

Annamacharya University has come to existence from the Academic Year 2024-2025 as per the Andhra Pradesh Official Gazette vide G.O.Ms.No. 13, dated 13.03.2024.

<b>Ordinance No. 1</b>	<b>Eligibility for admission to various Programs offered</b>
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Subject to the fulfillment of the qualifications prescribed from time to time, by the competent regulatory authority concerned, the eligibility criteria for admission to various degree programs are as under:

- a) Admission of students shall be made on Statewide / Nationwide basis and open to all classes of people as defined in the Ordinance / Act of the University.
- b) Admissions of students shall be made on merit, either through common entrance tests / competitive examinations conducted by National Bodies, such as AUET, JEE, GATE, CAT, GMAT, NET, GRE, NMAT, CSAT, EAPCET, ICET, APECET etc. or any other as may be decided by the management or individually by the University and / or interviews for the students having scholarships / fellowships like CSIR etc.; the details of which shall be published in advance in the brochure of the University. The written test was held by the University, maybe objective' / 'descriptive' in nature and of a very high standard. The specific details about the written test and applicability of Interview for admission to each program/course of study will be decided by the management and published in the prospectus;
- c) For UG Programs: Candidates must have passed their Intermediate / 10+2 (or) Three Year Diploma course recognized by the State Government (or) equivalent examination in relevant subjects.
- d) For PG Programs: Candidates must have passed their UG Degree (or) equivalent examination in relevant subjects.
- e) For Ph.D. Programs: Candidates must have passed their PG Degree (or) equivalent examination in relevant subjects. Further, the eligibility of relevant multidisciplinary degrees requires prior approval by the Academic Council of the University.
- f) Candidates must have scored at least 60% of marks for B.Tech. Programmes and 50% for all other UG and PG Programmes in the qualifying examination.
- g) Foreign / PIO students can take admissions into various programs offered by the University after fulfilling the required eligibility criteria as per the University norms and regulations.
- h) International Twinning Programmes: Interested students can avail the international Twin Degree Programs offered for 4-year B.Tech. Degree Programmer in two streams as listed below:
  - a) 2 years in Annamacharya University + 2 years in International University.
  - b) 3 years in Annamacharya University + 1 year in International University.
- i) The Governing Body shall be the final authority for offering admission to all the students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the university.

j) **Eligibility for admission of students**

- i. No student shall be eligible for admission to a course of study, a degree or diploma unless that student possesses such qualifications as may be prescribed by the University for the said Course of study, from time to time.
- ii. Admission and enrolment of students at the University shall be regulated in the manner as mentioned below:
  - The procedure of admission shall be approved by the Board of Management from time to time and shall be published in the prospectus.
  - The University will publish an admission advertisement in national / local newspapers and / or other media and also upload a detailed admission notification on the University website. The admission notification shall clearly specify the admission / enrolment criteria for each program as prescribed by the University.
  - All the admissions shall be made by the Registrar / an Admission Committee constituted for the said purpose per the eligibility conditions prescribed for the courses offered by the University,
  - The candidates seeking admission to a course of study in the University must fulfill the laid down eligibility criteria in terms of educational qualification, age restrictions or any other conditions as may be prescribed for it, and published in the prospectus from time to time.
  - The maximum number of seats in each course shall be determined by the Board of Management from time to time.
- iii. No candidate shall be entitled to claim admission as a matter of right.
- iv. At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits him/herself to the disciplinary jurisdiction and rules of the University.

**a. Restrictions for admission on certain grounds**

- i. No student shall be admitted in two regular programs concurrently within or outside the University except that a student pursuing a degree program in the University, may be permitted to take admission in a part-time certificate / diploma / advanced diploma courses or in a programs / courses under the 'distance learning mode' approved by the UGC; provided further that the student shall have to obtain prior permission of the University for taking admission in the additional programs under the 'distance mode'.
- ii. Unless otherwise provided, a student may enroll in part-time courses provided he/she fulfills the eligibility requirements as per procedure laid down for the purpose.
- iii. A student who has completed a Postgraduate / Undergraduate / Certificate Program / Course shall not be allowed to be admitted again in the same program / course in the same discipline.
- iv. Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under

sentence or expulsion or rustication from another institution / university, shall be admitted to any course of study during the period for which the sentence is in operation.

- v. Admission to any course of the University can be cancelled, at any time, if any material information furnished by the student is found to be false / incorrect.
- vi. A student who has taken admission to any course as a full-time or regular student will forfeit his/her right if he becomes an ex-student of the University and will not be allowed to appear at any examination of the University as an ex-student, except in the case of improvement, if the rules so permit.

#### **b. Admission Review Committee**

- i. In the case of a candidate seeking admission to a regular course other than research and part-time courses in languages, who has given up his/her studies for three or more academic years after passing an eligibility degree / diploma / certificate examination may be considered for admission by the Admission Review Committee.
- ii. The decision of the Admission Review Committee shall be final and binding.
- iii. The Admission Review Committee shall consist of the following members:
  - a) Vice-Chancellor – Chairman,
  - b) Director of Admissions
  - c) Dean of the School Concerned
  - d) Head of the Department concerned and
  - e) Registrar – Convener

#### **c. Re-admission**

- i. A student of the 1<sup>st</sup> year / 1<sup>st</sup> term of any course who is detained due to not meeting the academic requirements, may be allowed to continue with the course of studies as a fresh student as per rules for such programs.
- ii. A student of other than 1<sup>st</sup> year / 1<sup>st</sup> semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive year / semester. In case, the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

#### **d. Enrolment / Registration of Students**

- i. No person shall be admitted to any examination of the University, unless he/she has been duly enrolled registered as a student of the University.
- ii. If a student takes a Migration Certificate to join another University, his/her enrolment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University, to take admission in another program of this University. Fresh enrolment in such cases shall be necessary.
- iii. The Registrar and/or Controller of Examination shall maintain a record of all

enrolled students studying in the various Schools/centers of the University or carrying on research work in the University.

- iv. The student shall be given a unique and permanent enrolment number and issued with an identity card bearing enrolment number, and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- v. A student applying for change of his/her name in the record of students, shall submit his/her application to the Registrar accompanied by (a) the prescribed fee; (b) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (c) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change in her name following her marriage in which case marriage certificate indicating the new name shall be valid.

**e. Late Admission:**

Late admissions may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions / guidelines on the subject.

**a. Procedure of Withdrawal:**

If the student discontinues from the course due to personal problems / health problems, he/she must clear the fees up to the current semester from which he/she is discontinuing.

<b>Ordinance NO. 2</b>	<b>Programs / Courses of Study (All Programs)</b>
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Subject to the fulfillment of the provisions in Act 3 of 2016, any future amendments, and orders issued from time to time by the Government of Andhra Pradesh, the fee structure shall be determined by the A.P. Higher Education Regulatory and Monitoring Commission Act, 2019 and notified by the Government for any academic year or block period. The fee structure for various Programmes is given below:

### **SCHOOL OF ENGINEERING**

<b>UG – Courses</b>					
<b>SNo</b>	<b>Name of the Course</b>	<b>Duration (Years)</b>	<b>Intake</b>	<b>Tuition Fee per Year (Rs.)</b>	
				<b>Cat – A</b>	<b>Cat – B</b>
1	Artificial Intelligence and Data Science	4	180	60,000	1,60,000
2	Artificial Intelligence and Machine Learning	4	180	60,000	1,60,000
3	Computer Science and Engineering	4	600	60,000	1,90,000
4	Computer Science and Engineering (Artificial Intelligence)	4	300	60,000	1,90,000
5	Computer Science and Engineering (Data Science)	4	300	60,000	1,90,000
6	Computer Science and Engineering (Artificial Intelligence and Machine Learning)	4	240	60,000	1,90,000
7	Computer Science and Engineering (IoT, Cyber Security including Black Chain Technology)	4	240	60,000	1,90,000
8	Electrical and Electronics Engineering	4	120	60,000	1,00,000
9	Electronics and Communication Engineering	4	240	60,000	1,40,000
10	Mechanical Engineering	4	60	60,000	90,000
11	Civil Engineering	4	60	60,000	90,000
<b>PG – Courses in Engineering</b>					
1	Electrical Power Systems	2	30	99,500	99,500
2	Embedded System	2	30	99,500	99,500
3	Computer Science and Engineering	2	30	99,500	99,500

4	Structural Engineering	2	30	99,500	99,500
5	Machine Design	2	30	99,500	99,500
<b>Ph.D. in Engineering</b>					
1	Ph.D. – Computer Science and Engineering	3/5 Years	-	60,000	
2	Ph.D. – Computer Science / Computer Applications	3/5 Years	-	60,000	
3	Ph.D. – Electronics and Communication Engineering	3/5 Years	-	60,000	
4	Ph.D. – Electrical Engineering	3/5 Years	-	60,000	
5	Ph.D. – Mechanical Engineering	3/5 Years	-	60,000	
6	Ph.D. – Civil Engineering	3/5 Years	-	60,000	

