

FIRST ORDINANCE
OF
VENKATESHWARA OPEN UNIVERSITY,



ITANAGAR,
ARUNACHAL PRADESH

2013



ORDINANCE-1

ACADEMIC PROGRAMMES

1. SHORT TITLE OF COMENCEMENT

- (a) The "Ordinance" shall mean the Academic Ordinance of the Venkateshwara Open University (VOU), Itanagar, Arunachal Pradesh.
- (b) It shall come into force with effect from the date of issuance of the Letter of Authorization of the State Government.
- (c) The Rules under this Ordinance shall be applicable for all the regular programmes offered by the schools, run by the VOU and any matter relating and incidental thereto.
- (d) Nothing in the Rules under this Ordinance shall be deemed to debar the University to amend or revise the Rules subsequently; and the amendment or revision so made, if any, shall apply to all the students at the sole discretion of the University.
- (e) The provisions of the Rules under this ordinance will prevail over all Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the Schools of the University, framed earlier.
- (f) Unless the context otherwise requires, any abbreviation or shortened from of a word, shall represent and mean exactly that word as defined in the Act and the Statutes, Regulations, Ordinances, Rules, Codes, Manuals, Procedures, Policies, Schemes and such other documents of the School of the University as the case may be, as may be framed from time to time.

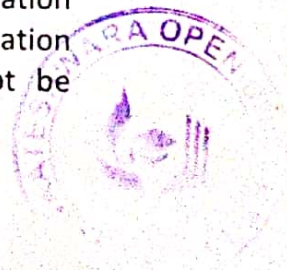
2. DEFINITIONS

- (a) "Clause" Means duly numbered Clause of the Ordinance.
- (b) "He' includes She and "His/Him" includes Her.
- (c) "Academic Counselor" means a faculty member assigned the task of providing the course-specific and programme-specific information to a group of students and to advise them on the choice of suitable courses.
- (d) "Clause" means specific group of students meeting for specific instructional purposes; and it may mean the whole series of



scheduled meetings or just one session; and a Class may be lecture, a tutorial or a practical.

- (e) "Continuing Student" means a student, who has registered for at least one of the courses run at the Institutions / schools of the University.
- (f) "Course" means a prescribed set of instruction in a subject offered as a unit of studies within an academic programme.
- (g) "Course Detail" means detailed syllabus of a course.
- (h) "Disciplinary Probation" refers to the status assigned to a student on committing some act of indiscipline, academic or otherwise and once assigned, the student remains on disciplinary probation for the period decided by the Proctorial Board.
- (i) "Fresher" means a student who is registering for the first time at the University in that session.
- (j) "ETE" means End-Semester / End-Term Examination.
- (k) "Expulsion" by the University means the permanent removal from the University rolls with prohibition on future enrolment.
- (l) "LTP" means hours of Lecturers, Tutorials and Laboratory Practical of a course per week in a regular term.
- (m) "MTE" means Mid-Semester / Mid-Term Examination.
- (n) "Practical" means classes that require students (generally in smaller groups compared to lecture) to perform certain functions that help them to test and understand what is being taught in the lecture or otherwise.
- (o) "Prerequisites" means condition that must be met before a student can register for a course. Prerequisites can include a specific skill level (e.g., a minimum of a grade in a specific course).
- (p) "Program" means the area of study leading to the conferment or award of a degree, diploma, certificate or any other academic distinction or title of the University.
- (q) "Program Detail" means scheme and curriculum of a Program.
- (r) "Registration Number" means a unique number allotted to a student on his admission in a particular programme. Registration number of a student remains unchanged throughout the duration of his programmes at the University. A student will not be



considered as a Bona fide Student of a Term if the Registration Number has not been validated.

- (s) A unique enrollment number will be allotted to students (indicating the school, branch of study, year of admission to the University, serial no. according to the order prescribed by the University at the time of admission) which shall be retained for the entire period of the programme.

