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## **ORDINANCE 1(1)**

### **ADMISSION AND ENROLLMENT OF STUDENTS**

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(a) of Section 51 and the First Statutes of the University, Admission and Enrollment of students shall be governed as per the provisions of this Ordinance.

#### **1. Qualification for Admission**

- 1.1. Qualifications for admission in various U.G. and P.G. courses in the university are as prescribed in Section 45 of the U.P. State Universities Act (as Amended)-1973.
- 1.2. Qualification for admission in Diploma courses are as follows:
  1. For P.G. Diploma Courses: Graduation/ Diploma in concerned subject.
  2. For U.G. Diploma Courses: 10+2 or Equivalent Examination.
- 1.3. The candidates seeking admission to a course of study in the University must fulfill the conditions prescribed for it by the Executive Council on the recommendation of Academic Council.
- 1.4. The maximum number of seats in each course shall be determined by the Executive Council on the recommendation of Admission Committee and Academic Council from time to time on the recommendation of the Board of studies.

#### **2. General Provision(s) for Admission**

- 2.1. No candidate shall be entitled to claim admission as a matter of right.
- 2.2. The procedure of admission shall be approved by the Executive Council on the recommendation of Admission Committee and Academic Council from time to time.
- 2.3. At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction of the Vice- Chancellor and other authorities of the University.
- 2.4. No candidate shall be allowed admission to two or more degree-level programmes in the University concurrently.
- 2.5. A candidate who has completed a Postgraduate/ Undergraduate/ Diploma/ Certificate programme/course shall not be allowed to be admitted again in the same programme/course in the same discipline.
- 2.6. 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.
- 2.7. Admission to any course of the University can be cancelled, at any time, if any information furnished by the candidate is found to be false/incorrect.
- 2.8. A candidate who has taken admission to any course as a full time regular student will forfeit his/her right as an ex-student in 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/Back Paper.

- 2.9. The maximum duration to allowed to complete a Degree where shall be  $n+2$  where  $n$  is duration of a degree course.
- 2.10. The case of a candidate seeking admission to a regular course other than research and part-time courses, who has given up his/her studies for three or more academic years after passing a Degree/ Diploma/Certificate Examinations may be considered for admission with the approval of Vice Chancellor.
- 2.11. Admission of students in any course of University shall be made by the Admission Committee or by a person duly authorized by the Admission Committee from time to time
- 2.12. Admission to the University shall be made according to the rules laid down by the admission committee for the purpose from time to time  
 Provided that admission to Programmes regulated by Statuary Bodies shall be made according to the rules framed by the State Government of Uttar Pradesh and any such body as prescribed and authenticated by the Government in this behalf from time to time.  
 Provided that an applicant, who has passed his/her qualifying examination as a private candidate, shall furnish such certificate of conduct from the Principal of a recognised college or a Gazetted Officer.
- 2.13. The authority responsible for granting admission shall be free to refuse admission to an applicant if it finds that the said applicant is involved in some unlawful offence, in or outside the campus, against his/her fellow students or in any act of disobedience or disrespect to the members of the staff of the university or college.
- 2.14. If an applicant has passed one part of an examination in respect of a programme/course of study as a private candidate, he/she shall not be admitted as a regular student for the subsequent part of examination in respect of the same course of study/programme.
- 2.15. The attendance for the purpose of the examination shall be counted in every case from the date of admission or commencement of teaching of the course offered by the student, whichever is later for the reasons to be recorded.
- 2.16. The payment by a student of an amount against admission shall not establish his/her claim to admission or readmission to a course of study of the university or of any college.
- 2.17. A student shall not be admitted or readmitted, if its is discovered that he/she is suffering from a disease of a nature which may be detrimental to the health of other students. Even if admitted, the admission of such a student shall be cancelled.
- 2.18. No department of the University shall admit a candidate to a course of study if all the seats fixed by the University for that course have been filled and no vacancy exists.