### SCHOOL OF SCIENCES

<b>UG – Courses</b>				
SNo.	Name of the Course	Duration (Years)	Intake	Tuition Fee per Year (Rs.)
1	B.Sc. – Computers	3	30	35,500
2	B.Sc. – Programming and Data Science	3	30	35,500
3	B.Sc. – AI & Data Analytics	3	30	35,500
4	B.Sc. – Artificial Intelligence & Machine Learning	3	30	35,500
<b>PG – Courses</b>				
1	Master of Computer Applications	2	180	60,000
2	M.Sc. – Applied Mathematics	2	30	44,000
3	M.Sc. – Physics	2	30	44,000
4	M.Sc. – Chemistry	2	30	44,000
<b>Ph.D.</b>				
1	Ph.D. – Mathematics	3/5 Years		60,000
2	Ph.D. – Physics	3/5 Years		60,000
3	Ph.D. – Statistics	3/5 Years		60,000

**SCHOOL OF HUMANITIES & SOCIAL SCIENCES**

<b>PG – Courses</b>				
<b>SNo.</b>	<b>Name of the Course</b>	<b>Duration (Years)</b>	<b>Intake</b>	<b>Tuition Fee per Year (Rs.)</b>
1	M.A. – English	2	30	29,500

**SCHOOL OF AGRICULTURAL SCIENCES**

<b>SNo.</b>	<b>Name of the Course</b>	<b>Duration (Years)</b>	<b>Intake</b>	<b>Tuition Fee per Year (Rs.)</b>
1	B.Sc. – Agriculture (Hons.)	3/4 Years	100	44,500
2	Ph.D. – Agriculture	3/5 Years		60,000

**SCHOOL OF PARAMEDICAL SCIENCES**

<b>School of Paramedical Sciences for the Academic Year 2024-25</b>				
<b>SNo.</b>	<b>Name of the Course</b>	<b>Duration (Years)</b>	<b>Intake</b>	<b>Tuition Fee per Year (Rs.)</b>
1	B.Sc. Anesthesiology Technology and Operations Technology	3	60	35,500
2	B.Sc. – Medical Lab Technology	3	60	35,500
3	B.Sc. – Physiotherapy	4	60	35,500

**SCHOOL OF MANAGEMENT**

<b>PG – Course</b>				
<b>SNo.</b>	<b>Name of the Course</b>	<b>Duration (Years)</b>	<b>Intake</b>	<b>Tuition Fee per Year (Rs.)</b>
1	MBA	2	180	60,000
<b>Ph.D.</b>				
1	Ph.D. – Strategic Management / General Management / Finance / HRM / Marketing Management / Operations Management	3/5 Years		60,000

**Ordinance No. 3****Admission Procedure**

Subject to fulfillment of the provisions in Act 3 of 2016 and any amendments in future, and orders issued from time to time by the Government of Andhra Pradesh, the admission procedure for various degree programs is as under:

- a) This ordinance pertains to various programs of study offered by the University, with information about the name of the School / Department / Centre offering the program, duration of the program, and the minimum eligibility requirements for admissions
- b) There shall be programs of study in the University for Degrees, Diplomas and Certificates in different Schools / Departments / Centers. The University shall offer such programs with minimum duration as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s).
- c) In addition to the Programs of Study listed, the Board of Management may exercise powers to introduce, modify or discontinue a program on recommendations of the Academic Council. The procedure for starting a new program, suspending an existing program or phased out a program shall be such as specified in the regulations and approved by the Board of Management.
- d) Minimum entry qualifications for admission to the programs shall be laid down in the regulations or specified by the Board of Management. The Degrees, Diplomas, or Certificates referred to in the minimum eligibility conditions for admission must be from universities, institutions, or boards recognized by the University.
- e) The procedure for admission shall be as specified by the Board of Management.
- f) A student may be granted such scholarship / assistantship / stipend / contingency grant etc., as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- g) A student shall be required normally to attend every lecture, tutorial and practical class. However, for sickness or other such exigencies, absence may be allowed as provided for in the respective regulations governing the program.
- h) "Standing Orders for Students" shall be deemed to be a part of the Ordinances". A student admitted to the programs shall abide by the "Standing Orders for Students" issued by the University from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, and the University premises and outside. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students' co-curricular and extra-curricular activities.

- i) Not with standing, anything contained in the above Ordinances, no regulations shall be made in contravention to the decision of the Board of Management in regard to duration, assistantship rules, admission processes, intake of students etc.
- j) In exceptional circumstances, the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management in its next meeting.
- k) The rules governing programs to be introduced in subsequent years shall be framed by the Academic Council and approved by the Board of Management.

**Ph.D. (Full Time / Part Time) Programs:**

- a) The Ordinances of the University shall take precedence over the rules for the Ph.D. (Full Time / Part Time) Programs in the matter of any dispute.
- b) The minimum entry qualifications and procedure for admission to the Ph.D. (Full Time / Part Time) program shall be as laid down in their regulations.
- c) A student enrolled for the Ph.D. (Full Time / Part Time) program will be considered eligible for registering as a scholar on his making an application in the prescribed form, provided he/she has completed the prescribed course work and cleared the requirement of comprehensive examination and fulfilled the requirements specified in the Regulations.
- d) For a student to become a scholar for award of the degree, he shall have to satisfy the requirements laid down in the Regulations of the program and be accepted by the Vice-Chancellor on the recommendation of the respective school / department / Centers.
- e) The award of the Ph.D. (Full Time / Part Time) Degree to an eligible scholar shall be made in accordance with the Regulations of the University. "The Degree of Doctor of Philosophy" may be conferred on a student subject to the following conditions:
  - Research work will be carried out at the University under the guidance of Supervisor(s).
  - A scholar registered for the Ph.D. (Full Time / Part Time) program shall be required to satisfy a minimum registration period.
  - The thesis submitted by the student is required to be recommended for the award of the PhD (Full Time/Part Time) degree by two external referees and by the Board of Examiners constituted for the viva-voce examination.
  - Complete all requirements for the award of degree as laid-down in the regulations.
- f) A student/scholar shall be required to earn prescribed minimum credits through courses and/or carry out his research work at the University, under the guidance of approved supervisor(s). In special circumstances, a full-time student/scholar may be permitted to carry out part of his research outside the University.

- g) The date of initial registration shall normally be the date on which the student formally registers for the first time in the beginning of a term for the PhD (Full Time/Part Time) program, which shall also be the date of his joining the program for all intents and purposes.
- h) The Doctor of Philosophy degree shall not be conferred as an endowed degree. However, the University may choose to confer Honorary Degree on men/women of distinction from time to time.
- i) University Faculty, Research Assistants, Technical Assistants or any other duly approved category of university staff may register for the degree of Doctor of Philosophy provided they fulfill the eligibility as laid down in the Regulations.
- j) All PhD (Full Time/Part Time) students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- k) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the PhD (Full Time/Part Time) Programs which would detail the procedures and rules for following:
- Admission Eligibility
  - Short listing and Selection process
  - Classifications of students/scholars
  - Registration rules
  - Course work for the students for various programs
  - Thesis Supervisor(s), nomination and contingencies
  - Comprehensive examination requirement for progression
  - Eligibility for Registration as Scholar for the Degree
  - Performance monitoring and mentoring.
  - Minimum/Maximum Registration Duration Requirement
  - Rules on presentation of synopsis
  - Nomination of Board of Examiners
  - Procedure for Thesis Submission
  - Procedure for Thesis Evaluation
  - Conduct of Viva-Voce (Open Defend)
  - Rules for award of PhD (Full Time/Part Time) Degree
  - Rules for award of financial assistance/scholarship
  - Leave & Attendance rules
  - Conditions for cancellation of registration
  - Rules Regarding conduct and discipline
  - Depository with UGC
  - Standing Orders
  - Any other procedures and rules

**Bachelor of Technology (B.Tech.) Programs:**

- a) Notwithstanding anything to the contrary, the following Ordinances shall apply to the B. Tech Programs of the School of Engineering under the Semester System.

- b) The University may introduce B. Tech programs in any of the streams specified under the UGC Act 1956, as approved by the Board of Management.
- c) The admissions to a B. Tech course shall be generally governed by the rules of the UGC/AICTE or any other competent authority of the MHRD and shall be as notified in the admission notification of the respective academic year.  
Minimum qualification for admission to the first year B. Tech shall be qualifying the Senior Secondary School Certificate (10+2) examination. While deciding the admission procedure, the University may lay down compulsory subjects in qualifying examination for admission for various programs. A candidate may directly be admitted to the 2nd Year of B. Tech program provided he/she fulfills the eligibility criteria to include
- i. completed three-year diploma course after 10+ examination or
  - ii. completed 1st year of B.E./B.Tech. in same branch of engineering in which admission is sought or
- d) The date of initial registration for the UG program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- e) All B. Tech students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- f) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the B Tech Programs which would detail the procedures for following:
- Term System, duration, type of courses.
  - Registration rules.
  - Examination and evaluation policy/system including exams, credit assignments.
  - Grading system.
  - Attendance rules.
  - Rules on monitoring and mentoring progress including detention/promotion to next year.
  - Rules on conditions for award of degree.
  - Discipline and Unfair means.
  - Standing Orders and Hostel rules and
  - any other procedures and rules

**Master of Technology (MTech) Programs:**

- a) The University shall offer such Post Graduate programs in Engineering with minimum duration as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of School of Engineering.
- b) The minimum entry qualification for admission to the M. Tech students shall be such as may be laid down in the regulations or specified by the Board of

Management.