However, if a student, on successful completion of a program, seeks admission in a higher program in the University, he / she shall have to enroll afresh.

Student shall be issued separate Roll Number by the University to serve as an Admit Card for purposes of taking the Examination. This card will carry the name of Courses / Course Numbers that a student is supposed to be examined in. This roll no. shall be valid for the entire period of completion of the program.

- (t) "Rustication" by the University means the withdrawal of the right of access to all premises and facilities of the University for a specified period and / or till the fulfillment of certain conditions.
- (u) "Scheme and Curriculum" means and includes description of nature duration, pedagogy, syllabus, eligibility and such related details for a program.
- (v) "Suspension" by the University means withdrawal of the right of access to all or some of the premises or facilities of the University where action is taken as an interim measure pending further investigation.
- (w) "Tutorial" means a class that offers students (general in smaller groups compared to lectures) the opportunity to talk about material being taught, ask questions and discuss material with their classmates and a designated tutor and appear in a quiz at the end.

3. The courses of studies at the VOU shall be :

- (i) School of Education
- (ii) School of Humanities
- (iii) School of Engineering and Technology
- (iv) School of Art and Craft
- (v) School of Law and Jurisprudence



- (vi) School of Journalism & Mass Communication
- (vii) School of Hospitality Management
- (viii) School of Management
- (ix) School of Yoga & Oriental Studies
- (x) School of Nursing
- (xi) School of Film & Drama
- (xii) School of Pharmaceutical Sciences
- (xiii) School of Library & Information Sciences
- (xiv) School of Computer Science
- (xv) School of Insurance & Risk Management
- (xvi) School of Secondary and Senior Secondary Education
- (xvii) School of Agriculture Sciences

4. Eligibility Criteria for Admission :

- (a) The eligibility criteria to the admission in primary, secondary and senior secondary courses shall be as prescribed by the board of pre-university education from time to time.
- (b) The eligibility criteria for the certificate, diploma, graduate, post graduate, post graduate diploma, research programmes or any other course designed and announced by university shall be as prescribed by the board of studies from time to time.
- (c) For admission under lateral entry schemes the candidate should have passed minimum examination as prescribed by board of studies.
- (d) For admission to Doctoral Programmes, the guidelines and the prescribed qualifications as laid down by the UGC/AICTE/PCI/NCTE or Relevant Statutory Bodies shall be followed.

5. Selection Process

- (a) Admission of students shall be done on the basis of merit providing equal opportunity to all without any discrimination on the basis of gender, religion, caste or creed.

However, the University shall make provision for reservations in admission of the weaker section of the society NRI and



International candidates in accordance with the Act of the University.

- (b) Applications for admission to various programmes of studies shall be invited through advertisement in Regional & National newspapers.
- (c) Selection for admission shall be made for a particular programme on the basis of merit to be decided either through competitive examination or marks obtained in qualifying examinations as applicable or both and / or personal interview / personal interview + group discussion, wherever applicable, to be decided by the Academic Council from time to time for different programmes.

6. University Fee Structure for different Programmes

- (a) The fee structure shall be commensurate with the objectives of the University to provide quality education.
- (b) The Academic and other fees chargeable from students for various programmes of studies shall be proposed by a Fee Committee constituted by the Executive Council. The fee revision, if any, shall be notified by the University. Fee once revised shall be applicable to all students enrolled, provided it shall be done only at the beginning of a term/academic year.

7. Syllabi & Scheme of Examinations:

- (a) The subject and the course contents for every programme shall be as approval by the Academic Council on the recommendations of various Boards of Faculties. For each Degree/ Diploma programme, there will be a separate Board of Studies which will prepare the detailed syllabi and schemes of examinations.

Detail Curriculum of UG & PG programmes will be published as separate booklet (Courses of Studies) as approved by the Academic Council on the recommendations of various Board of Faculties. The Curriculum will contain subjects from Science, Social Science, and from the field of specialization following the guidelines of UGC/AICTE/PCI or any other statutory body to which the programme belong.