- 2.19. No applicant shall be denied admission as a regular student on the ground of religion, race, caste, creed or the like.
- 2.20. A student who abstains himself/herself from or fails at an examination of the University, shall cease to be a regular student of the University. The question of his/her readmission to the same class shall rest for decision with the authorities concerned.
- 2.21. If, during an academic session, a student desires to leave the university, he/she shall
- (i) Give notice of his/her intention to leave
  - (ii) Make payment of all the University dues upto the end of the month in which his/her name remains on the rolls, and
  - (iii) Refund whatever scholarship or bursary has been paid to him/her from the university funds, if required to do so.
- 2.22. A student shall not ordinarily be allowed to change the optional/subsidiary subject (s) of a course, unless the same is applied for and permitted within four weeks from the date of admission or within three weeks from the date of commencement of teaching in that subject in the University. In such a case the attendance in the subject(s) from which transfer has been effected will not be counted for attendance in the new subject(s) offered by him/her. Attendance for examination will be counted from the date, the lectures/practicals started in the subject(s) he/she offers for the examination. Such applications should be submitted to the Dean of the Faculty with the consent of the Head of the Department concerned.
- 2.23. Reservation of seats and other special provisions for certain categories, and procedures for admission in Universities/Colleges will be governed by orders issued by Uttar Pradesh State Government from time to time.

### 3. **Re-admission**

- 3.1. A student of the 1st Semester of any course who is detained due to shortage of attendance will no longer remain a student of the University. Such a student will have to seek fresh admission and will be required to go through the entire admission process. Provided that a student of 1st Semester of any course who fails in the Semester-end Examination or who could not take the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to appear as an Ex-Student in the consecutive 1st Semester-end Examination.
- 3.2. A student of other than 1st 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 Semester. In case, the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.



#### 4. Enrollment of Students

- 4.1. No person shall be admitted to any Examination of the University, unless he/she has been duly enrolled as a student of the University.
- 4.2. The Enrollment Fee shall be paid only once irrespective of the number of times the candidate appears at the Examinations of the University or whether he/she appears as a Regular Student or as Private Candidate.
- 4.3. If a student takes a Migration Certificate to join another University, his/her enrollment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University to take some other programme/course of study of this University. Fresh enrollment and Enrollment Fee in such cases shall be necessary.
- 4.4. The application for enrollment alongwith the Enrollment Fee and the TC/Migration Certificate from the University wherever required, shall be submitted by the Regular Students through the Dean of the Faculty or Head of the Department, so as to reach the Controller of Examinations by October 31. Candidates, who are enrolled after the dates fixed and not later than December 31 under this Ordinance on account of late submission of the application or the fee or both or for want of a Migration Certificate shall be required to pay a further fee in each case, as prescribed provided he/she has been permitted by the competent authority.
- 4.5. The Controller of Examinations shall maintain a Register of all enrolled students studying in the various Faculties for University or pursuing on research work in the University.  
  
In the said register the Controller of Examinations shall be required to incorporate all material detail regarding the student including the date of admission and leaving the University and details about various examination results of degree/ diploma/certificate awarded to him/her.
- 4.6. The student shall be informed, on enrollment, the number under which his/her name has been entered in the Register and that number be quoted by the student in all communications with the University and in subsequent applications for admission and examination of the University.
- 4.7. The University Examination Form shall be scrutinized with reference to the Enrollment Register. The Controller of Examinations may refuse the application of a candidate about whom complete particulars have not been furnished and require him/her to submit a complete statement of the particulars and documents together within the prescribed time limit.

- 4.8. Any enrolled student may obtain a certified copy of the entries relating to him/her in the Enrollment Register on payment of the prescribed fee.
- 4.9. Enrollment fees, once paid shall not be refundable.

## 5. Change of Name

- 5.1. A student applying for change of his/her name in the Register of students shall submit his/her application to the Controller of Examinations through the Dean of the Faculty concerned or the Head of the Institution last attended by him/her 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 candidate wants to change her name following her marriage.
- 5.2. The Examination Committee on considering such applications will take necessary decision.