- c) An M. Tech student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided in the regulations.
- d) The date of initial registration for the M. Tech program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- e) A student may be granted such scholarship / assistantship / stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- f) In exceptional circumstances the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Engineering in its next meeting.
- g) All the M. Tech Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- h) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the M. Tech Program which would detail the procedures and rules for following:
  - Admission eligibly, criteria and procedure of admission.
  - Term System, duration, type of courses.
  - Structure of program.
  - Curriculum, Courses, objectives, outcomes, syllabus,
  - Registration Rules.
  - Credit system.
  - Examination and evaluation policy/system including conduct of exams, credit assignments etc.
  - Grading system.
  - Attendance rules.
  - Rules on monitoring and mentoring progress including detention/promotion to next stage.
  - Rules on conditions for award of degree.
  - Discipline and Unfair means.
  - Standing Orders and Hostel rules.
  - Any other procedures and rules.

**Bachelor of Science (B.Sc.) / Paramedical Programs:**

- a) The University shall offer undergraduate programs in sciences and of such minimum duration as the Board of Studies may approve, on the recommendation of the Academic Council either on its own or on the initiative of School of Sciences.

- b) The minimum entry qualification for admission to the students shall be such as may be laid down in the regulations or specified by the Board of Management.
- c) A student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.
- d) The date of initial registration for the B. Sc / B.Sc. in paramedical program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- e) A student may be granted such scholarship / assistantship / stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Sciences from time to time or regulations laid down for the same.
- f) In exceptional circumstances the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: will be provided all such changes are reported to the Board of Management in its next meeting.
- g) All the Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- h) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the B.Sc. / B.Sc. in Paramedical Program which would detail the procedures and rules for following:
  - a. Admission eligibly, criteria and procedure of admission.
  - b. Term System, duration, type of courses.
  - c. Structure of program.
  - d. Curriculum, Courses, objectives, outcomes, syllabus,
  - e. Registration Rules.
  - f. Credit system.
  - g. Examination and evaluation policy/system including conduct of exams, credit assignments etc.
  - h. Grading system.
  - i. Attendance rules.
  - j. Rules on monitoring and mentoring progress including detention/promotion to next stage.
  - k. Rules on conditions for award of degree.
  - l. Discipline and Unfair means.
  - m. Standing Orders and Hostel rules.
  - n. Any other procedures and rules

### **Bachelor of Commerce /Arts Programs:**

- a) The University shall offer such graduate programs in commerce studies and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of School of Commerce.
- b) The minimum entry qualification for admission to the students shall be such as may be laid down in the regulations or specified by the Board of Management.
- c) A student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.
- d) The date of initial registration for the program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- e) A student may be granted such scholarship / assistantship / stipend / contingency grant, etc. as may be specified in accordance with the directions of the Board of Commerce/Arts from time to time or regulations laid down for the same.
- f) In exceptional circumstances the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management in its next meeting.
- g) All the Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- h) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the Program which would detail the procedures and rules for following:
  - Rules on conditions for award of degree.
  - Discipline and Unfair means.
  - Standing Orders and Hostel rules.
  - Any other Admission eligibly criteria and procedure of admission.
  - Term System, duration, type of courses.
  - Structure of program.
  - Curriculum, Courses, objectives, outcomes, syllabus,
  - Registration Rules.
  - Credit system.
  - Examination and evaluation policy/system including conduct of exams, credit assignment sets.
  - Grading system and Attendance rules.
  - Rules on monitoring and mentoring progress including
  - detention/promotion to endures and rules

### **Postgraduate (M.Sc. / M.A.) Programs:**

- a) The University shall offer such Post Graduate programs in (Management, Sciences, Humanities and Social Sciences and Commerce & Law) and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of School of Management/Sciences/Commerce.
- b) The minimum entry qualification for admission to the students shall be such as may be laid down in the regulations or specified by the Board of Management.
- c) A student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.
- d) The date of initial registration for the program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- e) A student may be granted such scholarship / assistantship / stipend / contingency grant, etc. as may be specified in accordance with the directions of the Board of Management / Sciences / Commerce from time to time or regulations laid down for the same.
- f) In exceptional circumstances the Chairman of Board of Management may approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management / Sciences / Commerce in its next meeting.
- g) All the Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- h) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the MBA / M. Sc. / M.Com. / M.A., and Law Programs which would detail the procedures and rules for following:
  - Admission eligibility, criteria and procedure of admission.
  - Term System, duration, type of courses.
  - Structure of program.
  - Curriculum, Courses, objectives, outcomes, syllabus
  - Registration Rules.
  - Credit system.
  - Examination and evaluation policy/system including conduct of exams, credit assignments etc.
  - Grading system.
  - Attendance rules.
  - Rules on monitoring and mentoring progress including detention/promotion to the next stage.
  - Rules on conditions for award of degree.

- Discipline and Unfair means.
- Standing Orders and Hostel rules.
- Any other procedures and rules.

**Medium of Instruction and Examination.**

The medium of instruction and examination at all stages of education in all courses in the University shall be English.

<b>Ordinance No. 4</b>	<b>Conditions for award of Degrees, Diplomas, Certificates and any other distinctions &amp; means relating to granting and obtaining the same and Convocation</b>
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The conditions for the award of Degrees, Diplomas, Certificates and any other distinctions shall be laid down in the respective regulations governing the programs, as per ordinance above.

**a) Convocation:**

- Convocation for the purpose of conferring degrees and making awards shall ordinarily be held every year at the time specified by the University and shall be called Annual Convocation. A special convocation may also be held at such a time as may be found necessary and convenient. The actual date of the convocation in each case shall be fixed by the Vice- Chancellor with the approval of the Chancellor.
- Not less than four weeks' notice for the Convocation shall be given to the recipients of the degrees, by the Registrar. This period may however be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Chancellor.
- The degrees/diplomas/certificates shall be awarded after the students complete the respective programs and fulfill the conditions for the award as laid down in the rules of respective programs.
- The University shall create the provisions and rules for the award of medals to the students for each year at the time of the Convocation.
- The Registrar shall send a program of the convocation, and the procedure observed during the convocation along with a brief to the Chancellor, the members of the Governing Body, the Board of Management, Vice-Chancellor, the Academic Council, and Deans of the Schools.
- The student desired to receive degree in person must apply to the Registrar, seven clear days before the day fixed for the convocation, in a prescribed form, together with the fee as may be prescribed by the University intimating their intention to be present at the convocation, provided that the Vice-Chancellor may be in special cases permit the receipt of late applications up-to 4 days before the date of convocation, if such applications are accompanied by a late fee as fixed by the University.
- Such students who are unable to present themselves in person at the convocation, may apply to receive their degrees in absentia in the prescribed form, one month after the date of convocation along with a fee as prescribed by the University.
- Every degree shall bear the signature of the Vice-Chancellor and Registrar. The date on the degrees whether to be awarded at the convocation or otherwise will be the same as the date of the declaration of the result of the examination for which the degree is being awarded.

- Dignitaries such as the Chief Guest, the Chancellor, the Vice-Chancellor, the Deans, the Registrar and the members of the Governing Body, the Board of Management and the Academic Council shall wear such academic attire as is approved by the Board of Management.
- All students at the convocation shall wear the attire as may be prescribed by the University appropriate to their respective degrees. No student shall be admitted to the convocation, who is not in proper academic costume. The decision of the management in this regard shall be final.
- Degrees will be distributed to the students attending the convocation at the place, time and day specified by notification before or after the convocation as decided by the University. A rehearsal may be arranged on or before the day of the Convocation, at which students for Degrees/Diplomas must be present. Students who do not present at the rehearsal run the risk of not being admitted to the Convocation.
- The Academic Procession shall comprise the Chancellor, the Vice-Chancellor, Pro Vice- Chancellor, the Deans of Schools, the members of the Governing Body, nominees of Board of Management, members of Academic Council and the Registrar. They shall assemble at the place notified at the appointed hour and shall walk in procession in the following order to the convocation hall: there may be invocation of "any supreme power" to bless the passing-out students and the beginning of their careers, while the Academic Procession is moving towards dais in the following order.
  - The Registrar
  - Members of the Academic Council
  - Members of the Board of Management
  - Members of the Governing Body
  - Deans
  - Directors
  - The Vice Chancellor
  - The Pro Vice-Chancellor
  - The Chief Guest, if any
  - Other nominated guest(s)
  - The Chancellor

All the above shall take their seats on the dais in places reserved for them. The students present at the convocation shall take their seats at the places reserved for them before the procession enters the convocation hall. As the procession enters the convocation hall, all shall rise and remain standing until the members of the procession have taken their respective seats.

Lamp may be lighted, to invoke the blessings of "supreme power".