- (b) The University shall follow a Semester or Annul system in all the course of study. Each semester will have 90 working days.



- (c) The University shall follow the credit system. The prominent features of credit system are process of continuous evaluation of student's performance and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience to fulfill the requirement of the minimum credits earned for continuation in the programme of study.

8. Medium of Instruction and Examination

In all the Academic programmes, the medium of instruction and examination shall be English.

9. Tenures of Courses :

The Maximum period in which a student will be allowed to complete his/her degree requirements is as follows :

- | | | |
|-------|---|--------------|
| (i) | For 4-year degree and doctoral programmes - | Seven Years |
| (ii) | For 3-year degree programmes | - Five Years |
| (iii) | For 2-year degree programmes | - Four Years |
| (iv) | For 1-year degree programmes | - Two Years |

10. Academic Calendar

The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submissions of grades, conversion of I-grades, vacation, mid-semester recess, etc., during the Academic Session are specified in the Academic Calendar of the University, approved by the Academic Council.

11. Academic Load

A student is normally expected to register for five/six courses every semester as per the respective programme. Each course carries a weightage in terms of units depending upon the academic load which, in turn, is determined by the number of contact hours (lecturers and tutorials), laboratory hours (if applicable) and additional hours that a student is expected to devote per week. A total number of about 30-32 hours of engagement per week shall constitute the normal academic load per semester.

A student may, however, be permitted by Dean Academic Affairs/HOD to take an overload of one extra course to (i) enrich his/her knowledge or (ii) clear backlogs.

12. Registration



All students are required registration in each semester for the courses to be pursued by them, as per the programme, on the dates specified in the Academic Calendar.

The sole responsibility for the registration in time as specified in academic calendar in a semester will be of the student concerned only.

13. Registration Procedure

The Dean (Academic Affairs) shall co-ordinate the registration process which will be assisted by the concerned Heads of Departments.

The registration procedure shall include:

- a) Filling of the registration form mentioning the courses to be credited in the semester/summer term.
- b) Payment of fees and clearance of outstanding dues (if any), and
- c) Signing of the registration roll.

The candidate admitted to the institution in their first year in any programme is required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar to get his/her registration regularized. The students of the VOU whose results have not been declared and are seeking registration in other semester shall be admitted only provisionally. They shall have to fulfill all the requirements of registration after the result is declared.

14. Late Registration

If for any compelling reason like illness, etc. a student is unable to register by the date of registration, he/she can register on the last registration day (i.e., after about a week from the beginning of the semester) specified in academic calendar on payment of the late registration fee.

15. Cancellation of Registration

Absence for a period of three/two or more weeks at a stretch during a semester / summer term respectively shall result in automatic cancellation of the registration of a student from all the courses in that semester.

16. No student shall be allowed to register for more than three courses during the Summer Term.

In view of the short duration of the Summer Term, late registration shall not be permitted.



There will be sufficient number of theory, tutorial and laboratory classes in Summer Term as prescribed by the Board of Studies of concerned department. The process of evaluation will remain the same as specified for the semester system.

17. Evaluation of Performance

- (a) **Courses:** Evaluation of performance of students in a course shall be a continuous process based on their performance in the mid-semester examinations, quizzes, short tests, assignments, make up examinations (if applicable), and the end-semester examinations.

Practical Examinations for Laboratory Courses

In each laboratory course, the student will be required to carry out the number of experiments as specified in the course. Each Laboratory class/ practical conducted will be assessed by the course teacher in the next consecutive laboratory class. This will include evaluation of laboratory record and the viva-voce to be conducted by the teacher on the same day. However, if the candidate is absent in that laboratory class on genuine ground, he can get his practical book, containing the experiment in the manner specified as above.

If some mistakes are pointed out by the teacher during the assessment, either in the conduct of the experiment or in calculations or in any other aspect, the student can request the teacher to re-evaluate the experiment after he/she has made the necessary corrections and in such cases, the teacher can increase the previously assessed marks of that experiment, if satisfied, as deemed fit by him. The total marks at the end of the semester will be sum of the marks awarded in all the experiments conducted which will be converted to 100 marks.