**ORDINANCE 2 (II)****PROGRAMMES/COURSES OF STUDY****[Section 51.2(b)]**

**Preamble:** This ordinance pertains to various programmes/courses of study, with information about the number of allotted seats, name of the Faculty/Department to which the programmes/courses are running, duration of the programme/course, and the minimum eligibility requirements for admission.

1. There shall be Programmes/Courses of study in the University for UG/PG Degree, UG Diploma and P.G. Diploma in different Faculties/Departments as incorporated in Appendix-1.
2. In addition to the Programmes/ Courses of Study listed in the table enclosed, the Academic Council shall exercise powers to introduce, modify or discontinue a course on recommendations of the concerned Faculty.
3. The percentage of marks/ grades as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.
4. The Degrees/Diplomas/Certificates as referred in the minimum eligibility conditions shall be from those universities/institutions/boards which have been recognized by the University.
5. The nomenclature of all Post Graduate, Graduate degrees, Diploma(s), certificate(s) etc shall be as per the guidelines/instructions of UGC, AITCE, MCI, NCTE, PCI or any other regulatory body of Govt. of India.
6. For Degree/Diploma Programmes/Courses, whose award lists do not mention % of Marks, the equivalent 'Grade' will be considered for the Minimum Eligibility Requirements mentioned in the last column of the following tables.

### ORDINANCE 3 (III)

#### ATTENDANCE & INTERNAL ASSESSMENT (For Regular Students)

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(c) of Section 51 and the First Statutes of the University, Attendance & Internal Assessment for the regular students shall be governed as per the provisions of this Ordinance.

#### 1. Attendance:

- 1.1. In order to be eligible to appear at the Semester End Examination, a student shall be deemed to have undergone a regular course of study in the University, if he/she has attended at least 75% lectures/tutorials, AND separately 75% practical/field work teaching practice and such other activities as decided by the Academic Council from time to time.

Provided further that a relaxation to the maximum extent of 15% of the total attendance may be accorded to a student on account of serious sickness/excruciating medical disability<sup>1</sup>, participation in the University-approved co-curricular/ extra-curricular activities and prescribed educational/cultural tours.

Provided further that in case of medical disability as mentioned herein above, an application for condonation shall be supported by a medical certificate advising such a condonation issued by a Public Hospital or such hospitals as notified by the KMC UAF University. ***Such applications must be submitted either during the period of treatment/hospitalization or within 15 days following recovery.***

- 1.2. Notwithstanding anything contained in Para-1 herein, a Faculty/ Department , as it may deem fit may include certain other components of the programs/courses like agency placement, conferences, self development modules, camps, trainings and other allied activities for regulating attendance, as approved by Academic Council from time to time on the recommendation of the concerned board of studies.

Provided further, that the attendance requirements in the components of such program of study/ courses shall in no way be less than 75%.

<sup>1</sup>Serious sickness/ excruciating medical disability shall include all diseased conditions requiring hospitalization or such diseases that render immobility for the period duly certified by the State Government/Central Government hospitals/dispensaries and all such hospitals that have been recommended by KMC UAF University.



## 2. Internal Assessment:

- 2.1. The Internal Assessment in a theory course may comprise of written tests, assignments, etc. as prescribed by the concerned Board of Studies from time to time.
- 2.2. In a laboratory course, each practical performed by a student will be subjected to continuous evaluation by the concerned teacher(s). The evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.
- 2.3. In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.
- 2.4. In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioral Laboratory, Skill Laboratories etc.
- 2.5. The modalities of evaluation of various components in para 2.1 - 2.4 shall be decided by the concerned Board of Studies from time to time and shall be duly approved by the concerned Faculty.
- 2.6. To become successful in a particular programme/course of study, the candidate has to secure minimum passing marks/grade separately in the Internal Assessment as well as in the Semester-End Examination.
- 2.7. The concerned Department shall maintain the complete record in respect of the Internal Assessment Marks of each student and display it in the respective departments/centers. The departments shall submit the Internal Assessment marks to the Controller of Examinations at least one week prior to the commencement of the concerned examination.
- 2.8. If a student could not appear in the Internal Assessment of a course due to illness or any other valid reason beyond his/her control or failed in the Internal Assessment, he/she may be given one more chance to appear in the Internal Assessment of the said course before the commencement of the Semester-End Examination.