The Registrar shall take the sanction of the Chancellor and in his absence the Vice Chancellor to start the proceedings by saying "The convocation of the Annamacharya University has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diplomas and other academic distinctions (as the case may be), upon

the students who have been certified to be worthy of these degrees. May I, with your permission declare the Convocation open?" the Chancellor or the Vice Chancellor shall then pronounce. "I permit the convocation to be declared open". Thereafter the Registrar shall pronounce "With the permission of Chancellor/Vice Chancellor I, declare the Convocation opens".

The Vice-Chancellor will then present the annual report of the University.

The Honorary Degrees, if any, shall be conferred immediately after the opening of the convocation. The recipient/distinguished person to be awarded an honorary degree shall be introduced ordinarily by the Vice-Chancellor, who shall welcome him/her and read out the citation about his/her qualifications. The Vice-Chancellor will then request the Chancellor to confer the Honorary Degree in the following words:

"By virtue of the authority vested in me as the Vice Chancellor of the Annamacharya University, I request Hon'ble Chancellor, that you may be pleased to graciously confer upon (Name of the distinguished person) the Degree of \_\_\_\_\_  
\_\_\_\_\_for his outstanding services."

The Chancellor or the Vice-Chancellor in presenting the certificate of the honorary degree shall say to the recipient:

I confer on \_\_\_\_\_ the Degree of \_\_\_\_\_ (honor is causal).

The National Anthem of the Country of the Dignitary, on whom the Degree is conferred, shall be played, if necessary.

The recipient of the Honorary Degree will then present his address, if any.

Chancellor or in his absence the Vice-Chancellor shall then say: "Let the students be presented".

The following shall be the order of the presentation of degrees:

Ph.D. Degrees in Engineering / Science / Management / Humanities / Social sciences in that order;

- Post Graduate Degrees (in Engineering / Science / Business Administration);
- B.Tech. Degrees;
- Degree / Diploma / Certificates.
- Vice-Chancellor Gold Medal.
- Chancellor Gold Medal.

The Deans of their respective schools and in their absence the Registrar shall present all the students for various degrees under the School and the Vice-Chancellor shall admit the students present, also in absentia, to the degrees concerned. The citation for the Deans of the School and the Vice-Chancellor shall be:

"Sir, I present unto you these student/students, who have been examined and found, qualified for the degree of \_\_\_\_\_ to which I pray he/ they may be admitted."

The Vice-Chancellor shall address each time as follows while awarding the degree say to the students, who shall remain standing. (This activity of charging) may be done collectively after presenting all the degrees)

"By virtue of the authority vested in me as Vice-Chancellor of the University, I admit you to the degree of \_\_\_\_\_ in this University and charge you to prove worthy of the honor conferred on you.

The student shall acknowledge with a bow. The recipients of the degrees shall remain standing while the

Dean and the Vice-Chancellor admit the students to the degrees.

- After the degrees have been conferred, the Registrar shall declare the number of Degrees/Diplomas that have been conferred on Regular and Part Time Students present in the convocation and also in absentia.
- The Chancellor, or in his absence the Pro/Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/prizes, who shall be called individually by the Registrar and shall stand before the Chancellor or the Vice-Chancellor, as the case may be.
- The Chancellor, and in his absence the Vice-Chancellor, will then introduce the Chief Guest and request him to address the convocation.
- The Chief Guest will then deliver the convocation address.
- The Registrar with the permission of the Chancellor, and in his absence with the permission of the Vice-Chancellor will then declare the convocation closed.
- The National Anthem shall then be played, after requesting all to stand up for the National Anthem.
- The procession will then leave the convocation hall in the reverse order in which it had entered. All shall remain standing till the procession moves out of the hall.
- If any student fails to attend the convocation, he/she shall pay a sum, as may be specified from time to time to the University before he/she is admitted to the Degree/Diploma.
- Not with standing anything contained in the Ordinance, the Chancellor may suspend holding of the annual convocation or convocations. In such case the degrees will be sent to the students, duly signed, at their address. The Registrar shall notify the suspension of the convocation and invite applications from the students, who desire to take the degree. The degree will be sent to those students, who have applied for obtaining the degrees on payment prescribed by the University.
- A Special Convocation may be held for the purpose of conferring an Honorary Degree on a distinguished person. The general procedure of same shall remain the same as listed above,

**b) Issue of Academic Documents to Students (Grade Sheets, Transcripts, Provisional Degree Certificates and Other Documents)**

- i. University shall adopt the following system for awarding of Academic Documents to the students. The current charges are mentioned against each. These charges may be renewed by the Board of Management from time to time.

## **Grade Sheets**

### **A. Initial**

- i. These shall be issued at the end of each term / semester, as per schedule announced by the Registrar's Office.
- ii. Cost – Nil
- iii. Students who fail to collect the grade sheets on specified and also on alternate dates, shall have to pay a fine of Rs. 100/-, if they wish to collect their grade sheets subsequently.
- iv. The grade sheets shall be issued in person only.

### **B. Replacement**

- i. Student should submit a copy of a report lodged with police mentioning the city of loss of original grade sheet, along with a written application.
- ii. Cost of Rs. 100/- per grade sheet.
- iii. Word '**DUPLICATE**' shall be endorsed in Red on top of the duplicate grade sheet.
- iv. The grade sheet may be sent by post to be passed out students at the additional cost for Rs. 100/- covering the postal charges (National) and Rs. 1000/- (International) on completion of requirements at (a) above.

## **Transcripts**

### **A. Interim (Before completing degree requirements)**

- i) Students are required to submit an application.
- ii) Cost of Rs. 100/- per transcript
- iii) Application should specify the reasons in support of the requirement and also proof of the same should be attached e.g., requirement of attaching transcript by a foreign University. In case of requirement by placement cell the application should be approved by I/C placement cell, whether for on/off campus interviews.

### **B. Final (After Passing out)**

- i) First copy – free of charge.
- ii) Additional copies Rs. 100/- per copy shall be issued based on the application of the student.

## **Provisional Degree / Character Certificate / Migration Certificates**

### **A. Initial Issue**

1. Free of charge on submission of "No Dues Certificate" and on completion of degree requirements.
2. Migration certificates shall only be issued, subject to student having submitted his/her original migration certificate at the time of joining the University.

### **B. Replacement Copies of Provisional Degree certificate, Character and Migration Certificate.**

1. It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss, & also enclosing a clipping of a newspaper of repute (National Dailies) where student should publish an

advertisement in '**Lost Column**' mentioning the city where documents have been lost.

2. Word 'DUPLICATE' shall be written in red ink on top.
3. The Cost The cost of replacement shall be Rs. 500/- for each certificate. These may be sent by post at the following additional cost, to cover cost of postage.

National - Rs. 100/-  
International - Rs. 1000/-

### **Final Degrees**

#### **A. Awarded During Convocation:**

1. Cost – Nil
2. Students should have submitted a 'No Dues Certificate', before being admitted to the Convocation.

#### **B. Replacement:**

3. It shall be issued only on submission of an application along with a copy of FIR in the police station indicating the place of loss & also enclosing a cutting of a Newspaper of repute (National dailies) where students should publish an advertisement in 'Lost Column' mentioning the city where documents have been lost.
4. Word 'Duplicate' shall be written in red ink on top.
5. The degree shall be unsigned but authenticated by the Registrar.
6. The cost of replacement shall be Rs. 5000/- for each of the certificate. These may be sent by post at the following additional cost, to cover the cost of postage. National Rs. 100/- and International Rs. 1000/-.

#### **ii. ID Cards**

- a) Initial Cost – Nil
- b) Replacement Fine of Rs. 200/- to be paid by the student along with an application. Word 'DUPLICATE' shall be written in red ink on top.

#### **iii. Booklet on Academic Rules & Standing Orders**

- a) Initial (1<sup>st</sup> year) Cost – Nil
- b) Additional Copies may be issued @ Rs. 200/- per booklet.

#### **iv. Attested Copies**

University may specify charges for providing attested copies of the documents from time to time.

#### **v. Certificate Verification:**

Our university maintains the online stores of all academic awards viz. certificates, degrees, mark-sheets etc. duly digitized and lodged but the university as per the National Academic Depository (NAD), MHRD.