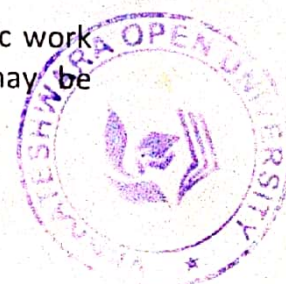
- (b) **Summer Training, Project, Seminar etc.**

Each of the above will carry certain credits which will be decided by Board of Studies of concerned departments. These will be evaluated out of 100 marks. The process of awarding the marks will be as specified by the concerned Board of Studies.

- (c) **Applicability of the Grading System**

These guidelines shall apply to all undergraduate and postgraduate level degree, diploma and certificate programmes under the credit system awarded by the university. The semester system will be followed.

- (d) **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be



scheduled from July to December and even semester from January to June.

- (e) **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

- (f) **Types of Courses:**

Courses in a program may be of three kinds: Core, Elective and Foundation.

1. Core Course:-

There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a program in a said discipline of study.

2. Elective Course:-

Elective course is a course which can be chosen from a pool of papers. It may be: • Supportive to the discipline of study • providing an expanded scope • enabling an exposure to some other discipline / domain • nurturing student's proficiency / skill. An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

3. Foundation Course:-

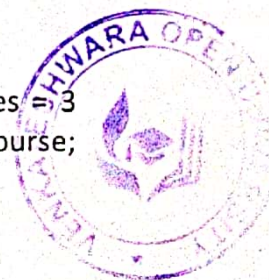
The Foundation Courses may be of two kinds: Compulsory Foundation and Elective foundation. "Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines. Elective Foundation courses are value-based and are aimed at man-making education.

4. Credit Courses:-

A unit by which the course work is measured, it determines the number of hours of instructions required per week. One credit is equivalent to One hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

Generally it is conventional to assign:

Compulsory courses = 4 credits per course; Core / Special Courses = 3 credits per course; Applied Components = 3 credits per course;



Foundation Courses = 2 credits per course; Skill Courses = 2 credits per course

Generally it is conventional to assign:

4 credits to six hour course per week; 3 credits to four / five hour course per week; 2 credits to two hour course per week; 1 credit to two hour Lab work per week; the total minimum credit, required for completing a UG program is; 120 for six semester course and 150 in eight semester course.

Generally it is conventional to assign:

The total credit value shall be; 120 credits for all UG programmes across the faculties of Science, Arts and Management; 160* credits for B.Tech for all Engineering; 80 credits for all PG programmes of 4 semester.

***AICTE recommends 22 credit in each semester making it to 176 in B.Tech. & 88 in M.Tech.**

19. Examination and Assessment

In assessing the performance of the students in examinations, the usual approach will be awarded marks based on the examinations conducted at various stages (sessional, mid-term, end-semester etc.,) in a semester. The UGC recommends the following system to be implemented in awarding the grades and CGPA under the credit based semester system and will be followed.

19.1. Letter Grades and Grade Points:

- i. Two methods-relative grading or absolute grading – have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on a cut-off marks or percentile. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals. To implement the following grading system, the colleges and universities may use any one of the above methods and our university will follow the grading system.
- ii. The UGC recommends a 10-point grading system with the following letter grades as given below:

Table 1: Grades and Grade Points

Grades	Gr. Points	%	Marks 150
O (Outstanding)	10	90-100	135-150



A+ (Excellent)	9	75-89.9	112-134
A (Very Good)	8	60-74.9	90-111
B+ (Good)	7	55-59.9	82-89
B (Above Average)	6	50-55.9	75-81
C (Average)	5	45-49.9	67-74
P (Pass) (may differ)	4	35-44.9	52-66
F (Fail)	0	<35/40	<51/59
Ab (Absent)			