In case the student fails in the Internal Assessment in the additional chance given to him/her, he/she will be declared as failed in the Internal Assessment and will not be allowed to appear in the Semester-End Examination in the said course. Such a student will however be permitted to appear in the next odd/even semester-end examination only if he/she has passed the Internal Assessment in the concerned course.

His/her promotion to the next semester will, however, be determined as per the promotion rules as given in Para 14 of Ordinance 4 (IV).

## ORDINANCE 4 (IV)

### The University Examinations: General Guidelines

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(c) of Section 51 and the First Statutes of the University, Examination and Results of the regular students shall be governed as per the provisions of this Ordinance

#### 1. Admission to the University Examinations

Examinations of the University shall be open to the following Categories of candidates

- (i) Regular Students;
- (ii) Ex-Students;
- (iii) Private candidates;

##### 1.1 Regular Students:

Students who are duly admitted and are studying in various courses of the University and attending the respective classes, will be called Regular Students.

##### 1.2 Ex-Students:

- (i) A regular student who has failed to pass or is unable to appear for the Examination of the University (except due to shortage of attendance) in any of its courses of study, may be allowed to appear at the same Examination as an Ex-Student.
- (ii) An ex-student will forfeit his right as an ex-student as soon as he/she takes an admission to a regular programme of study in the class. However he/she will be allowed to improve his/her performance of past examination.

##### 1.3 Private Candidate:

For certain categories of candidates, the Academic Council may permit to appear in Examinations as Private Candidates, the details of which are given in Ordinance 6(VI).

#### 2. Attendance for Students:

The minimum requirement of attendance for regular students for appearing in examinations will be 75%. It is clarified that for Ex-Students and Private Candidates, there shall not be any requirement of attendance.



### 3. Application for Registration

- 3.1 Application for registration (on prescribed form) for the ensuing Examination together with the Receipt for the payment of the prescribed Registration Fee for Regular and Ex-students for permission to appear at the University Examinations should reach the office of the Controller of Examinations on or before 30<sup>th</sup> September and 05<sup>th</sup> March in each odd and even semesters respectively. Provided that as a special case the Controller of Examinations may entertain such applications along with the Registration Fee up to 15<sup>th</sup> October and 15<sup>th</sup> March or any other date notified by the Controller of Examinations on payment of a late fee (non-refundable) by Regular and Ex-Students Candidates, as prescribed by the Ordinance.
- 3.2 Ex-students should submit their Application Forms for Registration for the ensuing Examination through the Dean/ Head of the Department last attended.
- 3.3 The Receipt for the payment of Examination Fee and Enrollment fee (if required), shall reach the office of the Controller of Examinations along with the Examination Forms.

### 4. Application for Admission to Examination

- 4.1 All applications for permission to appear at any of the Examinations of the University shall be submitted on the prescribed Forms and forwarded to the Controller of Examinations through the Dean of the Faculty/Head of the Departments concerned.
- 4.2 In forwarding the applications of the Regular Students, the Dean of the Faculty concerned shall certify that:
  - (i) The candidate has satisfied him/her by the production of the Certificate of a competent authority that he/she has passed the Examination which qualifies him/her for admission to the Examination;
  - (ii) The candidate has studied a regular programme of study for the period prescribed and that he/she fulfills the requirements of attendance;
  - (iii) His/her conduct is satisfactory.

*Note: The Certificate at Sub-Para 4.2 (ii) above will be provisional and can be withdrawn at any time before the Examination, if the applicant fails to attend the prescribed percentage of lectures, tutorials, practical's etc. before the end of his/her University terms.*

- 4.3 Examination form along with the Receipt for the payment of the prescribed Examination Fee fixed by the University, submitted by a Student for permission to appear at the Examination shall reach the office of Controller of Examinations on or before the date announced.

