/- Non-judicial stamp paper submitted by student and by Parents/Guardian regarding Anti-Ragging.

3.11 Attested Photocopy of Guardian ID

4. Submission of Documents for Verification & Enrolment

Foreign students reaching RAMA UNIVERSITY will verify their original documents and submit all the documents as mentioned in Para 3 in the Registrar Office for completing the process of Enrolment. Registrar Office will facilitate the students for registration with the Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO) and for Smart ID card.

5. Submission of Documents for Registration with the Foreigners Regional Registration Officer (FRRO)/ Foreigners Registration Officer (FRO)

To complete the registration with the Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO), following Documents need to be submitted online for obtaining services from FRROs/FROs.

5.1 Page bearing arrival stamp of Indian Immigration

5.2 Form C copy from Hotel or lodge/Electricity bill/Landline Telephone/ Municipal Bill of the land lord in case of staying in a house of a relative or friend along with a letter and photo - id card of the landlord.

5.3 In case of rented accommodation copy of the Lease & License agreement (1st and last page & page containing its validity). In case of staying in hostel in the University, letter from the Registrar confirming accommodation in the hostel

5.4 Form S as Bonafide Certificate

The record of foreign students shall under authentication of any officer not below the rank of Director, International Relation of the University.



Rama University

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