- iii. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- iv. For non credit courses 'Satisfactory' or "Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
- v. The Universities has decided on the grades required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.,
- vi. The statutory requirement for eligibility to enter as assistant professor in colleges and universities in the disciplines of arts, science, commerce etc., is a minimum average mark of 50% and 55% in relevant postgraduate degree respectively for reserved and general category. Hence, it is recommended that the cut-off marks for grade B shall not be less than 50% and for grade B+, it should not be less than 55% under the absolute grading system. Similarly cut-off marks shall be fixed for grade B and B+ based on the recommendation of the statutory bodies (AICTE, NCTE etc.,) of the relevant disciplines.

19.2. Fairness in Assessment:

- i. In case of at least 50% of core courses offered in different programmes across the disciplines, the assessment of the theoretical component towards the end of the semester will be undertaken by external



examiners from outside the university conducting examination, who will be appointed by the competent authority. In such courses, the question papers will be set as well as assessed by external examiners.

- ii. In case of the assessment of practical component of such core courses, the team of examiners will be constituted on 50 – 50 % basis. i.e. half of the examiners in the team should be invited from outside the university conducting examination.
- iii. In case of the assessment of project reports / thesis / dissertation etc. the work will be undertaken by internal as well as external examiners.

20. Computation of SGPA and CGPA

To compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) as suggested by UGC:

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

$$\text{SGPA (Si)} = \sum (C_i \times G_i) / \sum C_i$$

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

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

$$\text{CGPA} = \sum (C_i \times S_i) / \sum C_i$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

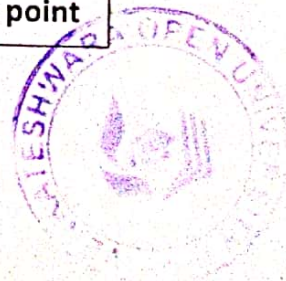
- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

21. Illustration of Computation of SGPA and CGPA and Format for Transcripts

- i. Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade Letter	Grade point	Credit point
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Course 1	3	A	8	$3 \times 8 = 24$
Course 2	4	B+	7	$4 \times 7 = 28$
Course 3	3	B	6	$3 \times 6 = 18$
Course 4	3	O	10	$3 \times 10 = 30$
Course 5	3	C	5	$3 \times 5 = 15$
Course 6	4	B	6	$4 \times 6 = 24$
	20			139

Thus, $SGPA = 139/20 = 6.95$

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit : 20 SGPA:6.9	Credit : 22 SGPA:7.8	Credit : 25 SGPA: 5.6	Credit : 26 SGPA:6.0	Credit : 26 SGPA: 6.3	Credit : 25 SGPA:8.0

Thus, $CGPA = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{139} = 6.73$

- ii. Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CCPA, the HEIs will issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

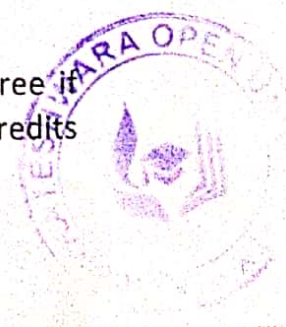
A copy of the Grade Report Card is issued to each student at the end of each semester. The duplicate copy, if required can be obtained on payment of prescribed fee.

22. Withholding the Grade Report

The grade report of a student may be withheld if he / she has not paid his/ her dues or if there is a case of indiscipline pending against him/ her or for any other such reasons.

23. Award of Degrees

- (a) A student of Bachelor's programme will be awarded a degree if he/ she obtain a minimum CPI of 5.75 in the total earned credits



which will vary depending upon the degree programme and is to be decided by the Academic Council for each degree programme.

If the CPI is greater than or equal to 6.75 but is less than 8.25, the candidate will be placed in first division. If the CPI is greater than or equal to 8.25, the candidate will be awarded the degree in first division with Honours.

- (b) A student of Master's programme will be awarded a degree if he/she obtains a minimum CPI of 6.00 in the total earned credits which will vary depending upon the degree programme and is to be decided by the Academic Council for each degree programme.