## 5. Appointment of Amanuensis

5.1 An amanuensis shall be allowed in case of:

- (a) Blind Candidates; and
- (b) The candidates, who are disabled due to an accident or disease and are unable to write with their own hands.

Candidates under 5.1(b) above shall have to produce a medical certificate from the Medical Officer.

5.2 The Controller of Examinations, on receiving an Application from the candidate one week before commencement of Examination, will arrange for the appointment of an amanuensis and shall inform the Superintendent of the Examination.

5.3 The amanuensis shall be a person of a lower qualification than the candidate concerned.

5.4 The Superintendent of Examination shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the Controller of Examinations.

5.5 One extra hour will be given to the blind candidates for examination of 3 hrs. duration.

5.6 The remuneration to the amanuensis will be given by the Office of the Controller of Examination at the existing approved rate.

## 6. Issue of Admit Card for Examination

A candidate, whose Exam Form has been accepted for appearing to an examination, shall be issued an Admit Card containing the Name of the Candidate and Roll Number assigned to him/her. Regular Candidates and Ex-students shall be distributed the Admit Card through the Dean of the Faculty concerned for UG classes and HOD/Faculty Incharge for PG classes, provided that there are no dues of the University outstanding against their names.

## 7. Withdrawal of Permission to take Examination

Permission granted to a candidate to appear at an Examination may be withdrawn before or during the course of Examination for his/her misconduct/indiscipline, which in the opinion of Examination Committee justifies the candidate's exclusion.

## 8. Withholding of Admit Card

If a candidate for any University Examination owes any money to the University on any account and fails to pay the dues or has borrowed any book, apparatus or other property belonging to the University or any kit supplied by NCC/NSS and fails to return the same, the Controller of Examination may withhold the Admit Card if the



Admit Card has already been issued to him/her. The Controller of Examinations may also suspend the admit card till all such dues have been paid or such property returned by the candidate to the University.

#### **9. Examination Fee and other Fee**

- 9.1. The Examination Fee, Tuition Fee and any other Fees to be charged from students shall be decided by the Executive Council/Finance Committee and notified by the University from time to time.
- 9.2. A candidate who fails to present himself/herself for the examination shall not be entitled to any refund of the Fee or to have it kept in deposit for a subsequent Examination. However, if a woman candidate is unable to appear at the Examination for maternity reasons her Fee may be held over for the next Examination, provided that the application for crediting the Fee for the next Examination must be made to the Controller of Examinations within three months of the completion of the Examination concerned and shall be supported by a Medical Certificate.
- 9.3. No application for adjustment of the Examination Fee shall be entertained, if it is not submitted to the Controller of Examinations within fifteen days of the end of the Examination concerned.
- 9.4. A candidate, who fails to appear at an examination due to illness or other sufficient ground, he/she may be permitted by the Examination Committee to appear at the next Semester Examination without further payment of Examination Fee.

#### **10. Refund of Fees(s)**

- 10.1 The Examination Fee once paid shall not be refunded in any case.
- 10.2 A candidate shall not be entitled to the refund of the Examination Fee paid by him/her:  
  
If permission accorded to him/her to take an Examination is subsequently cancelled as a result of mis-statement of facts or suppression of material fact or for want of relevant information in his/her application for admission to the Examination.

#### **11. Conduct of Examinations**

The Semester-end Examinations will be held in accordance with the Academic Calendar as specified by Academic Council/Executive Council in accordance with orders of the State Government.

#### **12. Time limit for passing an Examination**

Unless and otherwise provided, no student shall be allowed to appear in the Examination after the expiry of the periods as specified in the following:

Minimum duration of the Programme/ course of study	Maximum time-limit for passing the programme/course of study
Six month course (one semester)	One year (two semesters)
One year course (two semesters)	Two years (four Semesters)
Two years course (four semesters)	Four years (eight semesters)
Three years course (six semesters)	Five years (ten semesters)

### 13. Declaration of Results

The results of the Semester Examinations will be declared in accordance with the Academic Calendar as specified by Academic Council/Executive Council in accordance with orders of the State Government.