#### **Fee to be charged**

The University shall charge fees from the undergraduate, postgraduate, research and post-doctoral students for different academic programs as mentioned below after the approval from the Fee Fixation Committee as per Statutes which is constituted by

1. Vice-Chancellor (Ex-Officio)

2. Chief Finance Officer (Ex-Officio)
3. Registrar (Ex-Officio)
4. Two experienced and qualified Professors from reputed universities / colleges
5. Chartered Accountant (Member)
6. Legal Advisor (Member)

- a) The policy on the awards of Research Assistantship/ Scholarship/ Stipend/ Medals/ Prizes shall be laid down by the Board of Management and should form part of university prospectus. Subject to the general conditions applicable to all such awards, the value, duration and conditions of the award shall be such as are laid down by the Board of Management. It may be reviewed from time to time including introduction of new awards /rates of fellowship or deletion of existing awards etc.
- b) The Fellowship/Assistantship/Scholarships shall be given to the eligible students within the policy framework at the time of admission and continued thereafter as per the defined policy for continuation. If the policy, so demands then every year at an appropriate time, the University shall invite applications from Students/ Scholars through a notice for the awards to be made.
- c) All awards of Research Assistantship, Scholarships and such other assistance shall be made / continued on the proposal to be made by the Registrar as per the policy and rules and approved by the Vice-Chancellor.
- d) The award of Research Fellowship/Assistantship shall generally be made subject to the following conditions:
- i. Research Fellowship shall be awarded to research fellows engaged in certain research projects sanctioned by a funding agency to carry out research work in the University. The research Assistantship may also be awarded to students enrolled for Ph.D. programs in the respective disciplines in the University.
  - ii. The terms and conditions for the award and the duration of a Research Fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the university may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as a Ph.D. student in the university. However, the research staff who is awarded a research fellowship to work in the university has to submit an undertaking that he/she is not registered for Ph.D. degree in any other university.
  - iii. The maximum duration of which Research Assistantship can be awarded to any Ph.D. student is 5 years or till the end of the Term in which thesis is submitted, whichever is earlier. Continuation of the Assistantship is contingent on satisfactory academic performance and satisfactory performance in the discharge of responsibilities assigned under the scheme.
  - iv. The fellow/scholar will do whole time research work under an approved Investigator/Supervisor on a subject approved by the funding agency/ University.
  - v. The fellow/scholar shall not accept or hold any appointment paid or

otherwise or receive any emolument, salary, stipend etc., from any other source during the tenure of the award nor shall he/she engage him/herself in any profession or trade during that period. Ph. D scholars may, however, be given teaching/other academic assignment of not more than 8 hours a week in the University, where he /she is working without any other remuneration.

- vi. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/ scholarship. provided that the Vice- Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join an essential subject/ course or a language diploma course and appear in an examination.
- vii. If any information submitted by a fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated (by the Academic Council) after giving him an opportunity of being heard.
- viii. If at any time it appears to the University that the progress or conduct of the fellow/scholar is not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- ix. Leave as defined in the rules for the program shall only be allowed to the scholar in receipt of fellowship. No other leave with fellowship/scholarship shall be admissible.
- x. The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/ scholarship for a period defined in the rules of the program on the recommendation of the supervisor.
- xi. The fellow/scholar shall be required to pay the fee prescribed by the University where he works.

e) **Scholarships**

University may announce scholarship schemes for undergraduate / Post Graduate students for the amounts and duration and as per conditions as may be decided and approved by the Board of Management. The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.

f) **Gold Medals**

The University shall award Gold Medals in all undergraduate/ postgraduate/ diploma Programs. 'Gold Medals' shall be awarded only to the students who have successfully completed the respective programs of study and are merited for such an award as per laid down criteria. Gold Medals may be awarded as below:

i. **Chancellor's Gold Medal**

The Chancellors Gold Medal will be awarded to an undergraduate student who will secure first position in the University among all programs/courses, branches running in the University (in each School separately), subject to minimum number of students registered for the program.

ii. **Vice-Chancellor's Gold Medal**

The Vice-Chancellors' Gold Medal will be awarded to those students who

have secured first position in each program/stream running in the University.

A committee will be constituted by the Vice Chancellor to examine the cases of proposed gold medal winners. A brief report will be presented by the Committee with comments on their behavior, disciplines, percentage of each Term, completion of courses and other requirements for the degree, etc. to the Vice-Chancellor for approval, prior to announce the award of medals. No student shall however, be eligible for the award of medal in case of ever indulging in an act of indiscipline, failed in any subject or detained.

- i. Examinations of the University shall be open to all student subject to their meeting the requirement for taking the said examination. The Rules and Regulations below regarding examinations shall be applicable to all the students who are studying in the University in any mode.
- ii. Students shall appear in the examination for the registered subjects only.
- iii. Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.
- iv. Notwithstanding anything contained in the ordinances relating to admission of students to an examination of the University, the Vice- Chancellor may, in special cases in which he/she is satisfied on the cause, may allow the student to take the examination.
- v. The permission given to a student to appear in examination may be withdrawn if it is found that:
  - a) The hall admit card / information to effect is issued or permission is given by a mistake or
  - b) The student is not eligible to appear in the examination or
  - c) Any of the particulars given or document submitted by the student in or with the application for enrolment, admission or admission to an examination is false or incorrect.
- vi. Permission will not be given to a student to appear in the examination hall unless he/she produces the University identity card before the invigilator or satisfies such officers that it should be produced. A student shall produce his/her Identity card whenever required by the Director of Evaluation (DE) or the Invigilator.
- vii. In the Examination Hall, the student shall be under the disciplinary control of the Director of evaluation/Invigilator of examination hall, and he/she shall obey his/her instructions. In the event of the student disobeying the instructions or continues with his/her undisciplined conduct or insolent behavior towards the Controller of Examination or any Invigilator, the student may be removed from the hall and disallowed the day's examination, and if he/she persists in mis behavior, he/she may be excluded from the rest of the examinations after approval from the Vice-Chancellor.
- viii. If a student acts in a violent manner or uses force or makes a display of force towards the Director of Evaluation or any Invigilator at the Hall/Examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, the student may be expelled from the hall and if needed police help may be sought.

- ix. If a student brings any dangerous weapon within the precincts of the examination hall, he/she may be expelled from the examination and/or handed over to the police.
- x. A student expelled on any of the grounds mentioned above will not be allowed to appear in the subsequent papers.
- xi. In every case where action is taken, a full report shall be sent to the Registrar of the University and the University Disciplinary Committee may according to the gravity of the offence, further punish a student by cancelling his/her examination and/or debaring him/her from appearing at the examination for one or more years after giving the student an opportunity to show cause and considering any explanation submitted by the student.
- xii. If a student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the Academic Rules for the respective programs.
- xiii. The University Examination Committee may with an approval of the Vice-Chancellor cancel the examination of a student and/or debar him/her from appearing in an examination of the University for specified term, if it is discovered afterwards that the student was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of the University records including the answer-books, mark-sheets, result-charts, diplomas and the like.
- xiv. When the University intends to award any of the aforesaid penalties under clauses as above, it shall give the student concerned an opportunity to show cause in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.
- xv. In case of a student who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after satisfying the genuineness and as per the gravity of the case; the remedial measures may be taken as provided in the rules of the program with the approval of Vice-Chancellor.
- xvi. An amanuensis shall be allowed in case of blind students or the students who are disabled due to an accident or disease and unable to write the examination with their own hands.
- xvii. The University shall lay down the eligibility conditions for appearing in the examination like minimum attendance in the rules of the programs. Students shall have to obey the academic rules and regulations in this regard.
- xviii. No regular student will appear in the examination of the University if he/she:
  - a. Has concealed important information from the University at the time of admission;
  - b. Has been prosecuted in any indiscipline case and so decided by the Vice-Chancellor.
  - c. Does not possess the minimum academic qualification to appear in the examination.

- d. Does not satisfy all the provisions of this ordinance or/and any other ordinances which govern the permission to appear in the examination.
- e. Has not fulfilled the attendance requirement.

### **Conduct of Examination**

- i. Director of Evaluation may be appointed/nominated as per discretion of the Vice-Chancellor, as and when required.
- ii. All arrangements for the conduct of the examination to be held by the University shall be made by the Director of Evaluation in accordance with such directions as may be issued by the Vice-Chancellor.
- iii. The Director of Evaluation shall prepare and duly publish a Date sheet for examinations as per the Academic Calendar of the program.
- iv. The Director of Evaluation shall determine the examination rooms for the examinations and shall issue proper instructions and guidelines for the utilization of same.
- v. The Director of Evaluation shall be personally responsible for the safe custody of question papers and the answer books sent to him/her.
- vi. The Director of Evaluation shall supervise the work of Invigilators and shall conduct the examination strictly, according to the instructions issued by the University.
- vii. The Director of Evaluation shall wherever necessary, send a confidential report to the Vice Chancellor about the conduct of examination, mentioning therein the performance of the Invigilators and the general behavior of the examinees. The Director of Evaluation shall also prepare a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examinations being held at the different examination halls as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.
- viii. Unless otherwise directed, only teachers of the University shall be appointed as Invigilators by the Director of Evaluation, provided that a teacher of the subject of the written examination at any session shall not generally be an Invigilator at such session of the examination but available for any clarification at any location.
- ix. It shall be the duty of Invigilators to ensure the correct identity of the student. For this each student will carry the University identity card issued to him.
- x. The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down. In the event of the flying squads points out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination.
- xi. The Director of Evaluation may, with the approval of the Vice- Chancellor, cancel an examination at the exam hall/locations if he/she is satisfied that there has been a leakage of question papers or any other irregularity, which

warrants such a step.

- xii. The Director of Evaluation may issue such general instructions in consultation with the Vice-Chancellor and the Registrar for the guidance of the Examiners, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
- xiii. Subject to the provisions of this Ordinance, The Director of Evaluation, in consultation with the Academic Council, may from time to time make, alter or modify the rules and procedures about the conduct of examination.