If the CPI is greater than or equal to 7.00 but is less than 8.50, the candidate will be placed in first division. If the CPI is greater than or equal to 8.50, the candidate will be awarded the degree in first division with Honours.

- (c) A student of Bachelor's programme has to earn a minimum of SPI of 4.0 in first semester to move into second semester. The student should earn a minimum CPI of 4.25 in second semester for registration. The student should obtain a minimum CPI of 4.75 to move into third semester/ second year of study.

A student will be promoted to fifth semester/ third year of study provided he/ she maintains a CPI of a minimum of 5.5 at the end of Summer Term of second year of study.

A student should maintain a minimum CPI of 5.75 from sixth semester onward to move to next semester.

However, a student will not be allowed to move to subsequent semester if he/ she obtain a SPI of less than 4.0 in any semester of study of his/ her programme.

- (d) A student of Master's programme has to earn a minimum of SPI/ TPI of 5.00 in first semester to move into second semester. The student should earn a minimum CPI of 5.50 at the end of first year of study.

Thereafter, he/she should maintain a minimum CPI of 6.00.

However, a student will not be allowed to move to subsequent semester if he/she obtains a SPI of less than 5.00 in any semester of study of his/her program.

24. Merit Scholarships:



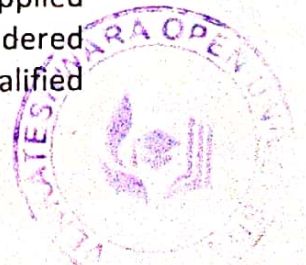
Merit scholarships of the value to be decided by the Executive Council will be awarded to the top 5% of the students in each degree programme every year on the basis of merit of the previous academic year.

25. Convocation:

- (a) The Convocation of University shall be held at a date fixed by the Executive Council. The Registrar shall, from time to time, report to the Executive Council the names of all such persons who fulfill the requirements prescribed for various Degrees of the University and have become qualified under these regulations for admission into such Degrees.
- (b) If a candidate is unable to attend the Convocation held after the University examinations in which he/she qualify for admission into a Degree, may obtain his/her degree in absentia by submitting an application in prescribed format.
- (c) If the Convocation is not held due to some unforeseen reasons or unavoidable circumstance within one year from the passing of examination, the Degrees may be awarded after completing necessary formalities after a date which will be decided by the Executive Council.

26. PhD Program

- (a) The VOU shall conduct PhD Program in :
 - (i) Engineering
 - (ii) Management
 - (iii) Pharmacy
 - (iv) Applied Science
 - (v) Humanities & Social Sciences
 - (vi) Education
 - (vii) Meditation
 - (viii) Para-Medical
- (b) The candidate applying for PhD Program in a particular discipline must possess a Master's degree in relevant/appropriate discipline/field/subject with first division. The candidate in Applied Sciences and Humanities & Social Sciences will also be considered with 55% marks in Master's degree provided he / she has qualified



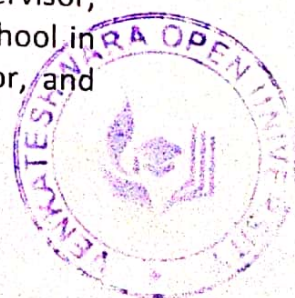
NET/ JRF or equivalent examination. Where the division is not awarded, the applicant must have obtained a minimum Cumulative Grade Point Average of 6.75 on 10 point scale in Master's degree.

If a candidate has obtained a Master's degree by Research only, then in his/her case, the requirement of first division/ CGPA will be waived off provided the candidate has at least one publication in refereed journal of repute.

Further, a candidate holding Bachelor's degree in Engineering / Pharmacy / medicine with Honour's or having CGPA of 8.25 and above on a 10 point of scale, and two years of teaching / research experience with at least one publication in refereed journal of repute, can be considered for admission to PhD program.