### 14. Promotion of Candidates

#### 14.1. For Undergraduate Programmes of Six-Semester duration

14.1.1. Subject to fulfilling the minimum requirement of attendance and field work, wherever applicable, a student will be automatically promoted from the odd semester to the even semester.

14.1.2. If a student fails in the Internal Assessment of any of the semester courses, in spite of being given the additional chance before the Semester-End Examination as per the provision of this Ordinance, he/she will not be allowed to appear in the Semester-End Examination of the said course and will be considered as failed in that course.

14.1.3. If a student fails in the Practical Examination in any of the semesters 1<sup>st</sup>-5<sup>th</sup>, he/she will not be promoted from the even semester to the next odd semester. Such a student will however be allowed to re-appear in the Practical Examination in the ensuing odd/even semester as an Ex-Student.

14.1.4. For promotion from the 2<sup>nd</sup> semester to the 3<sup>rd</sup> semester, a student shall have to pass at least one-half (50%) of the total of compulsory and optional courses, including practical courses, if any, of the 1<sup>st</sup> and 2<sup>nd</sup> semesters combined.

14.1.5. A student will be promoted from the 4<sup>th</sup> semester to the 5<sup>th</sup> semester if he/she has cleared 3/4<sup>th</sup> (75%) of the total of compulsory and optional



courses, including practical courses, if any, of the 1<sup>st</sup> to 4<sup>th</sup> semesters combined.

14.1.6. If a student is unable to clear the required number of courses in the 2<sup>nd</sup> semester/4<sup>th</sup> semester, as the case may be, he/she shall be declared as failed. Such a student may however appear as an Ex-Student in the ensuing odd/even semester examinations wherein the student will be required to appear only in such course(s) in which he/she failed to obtain the minimum passing grade.

14.1.7. A student shall have to obtain a minimum passing marks/grade not less than 33% of marks or Grade 'P' in Internal Assessment and 33% of marks or Grade 'P' in End-Semester Examination.

14.1.8. A student will be declared as passed if he/she has obtained the minimum passing marks/grade in each subject separately and that his/her grand total of marks is not less than 33% or Grade 'P'.

## **14.2 For Postgraduate Programmes of Four-Semester duration.**

14.2.1. In a programme of four-semester duration, a student will automatically be promoted from the odd semester to the even semester, provided that he/she has fulfilled the minimum requirement of attendance, failing which he/she may be permitted to appear as an ex-student in the next odd/even semester examination, as the case may be.

14.2.2. If a student fails in the Internal Assessment of any of the semester courses, in spite of being given the additional chance before the Semester-End Examination as per the provision of this Ordinance, he/she will not be allowed to appear in the Semester-End Examination of the said course and will be considered as failed in that course.

14.2.3. For promotion from the 2<sup>nd</sup> semester to the 3<sup>rd</sup> semester, a student shall have to pass at least one-half (50%) of the total of compulsory and optional courses, including practical courses, if any, of the 1<sup>st</sup> and 2<sup>nd</sup> semesters combined.

14.2.4. A student shall have to obtain a minimum passing marks/grade not less than 33% of marks or Grade 'P' in Internal Assessment and 33% of marks or Grade 'P' in End-Semester Examination.

14.2.5. A student will be declared as passed if he/she has obtained the minimum passing marks/grade in each subject separately and that his/her grand total of marks is not less than 33% or Grade 'P'.

#### 14.3 For Diploma/Certificate Programmes/Courses of Two-Semester duration

14.3.1. A student of first semester shall have to fulfill the minimum requirement(s) of attendance and Internal Assessment, and pass at least 50% of the courses/papers in the Semester-end Examination, failing which his/her admission shall stand cancelled. However, such a student may be given re-admission in the same semester in the next year as per the provisions of Admission and Enrolment of Candidates.