### **Pre-Preparations for Examination**

To conduct the examination smoothly in the University, the following preparatory actions will be initiated by the Controller of Examinations:

#### **i. Process for Appointment of Examiners**

- a. The examiners generally shall be the teachers who have taught the course under arrangement of the Course Coordinator.
- b. Each department will have a paper-moderation committee appointed by the Dean. All question papers of the department will be moderated by the committee, if so required. Vice Chancellor may however, allow dispensation with this process.

#### **ii. Process for Setting Question Papers**

- a. As per dates specified in the Academic Calendar, all processes and necessary action which shall be taken by the Director of Evaluation to conduct the examinations.
- b. A brief notice will be issued by the Director of Evaluation to all appointed examiners to set the question paper in 7 to 10 days before the date of start of examination, mentioning the important points like place for setting of question paper, due date of submission of question paper, authority to whom the question papers be submitted etc.
- c. Format of question paper (header/footer etc.) should be the same as defined in the notice by Director of Evaluation Office.
- d. From the point of view of confidentiality, all examiner(s) will set question papers in the examination control room only, which will be specified by the University and shall have stand-alone computers, printers where use of USB devices is disabled etc.
- e. All appointed examiners shall set question papers in two sets for each course. The set to be used for the examination will be selected by the Dean/Vice-Chancellor prior to the examination. This requirement, however, may be waived by the Vice Chancellor.
- f. Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations. The same shall thereafter be moderated, if required, by the Departmental Moderation Committee.
- g. All question papers shall be submitted to the Controller of Examination by the Course Coordinator or Chairman Moderation Committee.
- h. All question papers shall be submitted within due dates duly moderated and

authenticated by the moderator(s).

- i. All question papers received by the Director of Evaluation shall be kept in sealed and in safe custody.

### **The process for preparation of Date Sheet / Seating Plan / Invigilation Chart / Photocopying of Question Papers**

Room wise will be made by the Director of Evaluation as under:

- a. A brief notice with important instructions regarding examination schedule timing, shift, code and conduct of examination will be notified by the Director of Evaluation. This shall be ERP system-based activity.
- b. After finalization of Date Sheet of the examination, seating plan for all halls will be prepared as per seating capacity of the rooms. This shall be ERP system-based activity
- c. As per instructions for the Director of Evaluation, room wise invigilation chart will be prepared keeping in account the room capacity and the requirement of Invigilators there to.  
This shall be ERP system-based activity
- d. The printing of the question paper selected by the Dean/ Vice Chancellor shall be done by the examination cell and all printed question papers shall be sealed in envelopes in accordance with the room's capacity and date sheet. Printing of question papers will be done under the supervision of the Controller of Examination or his nominee.
- e. Envelopes of question papers shall be kept in safe custody of the Director of Evaluation.

### **Invigilation during Examination and related activities**

The Director of Evaluation shall take out the Invigilation duty chart well in advance of any examination. This shall be ERP system-based activity. All teachers at the school/Department and PhD scholars in receipt of Research Assistantship may be nominated for such duties. The processes which must be followed by the Invigilator(s) in the examination hall shall be as under:

- i. The nominated Invigilators are required to collect examination material from the Examination Control Room 20 minutes before the commencement of the examination.
- ii. All Invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the examination after collecting the packet of Question Papers and the examination materials comprising:(aa) Envelopes of question papers/Bundles of Answer Books. (ba) Attendance Sheets of Students(ca) Absentee Proforma/ Attendance Statement (da) Any other material as per the requirement of the paper setter.
- iii. Answer sheets will be issued 7-10 minutes before examination.
- iv. The Invigilator should ensure that the seating arrangements have not been disturbed, and all seats/desks are in order and the students are seated as per seating plan.
- v. Before issuing the question papers the nominated hall in charge shall make statutory announcement to include

- (aa) Please check that you are not carrying mobile/digital equipment which carries memory or photographs which you are not supposed to carry.
  - (ba) Please check that you are not carrying any slips of paper/notes/books or any other documents whether belonging to same subject or not.
  - (ca) Please wear your ID card around the neck. In case you do not have ID card, please stand up and we shall take you to Registry and obtain an authorization slip to appear in the examination. If it is found later that you are not carrying your ID card your examination shall be cancelled.
  - (da) Please ensure that you are sitting in the correct Hall.
  - (ea) Do not forget to sign on the attendance sheet which shall be brought to you by the Invigilators in due course.
  - (fa) You shall not be allowed outside the hall after commencement of examination for a minimum of 30 minutes.
- vi. Question papers will be issued 5 minutes before the start of the examination and students should read the question paper after Invigilator announces the time of start.
  - vii. Invigilators will ensure that students study material relating to the examination and or unauthorized material is placed at a place designated by the Invigilation Staff/outside the examination hall.
  - viii. Unless otherwise nominated, the senior most teachers in the examination hall will be in charge of examination in that hall.
  - ix. No student shall be permitted to appear in the examination without the production of a University Identity Card.
  - x. Students coming late by more than the specified time will not be allowed in the Examination Hall. The late-achieving student will be asked to report to the Controller of Examination who may allow the student to appear as per their discretion, but no extra time will be given.
  - xi. Students are not permitted to borrow pen/pencil/eraser/ calculator or any other items from other examinee.
  - xii. Programmable calculators are not allowed in the examination hall. Calculators up to fix 100 are only allowed. Calculators will be allowed on the day there is a requirement for the calculator to be used as specified by examiner setting the paper.
  - xiv. No student is allowed to leave the Examination Hall, even temporarily, without the permission of the Invigilator on duty. Students will not be permitted to leave the Examination Hall until half an hour before the scheduled finish time. An examinee who wishes to leave the hall temporarily may do so for a maximum of five minutes with permission. The absence will be recorded, and if the examinee fails to return within the allotted five minutes, re-entry will not be permitted unless a convincing explanation is provided.
  - xv. Mobile phones or any other electronic gadgets except calculators will not be carried inside the examination Hall.
  - xvi. Students are advised to write their Names/Enrolment Nos. on the Answer Book, before they start attempting the question paper. They are also required to write

their Name/Enrolment No. on the question paper. The question papers shall not be circulated.

- xvii. Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged in serial order before handing over to the Examination Control Room.
- xviii. Any Invigilator who is unable to perform invigilation duty should inform the Director of Evaluation well before the examination through any means of communication.
- xix. A student who found talking during examination hours shall be warned not to do so. If the student continues talking in spite of the warning by the Invigilator, the answer book of such examinee shall be withdrawn, and second answer-book be supplied and the case will be referred to the Unfair Means Committee.
- xx. If students are found copying or using any other unfair means in the examination hall/room, the Invigilator in charge of an examination hall take action against the examinee, in the following manner:
  - aa). The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a UFM proforma shall be filled with date and time.
  - ba). The statement of the examinee and the Invigilator shall be recorded.
  - ca). The examinee shall be issued a fresh answer-book marked 'Duplicate-Examinee Using Unfair Means' to attempt answer within the remaining time prescribed for the examination.
  - da). All the material so collected and the entire evidence along with a statement of the examinee and the answer book duly initialed by the student shall be forwarded to the controller of examination by name in a separate confidential sealed packet marked 'Unfair Means'.
  - ea). The material collected from the examinee, together with the answer-books, viz, the answer-book collected while using unfair means and the other supplied afterwards, will be sent to the Unfair Means Committee for its decision.
  - fa). The cases of the use of unfair means at the examination, as reported by the Invigilator along with the report of the unfair mean activity, shall be examined by a Unfair Means Committee constituted by the Vice-Chancellor. The Committee shall after examine the cases, decides the action to be taken in each case as per rules and submit the report to the controller of examination in regard to all cases of the use of unfair means with the recommendations of the Committee in each case.
  - ga). Further, the Director of Evaluation shall send the report of the Unfair Means Committee to the Vice-Chancellor for approval of decisions recommended by the Unfair Means Committee.

**e. Rules on Unfair Means.**

The same shall be as laid down in the respective regulations for each program.

### **Evaluation of Answer Scripts and Result compilation / Grading.**

- i. The Director of Evaluation shall codify each answer sheet before supplying same to the Course Coordinators for evaluation. This requirement may be dispensed with the approval of the Vice-Chancellor.
- ii. Process for evaluation and submission of answer scripts
  - aa). Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subjects along with the Course Coordinator(s) concerned.
  - ba). Course Coordinator(s) shall allot specific questions to the faculty members evaluating the answer script. The Course Coordinator(s) will be responsible for entry of the marks and grades in the result sheet/ERP system as well as submission of the result to the Controller of Examination.
  - ca). After evaluation, it is necessary to show the answer scripts to the students concerned for maintaining the transparency before submission to the examination section.
  - da). All answer scripts shall be submitted to the (Examination Section) immediately after the declaration of the result/ or as per schedule announced.

### **Grading of the Subject**

The grading shall be carried out as per the Grading System defined by the University. Grading for each course shall be finalized/ moderated by the grading committee of the department and normalized by the school moderation committee.

### **Approval of Result**

All results after departmental moderation shall be sent to the Vice-Chancellor for approval. After approval, it will be published for all the students concerned.