The applicant shall qualify the PhD entrance test conducted at the level of the University or that conducted by Central Bodies such as UGC / CSIR / NTs / UMs and alike. The applicants qualified in the entrance test shall be interviewed by the Department Research committee of the School/Institute of the University wherein the candidates are expected to discuss their research interests / areas and only a predetermined number of candidates are selected for admission to PhD program.

- (c) Any Faculty member / Scientist / Researcher from the University / Institution / Research Laboratory of repute, having PhD degree with at least three years of teaching/research experience will be permitted to supervise a candidate for his/ her PhD program at the university. A supervisor shall not have, at any given point of time, more than two PhD scholars under him/ her. The candidate can have a co-teaching / research experience in an institute / research laboratory of repute, to be approved by the RDC, who can be from within the University or outside the University as co guide.
- (d) The allocation of the supervisor for a selected student shall be decided by the Director / Dean of the School in consultation with Head of the Department in a formal manner depending on the number of student(s) per faculty member, the available specialization among the faculty supervisors, and the research interest of the student as indicated during interview by the student. The selection and allotment / allocation of co-supervisor, if any, shall also be done by the Director / Dean of the School in consultation with Head of the Department and Supervisor, and not left to the individual student.

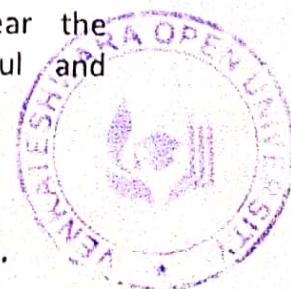


- (e) Each candidate with Master's degree and admitted to PhD program will be required to undertake course work for a minimum period of one semester. He / she shall undertake a minimum of three courses totaling to a minimum of twelve credits.

However, the Department Research Committee, on the recommendations of the Supervisor, after due consideration of the background of the candidate in relation to the proposed topic of research, may ask the candidate to register for more than three courses, if necessary, and satisfactorily complete them. The course work shall be treated as pre-PhD preparation and shall include a course on research methodology which may include quantitative methods and Computer Application. It may also involve reviewing of published research in the relevant field. If found necessary, course work may be carried out by doctoral candidate in sister Departments/ school/Institutes either within or outside the University for which due credit will be given to them.

The minimum Cumulative Grade Point Average of the course work of the candidate should be 7.0.

- (f) A student shall be formally registered to the candidacy of PhD degree only after he/ she has cleared the written and/ or oral **Comprehensive Examination** in the disciplinary areas of his/ her specialization, course work, and research. The student will be permitted to take the comprehensive examination only after he/ she has completed the requirement of the credit course work satisfactorily.
- (g) After the Comprehensive Examination the candidate will be required to submit the research plan in form of synopsis along with the title of the proposed work. The Synopsis shall contain a statement of the problem identified for research work along with pertinent review of literature, plan of work, and research methodology to be followed. If required, the candidate can make an application to the RDC, duly recommended by the Supervisor, for change of the **title**, prior to preparation of draft thesis which will normally be accepted by the RDC depending upon the nature of the research work carried out by the candidate.
- (h) The PhD students must clear the comprehensive examination within a period of 24 months, from the date of admission to the doctoral program of the University. The maximum of two opportunities will be given to any student to clear the comprehensive examination. Some of the successful and



meritorious candidate may be offered financial assistance in the form of Teaching/ Research Assistantship.

- (i) The time limit for PhD work shall be as follows :
 - (i) The minimum period for submission of thesis shall be 2 years after completion of the credit course work.
 - (ii) The normal maximum period for submission of thesis shall be 5 years. However, this period can be extended by another 2-year by the Vice-Chancellor, on the recommendation of the Supervisor on genuine grounds.
 - (iii) The candidate will have to register in every semester until submission of thesis.
- (j) A PhD student pursuing the course work must attend at least 85% of classes in each course. However, the Vice-Chancellor may condone the attendance requirement for a student depending upon the genuineness of the case.
- (k) A student must devote at least 85% of the working days of the semester towards research work. He/she shall submit progress report of the research work at the end of the each semester and present a seminar on it which shall be assessed by the Research Degree Committee for award of 'S' grade for the work/progress, if it is found satisfactory and 'U' grade for the work/progress, if it is found unsatisfactory.