Provided that in a two-semester programme, a student will become an Ex-Student if he/she has fulfilled the minimum requirement of attendance and Internal Assessments, but has failed to secure passing marks in 50% of the papers of the first and the second semesters combined. Such a student will be required to appear in the ensuing odd/even semester examination only in such papers(s) in which he/she failed to obtain the minimum passing marks.

14.3.2. A student shall have to obtain a minimum passing marks not less than 33% of marks in Internal Assessment and 33% of marks in End-Semester Examination.

14.3.3. A student will be declared as passed if he/she has obtained the minimum passing marks in each paper separately and that his/her grand total of marks is not less than 33%.

*(Note: If the fraction  $\frac{1}{2}$  (50%) or  $\frac{3}{4}$  (75%) of the courses as mentioned in the above-mentioned paras 14.1 and 14.2 comes out to be a non-integer, it will be rounded off to the nearest integer).*

#### 15. Division

Division will be divided in three parts as following:

1st Division with Distinction	
1st Division	: 75% and above
2nd Division	: 60% to below 75%
3rd Division	: 45 % to below 60%
	: 33% to below 45%

#### 16. Issue of Marks Sheets/Grade Cards/Certificates

16.1 The Marks Sheets/Grade Cards will be supplied to candidates from the offices of the respective Faculties/Department after ten days of the declaration of results.



- 16.2 Provisional Certificates will be issued after three days of depositing the required Fee along with the application.
- 16.3 A Marks Sheet/Grade Card/Certificate may be withheld by the Controller of Examinations on reasonable grounds.

#### **17. Withdraw Degree/Diploma/Certificate (Section 49(i)-67, Statutes-12.03)**

The Court shall have the power to withdraw Degree/Diploma/Certificate or any other academic distinction and disqualify a person, if he/she is found guilty of obtaining or attempting to obtain a Degree/Diploma/Certificate fraudulently for which he/she is not entitled. The period of such disqualification will be according to the circumstances, as stated below:

- (i) From appearing at any Examination of the University for a specified period, if he/she makes a correct statement of facts and surrenders the Degree/Diploma/Certificate voluntarily; and
- (ii) From appearing at any further Examination of the University, if he/she has deliberately lied to cheat the University.
- (iii) Double degree on same time/session by this university or one degree from other university as on regular or private basis.
- (iv) Degree obtained on fake/fraud basis admission.
- (v) Any such behaviour to damage the prestige of the university.

#### **18. Issue of Duplicate Degrees/Diplomas/Certificates or duplicate mark sheet**

- 1- In case of loss or destruction of a degree/diploma/certificate, a candidate may obtain a duplicate degree/diploma/certificate on submitting an application along with the receipt of the prescribed fee, stating that the applicant has a real need for the duplicate degree/ diploma/ certificate and submitting an Affidavit signed and certified by a First Class Magistrate, showing that the original has been lost/destroyed.
- 2- A candidate may obtain a duplicate mark sheet on submitting an application alongwith prescribed fee.

#### **19. Grace Marks**

If the Examination Committee considers it necessary, it may award grace marks on the following pattern:

- 19.1 A maximum of three (3) grace marks in only one paper of all programmes of study of the University will be permitted, provided that the system of awarding grace marks shall not be applicable to programmes of study, where grades are awarded.
- 19.2 Grace marks shall be given only to those candidates, who by obtaining them are able to pass the Examination or granting the divisions. The award of grace

marks shall be at the discretion of the Examination Committee and no appeal in this regard shall be entertained.

- 19.3 Only minimum grace marks, as required to pass the Exam or upgrade division, shall be awarded.
- 19.4 The grace marks awarded shall be counted in the Grand total.