### **Declaration of Result:**

Term / Semester wise result will be announced within 15 (fifteen) days of culmination of end term examination. A notice to this effect will be put on the University website.

<b>ORDINANCE NO. 7</b>	<b>Rules for Disciplinary Action for Malpractices</b>
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**Malpractices identified by squad or special invigilators or invigilators.**

Punishments shall be given to the students as per the above guidelines. The case is to be referred to the malpractice committee.

**Malpractice committee**

1. The Vice Chancellor, Chairman
2. Registrar, Member
3. Dean, Academics, Member
4. Invigilator, Member
5. Subject expert, Member
6. Concerned Dean / Head of the Department, Member
7. Controller of Examinations, Member Secretary

**Note:**

**Whenever the performance of a student is cancelled in any subject/subject due to Malpractice, he must register for End Examinations in that subject/subjects consequently and must fill all the norms required for the award of Degree.**

	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
	<i>If the candidate:</i>	
1.(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
1(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the

	practical) in which the candidate is appearing	remaining examinations of the subjects of that semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the registrar, Annamacharya University.
3.	Impersonate any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for four consecutive semesters from class work and all University examinations, if his involvement is established. Otherwise, the candidate is debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting	Cancellation of the performance in that subject only.

	him to award pass marks.	
6.	Refuses to obey the orders of the Chief Superintendent/Assistant — Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the University campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of student of the University, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. If the candidate physically assaults the invigilator/officer-in-charge of the Examinations, then the candidate is also debarred and forfeits his/her seat. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining

		examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If students of the university, who is not a candidate for the particular examination or any person not connected with the University indulges in nay malpractice or improper conduct mentioned in class 6 to 8.	Student of the university expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person (s) who does not belong to the University will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject only or in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester / year examinations, depending on the recommendation of the committee.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 12 shall be reported to the University for further action to award suitable punishment.	

**Ordinance No. 8****The Provision of Student Facilities and Services**

- i) There shall be room of Residence for the residential students. Each Hall of Residence may consist of more than one hostel, as may be allocated.
- ii) Each of the Hall of Residence and Hostels may be given such names as decided by the Management.
- iii) Students will be admitted to the Halls of Residence/Hostels subject to availability of seats. Students desirous of staying in the campus will be separately accommodated in the Boys' and Girls' Hostel.
- (iv) The students residing in the University Hostel shall pay such charges as may be prescribed by the Management from time to time.
- v) All halls combined shall have a Chief Warden who shall be appointed by the Vice-Chancellor for a specified period and on such terms and conditions as may be prescribed by the Management from time to time.
- vi) Each Hostel shall have Warden(s), who shall be appointed by the Vice-Chancellor for a specified period on such terms and conditions as may be prescribed by the Management from time to time.
- vii) The Warden shall ordinarily be required to stay in the Warden's room during the tenure of his office.
- viii) Every Hall of residence shall maintain such registers and records, as may be prescribed by the university, and shall furnish such statistical information as the university may require, from time to time.
- ix) Every hostel shall have to observe discipline as per the hostel rules and standing orders.
- x) Duties of Chief Warden and Warden shall be prescribed and may include:
  - aa) supervise the Hostels in his/her hall/Hostel in matters relating to the overall functioning, the resident students' welfare, and discipline.
  - ba) Inspecting the Hostels periodically and being in contact with the Wardens, staff and students; be individually and collectively responsible for the smooth functioning of the Hostels.
  - ca) Permit stay of any guest according to the Hostel Rules.
  - da) Ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel; and shall promptly report to the Dean of students Welfare in all cases of misbehavior, indiscipline and sickness of the resident students in his/her charge.
  - ea) ensure maintenance of discipline and decorum in the premises of the halls of residence; have the power to take disciplinary action, including the ordering of eviction of a resident from the Hostel; take disciplinary action against a resident student for keeping any unauthorized guest, take action for the eviction of resident students in consultation with Administration.
  - fa) Be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall.

- ga) Supervise the functioning of the Mess and the working of the Mess Staff if required.
- ha) Be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the University.
- ia) Have the right to inspect Hostel Rooms at all hours.
- ja) Be responsible for the proper upkeep and maintenance of such properties of the concerned Hostel, as are under his/her charge; periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
- ka) When a Warden is on leave, his/her responsibilities and duties will be distributed among other Wardens for the duration of his/her absence.

**Rules and Standing Orders for Hostellers:**

The same shall be as provided for in Academic Rules and as below:

- a) At the time of occupying the room, students must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is prohibited. Rooms once allocated are not to be changed without the written permission of the Competent Authority.
- b) Students themselves are responsible for all their belongings. They must ensure all their valuables, including laptops, are properly locked and not left outside even for a short period. They are advised to use good quality locks.
- c) Students must show their ID card to the security staff every time they enter/leave hostel gate.
- d) Students are required to compulsorily get their rooms cleaned by the housekeeping as per the announced schedule.
- e) Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc inside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University. Students are expected not to indulge in any of the above-mentioned taboos even outside the campus as any report of same or detection of same on entering the campus shall be dealt equally as if such an offence has taken place inside the Campus.
- f) Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
- g) Students are not permitted to keep firearms or any lethal weapon with them in the Hostel premises even though they possess a license for it.
- h) Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
- i) Electrical appliances like electrical irons, heaters, T.V., are not permitted in hostel rooms.
- j) Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.

- k) Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resources and need to be conserved.
- l) Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise, they must vacate their rooms within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
- m) Before proceeding on longer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel warden / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein.
- n) The University authorities shall not be responsible for the private belongings of the students found in such rooms.
- o) The Warden/ Administrator is assisted by a Supervisor/ Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden/ Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden /Administrator.
- p) No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden/Administrator.
- q) No student is allowed to engage private servants or keep pets.
- r) Visitors, including parents, are not allowed to go inside the hostel rooms. Parents/ Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.
- s) Students can be permitted to visit their parents, local guardians, and near relatives occasionally. All such visits shall have to be after due permission from the authorities.
- t) Students are prohibited from giving shelters to any other student/ outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation/ shelter to any outsider will be reported to local administration for suitable action.
- u) All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden/Dean of Students Welfare.
- v) Students will be charged for boarding and lodging beyond the semester at the rates as decided by the management.
- w) All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.
- x) Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.
- y) Provision items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.

- z) Ragging in any form is unlawful and strictly prohibited. Students found indulged in ragging may be expelled from the Hostel as well as the University. FIR will also be lodged against students indulging in ragging.
- aa) Students not returning to their hostels within the prescribed time without the permission from Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel because of repeated offences.
- bb) All the students are charged Hostel fee for the semester, and as such they must completely vacate their rooms within three days of the conclusion of the semester. Any stay beyond that without the written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.
- cc) Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.
- dd) Further, the Procedure/Instructions for obtaining out pass shall be as below:
  - aa) Day out pass on working days will be issued by Warden.
  - ba) Out pass for overnight/outstation leave will be issued by Chief Wardens.
  - ca) In case of grave emergency immediate out pass will be issued by the Registrar/Warden.
  - da) Girl students wanting overnight out pass/out station leave are required to get written permission of their parents/guardians in writing through an e mail to the warden from an E-mail account which is registered with the University.
  - ea) Girl students are advised to go outside the campus in groups of minimum three for their own safety.
  - fa) In case of medical evacuation, the patient and attendants can move out on the medical officer's advice.

### **Rules for Discipline**

The welfare and discipline of students are two integral parts of Institutional behavior. Students' behavior and discipline will therefore be assessed and will receive the same attention as academic work. Discipline includes the observance of good conduct and orderly behavior by the students at the University. All students pursuing a course of study at the University shall observe the code of conduct and maintain discipline and consider his/her duty to behave decently at all places. They must follow the rules pertaining to discipline, as may be laid down by the Management of the University and abide by all rules and regulations of the University framed and notified from time to time. Students at the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.

- a) The rules and regulations governing Discipline, and procedures relating to discipline shall be as provided for in the regulations for each program. Any amendment/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Student information system regularly.

- b) Every student shall always carry on his/her personal Identity Card issued by the University. Every student who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the University. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Registrar.
- c) Any violation of the code of conduct or breach of any rules or regulations of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him/her.
- d) The following acts shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/herself liable for disciplinary action against him.
  - aa) Disobeying the teacher / officials or misbehaving in the class.
  - ba) Quarrelling or fighting in any University building, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or harassment of other students.
  - ca) Quarrelling or fighting with a university employee or any employee of the University mess/canteen/cafeteria/security or any other public utility functioning in the campus.
  - da) Behaving in the University campus or outside in a manner which is indecent, or which is meant to annoy or harass the students, teacher, officers or employee of the University.
  - ea) Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc.
  - fa) Damage to the University property.
  - ga) Indulging in acts of theft, stealing and misappropriating.
  - ha) Any other activity that defames the University and constitutes in discipline. It shall also include inciting others to do any of the aforesaid acts.
  - ia) Use of mobile in the class / academic area / Hostels.
  - ja) Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned.