Three consecutive unsatisfactory performance in research, the noted by 'U' grade in three consecutive assessment will lead to cancellation of registration of the candidate from the PhD degree program.
- (l) All scholars who are recipients of **Assistantship** would be expected to put in 8 hours per week towards additional work of teaching/research assigned by the Supervisor Department of the Institute.
- (m) The PhD scholar candidate can prepare a draft thesis only after publishing a minimum of two research papers from his/her research work in refereed Journals of Repute, preferably having an impact factor of 1.0 and above.
- (n) Prior to the submission of thesis, the PhD scholar shall make a pre-PhD presentation in the department that shall be open to all faculty members and research students, for getting feedback and constructive comments, which may be suitably incorporated into



the draft thesis under the advice of the supervisor. Thereafter, the candidate will be required to defend his entire research work before the Research Degree Committee (RDC). The candidate will be allowed to submit the thesis only after the RDC permits the same. The candidates should submit three copies of synopsis and thesis in soft cover in the format prescribed by the University along with its soft copy.

- (o) The Examination Board for the PhD thesis shall consist of two External Examiners, preferable one from outside the university, who shall be experts in the subject area of the thesis. The two external examinations shall be chosen, by the Vice-Chancellor, from a list of six examiners provided by supervisor and co-supervisor, if any. If required, the Vice-Chancellor can ask for more names of examiners from the Convener of the RDC.
- (p) Each external examiner shall submit a detailed confidential assessment report of the thesis recommending one of the following course of action :
 - (i) That the thesis is satisfactory and the candidate be permitted to defend his/her thesis orally.
 - (ii) That the candidate be allowed to defend the thesis after making corrections/amendments as suggested by the examiner. The revised thesis shall be submitted within a period of six months.
 - (iii) If the thesis requires substantial revision and some additional work, the candidate will normally be required to submit the revised thesis within a period of one year but in any case this period will not be extended for more than two years.
 - (iv) The thesis does not contribute significantly to the knowledge and therefore, should be outrightly rejected.
- (q) In the event of disagreement in evaluation of the thesis by the two external examiners, the Vice-Chancellor may get the thesis examined by a third external examiner.
- (r) The oral defense of the thesis shall be conducted, if it is deemed satisfactory, by a committee constituted for the purpose by the Vice-Chancellor, consisting of the internal examiner(s) and at least one external examiner. The thesis shall be openly defended.



The Oral Defence Committee shall recommend one of the following courses of action:

- (i) That the degree be awarded
- (ii) That the candidate should be examined on a further occasion in a manner to be prescribed by the Committee.
- (s) After the oral defence, the candidate shall submit three hard cover copies of the thesis along with its soft copy, after incorporating all necessary modifications / corrections as suggested by the Oral Defence Committee.

The hard bound copy of the thesis must contain the appropriate copyright certificate in the beginning of the thesis.

One copy of the thesis is sent to Central Library, one to the Department/ Departmental Library, and the third copy should be returned to the candidate after endorsement of satisfactory defence.

- (t) The candidate shall also submit a "Summary of the Research" in requisite number of words along with requisite fee for its publication in the international Dissertation Abstracts.
- (u) Following the successful completion of the Oral Defence and Announcement of the award of PhD Degree, the University shall issue a Provisional Certificate to the candidate certifying to the effect that Degree has been awarded in accordance with the provisions to UGC Regulations, 2009 and the University shall also submit a soft copy of the PhD thesis to the UGC for hosting the same in INFLIBNET, accessible to all Institutions/ Universities, within a period of thirty days.

27. The Executive Council of the University shall have the power to amend, add, annul, report or modify any of the provisions of this ordinance, in accordance with the law, from time to time.