**Rules for Students Conduct & Behavior in Campus and Outside.**

The rules governing the same shall be as provided for in the regulations for each program and generally are as below:

- i. Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- ii. Any amendments/additions to these Standing Orders will be notified through notices displayed on noticeboards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website/Web Kiosk regularly.
- iii. The Schedules for all academic work and for the examinations will be notified to

the students separately by the Registrar/Academic Departments.

- iv. The Vice Chancellor is overall in charge of the academic activities including attendance and leave of students.
- v. Student welfare officers will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. He/ She will be assisted by other members of faculty/ staff/ wardens as nominated.

### **Conduct and Behavior**

- a) Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra-curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them.
- b) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- c) All students must always carry I-cards with them. Identity cards can be asked to be shown by the student by any competent authority including security guards at the entry gate of the University as well as hostel. I-card is an important document. Loss of ID cards may invite monetary fines as decided from time to time.
- d) Students must conduct themselves with due decorum in the classes, laboratories, Library etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.
- e) Students who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and will be awarded Fail grade.
- f) If in a particular class/period more than 40% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism.
- g) No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students.
- h) Students should not indulge in abusive behavior/ violence of any kind with fellow students, teaching faculty and employees of the University within or outside the University. Violence by any student or group of students will lead to severe disciplinary action.
- i) No meeting of the students other than those organized under the aegis of the various recognized students' activities shall be called without prior permission in writing from the student welfare officer.
- j) No meeting/function within the University campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior written permission from the Vice-Chancellor.
- k) No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- l) Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.

- m) Students must take good care of all University property. Any damage to university property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
- n) Students must handle the laboratory equipment, instruments and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use or negligent handling will have to be made good by the students concerned.
- o) Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them as per orders of the Honorable Supreme Court.
- p) Mobile cellular phone may be carried by the students. However, they shall be kept in silent mode during the classes. Violation will lead to suspension on student, and for two-day confiscation of the mobile phone.
- q) All the students are required to observe the decorum in the dress code (as laid down by the University) while moving in the Administrative/Academic block including Labs & Library on working days. Students not adhering to the described and notified dress code may be denied entry to the University,
- r) Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc inside or outside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University.

#### **Rules and Regulations for Library**

The rules governing the same shall be as below.

- a) Students must follow the library rules for borrowing/using/returning books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.
- b) Library books should be used with great care. Tearing or folding or cutting of Library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the library staff immediately, otherwise the borrower may be required to replace the book with a new copy or pay double the cost of the book.
- c) In the open access Library of the University, replacement or misplacement of books on the shelves by the readers is not desirable. Readers should leave the book on the table after use.
- d) Library cards are non-transferable, and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
- e) Before leaving the library, the student should make sure to get the books properly issued at the counter against the card.
- f) Personal property or books other than those belonging to the library must be deposited at the entrance gate.
- g) The loss of Library books or borrowers' card must be immediately brought to the notice of the Librarian in writing.

- h) Polite and courteous behavior inside the library is expected from all the users and silence must be observed inside the reading rooms.

### **Anti-Ragging Measures**

The University shall have a zero-tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court.

### **Policy to prevent Sexual Harassment**

The University should be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. A policy shall be created by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with "The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal)" Act, 2013 (the "Act"). All references/ complaints pertaining to any matter will be handled within the ambit of the said Act and the Rules framed thereunder. The policy so defined should be communicated to all employees and students and be made aware of the complaint and redressal mechanism for same.

### **Disciplinary action against the students**

All powers relating to discipline and disciplinary action in relation to students shall vest in the Vice Chancellor. Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice Chancellor may in the exercise of his/her powers aforesaid, order or direct that any student or student he expelled from the university, or be fined a sum of rupees ( that may be specified), or be debarred from taking an examination or examination for one or more years or that the results of student or student concerned in the examination or examination in which he/she has or they have appeared be cancelled. The Vice chancellor may, delegate all or such of his powers, as he deems proper to the Dean, and to such other persons as he may specify in this behalf, by the approval of the Chancellor of the university.

**Ordinance No. 9****Establishment of Centre of Studies, Boards of Studies, Interdisciplinary Studies, Special centers, Specialized Laboratories and other Committees.**

- a. The University shall have such Schools of Studies, Special centers and Specialized Laboratories as may be specified in the Ordinances.
- b. University may add Schools/canters/department at any time with the approval of Board of Management under the relevant provisions of the Act.
- c. Every School of Studies (hereinafter referred to as the school) shall consist of such Departments as may be assigned to it by the approval of the Board of Management.
- d. Each Department shall consist of the following members, namely.
  - i. Teachers of the Department.
  - ii. Persons appointed to conduct research in the Department.
  - iii. Honorary Professors, if any, attached to the Department.
  - iv. Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.
- e. Each School/Centre/Department shall have a Dean/Director/HOD respectively. Deans and Directors shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective School/Centre. HODs shall be appointed by Vice Chancellor from amongst the Professors for a period of two years, provided that where in any Department, there is only one Professor, the Vice Chancellor may also appoint one of the Associate Professors as a HOD of the Department.
- f. Every School / Centre / Department shall have a Board of studies consisting of the all or less of following members, namely:
  - i. The Dean of the School / Director of Centre / HOD of Department as Chairperson respectively;
  - ii. The Heads of Departments (for School);
  - iii. The Professors in the Departments in the school;
  - iv. One Associate and Assistant Professor, by rotation according to seniority, from each Department in the School;
  - ii. Two members elected by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;
  - iii. Such other members, but not exceeding two, as may be specified in the Ordinances;
- g. All members of Boards of studies, other than ex-officio members shall hold office for a term of two years. Term of members shall commence from such date as may be notified.
- h. Every Board shall have such powers and shall perform such duties as:
  - i. Organize instruction and research in the subject under the general supervision of the Dean and the Academic Council;
  - ii. Consider and make recommendation to the Dean of school and the

- Academic Council on any academic matter pertaining to its sphere of work, as may appear to it necessary or on any matter referred to it by the Dean, or the Academic Council;
- iii. Recommend introduction, alteration and modification of courses in the Program;
  - iv. Recommend creation, abolition and upgrading of research posts in the Department in accordance with its needs;
  - v. Organize Lectures, Seminars, Symposia, etc. from time to time;
  - vi. Consider applications for admission to the Ph.D. Program in the Department;
  - vii. Consider and recommend research schemes;
  - viii. Appoint research supervisors;
  - ix. Consider to constitute its Sub-committee (s) if required. A Sub-Committee may be constituted by the Board of Studies to discharge the duties in any specified area. The Sub-Committee shall stand dissolved after it had completed the work assigned to it. The Sub-Committee shall perform such function, as may be assigned to it by the Board of Studies.
- i. The duties and functions of Deans/Directors of the Department shall be as prescribed by the Statutes.
  - j. Powers and Functions of the Head of the Department shall be as below:
    - i. Be the academic head of the Department and shall convene and preside over the meetings of the faculty in the Department and the Board of Studies;
    - ii. Maintain discipline in the Classroom and Laboratories through teachers of the Department;
    - iii. Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
    - iv. Be responsible for the coordination and supervision of teaching and research in the Department;
    - v. Recommend /Approve leave application of the members and other staff of the Department to the Dean of the School according to the rules framed for the purpose;
    - vi. Be responsible for the records, and equipment of the Department and the books of the Departmental Library;
    - vii. Operate the budget of the Department in consultation with the Dean; and
    - viii. Have such other powers and perform such other functions, as may be assigned to him by the Academic Council, the Vice Chancellor or the Dean of the School concerned.

**Ordinance No. 10****The manner of Co-operation and Collaboration with other Universities and Authorities including Learned Bodies or Association**

- a. The University may subject to the provisions of Act and rules defined by UGC, enter MOUs with other Universities including foreign Universities and Authorities in such a manner and for such purposes as the University may decide or determine from time to time.
- b. The MOUs must have clauses and conditions to safeguard the legal aspects of the University and include issues like areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities, financial agreements if any, etc.
- c. Generally, but not limited to the scope defined below, the following may be agreed upon
  - i. Promote Collaboration and partnership between the Universities / Institutes in th field of higher education.
  - ii. Exchange of Faculties and Researchers.
  - iii. Exchange of graduate students for a specified duration and courses
  - iv. Exchange academic materials of mutual interest including scholarly publications, curriculum information and pertinent research reports.
  - v. Invite representatives of each other’s academic community to participate.
  - vi. In conferences and colloquia.
  - vii. Cooperation in mutual fields of academic interest for the purpose of developing specific education and training opportunities and Programs. Academic & organizational development assistance as well as education & training activities in several fields and subjects including: -
    - Design of curricula for undergraduate and postgraduate studies.
    - Development of faculty profiles.
    - Internship opportunities with companies abroad.
    - Establishment of periodic quality assurance practices and procedures.
    - Distance learning opportunities.
    - Short professional training courses, contact and collaboration between faculty, staff and students, carry out joint research programs and exchange experiences in education research.Activities include:
    - viii. Joint cooperative research projects
    - ix. Consultancy work to assist the development of new post graduate courses.
    - x. Enter twinning arrangement, if allowed within the rules of the UGC.