## 20. Improvement of the Result

- 20.1 Unless otherwise provided, a candidate will be allowed only one change in continuation to appear at the Examination to improve upon his/her performance in the Examination held in the preceding semester (odd/even).
- 20.2 If a candidate appears at the Examination in order to improve upon his/her previous marks of the same Subject/paper, latest marks as obtained in Improvement Examinations shall be taken into account for determination of his/her final result.
- 20.3 A candidate submit Improvement Examination Form to the Controller of Examinations latest by fifteen days before the last date of the submission of the examination forms of the semester in which he/she wants to appear, or as notified by the Controller of Examinations.
- 20.4 The syllabus of the Examination will be the same as the one prescribed for the semester, when the candidate appeared at the Examination in the Course concerned.
- 20.5 Improvement examination will be held in theory courses only.
- 20.6 A candidate who pass the semester examination in undergraduate will be allowed improvement examination only two papers in any subjects, and PG level two papers in subject concerned.

## 21. Re-totaling of Answer Scripts (scrutiny)

- 21.1 If any application received from the candidate on payment of prescribed fee. The answer script scrutinized and if found any discriminatries in total of marks it should be retotaled and are left over for evaluation of any question or his part, it should be evaluated.
- 21.2 If any change of the result after scrutiny, the result after approval of the Examination Committee may be declared.
- 21.3 The scrutiny fee will be refunded if the result found after scrutiny to be changed.



- 21.4 The application for scrutiny/ retotaling shall not be entertained, unless it is made within thirty days of the publication of the result.

## **22. Carry Over /Promotion System**

Candidates failing in the final two semesters of any program/course, may be allowed to appear in the special examination which will be held after the final (last) semester-end examination. The date(s) of such examinations will be notified by the Controller of Examinations.

## **23. Results Committee**

- 23.1 There shall be a Results Committee consisting of the following members:

- (i) Vice-Chancellor;
- (ii) One Dean to be nominated by Vice Chancellor for a period of one year.
- (iii) One of the Tabulators, nominated by the Controller of Examinations;
- (iv) Registrar
- (v) Controller of Examinations (Convener).

- 23.2 The Results Committee shall:

- (i) Ensure the compliance of the prescribed rules of the Programmes; Consider and award grace marks as per the provisions of the Ordinances;
- (ii) Do sample checking of answer books/award lists, if required; Prepare a Report for the Examination Committee to be finally submitted to the Academic Council and Executive Council for its consideration.

## **24. Amendment of Results:**

1. In any case where it is found by the Results Committee that the result of an Examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, it shall report the matter to the Examination Committee, which shall have the power to amend such result in such a manner as shall be in accordance with the factual position and to make such declaration as it may consider necessary in that behalf.
2. If result committee found that the result of any examination was affected by malpractice or by fraud conduct, it shall be report to examination committee and examination committee shall consist an enquiry committee against person concerned.

## **25. Paper Setters/Moderators/Examiners**

### **Paper Setters:**

- 25.1 The departmental board of studies, in its meeting shall appoint the paper setter in each paper in the concerned subject and sent it to the Controller of Examination separately under covered sealed envelope.
- 25.2 The Controller of Examination send appointment letter alongwith the necessary paper/instruction/envelope to the paper setter. After preparing the question paper, paper setter send back to the Controller of Examination under sealed covered envelope.
- 25.3 The appointment of a paper setter may be cancelled by the Vice Chancellor on the request of CoE, if he/she fails to send the Question Paper by the date so-fixed in this regard.

### **Moderators:**

- 25.4 The departmental board of studies, in its meeting shall appoint the moderation committee in each paper in the concerned subject and sent it to the Controller of Examination separately under covered sealed envelope.
- 25.5 Moderation Committee-
  1. The Head of the Department of concerned subject
  2. Two persons having expert knowledge of the subject concerned, provided that one of them shall belong to the Department concerned and the other person not engaged in Teaching in that subject in the University.

The Controller of Examination after receiving the questions from the paper setter, inform to the Moderation Committee for moderation.

### **Examiners**

- 25.6 The departmental board of studies, in its meeting shall appoint the Examiners committee in each paper in the concerned subject and sent it to the Controller of Examination separately under covered sealed envelope.
- 25.7 The appointment of the Examiner inform by the controller of the Examination. The controller of examination or superintendent of evaluation (answer book scripts evaluation centre) inform to the examiner for evaluation date. The examiner after evaluation the list of the marks under sealed cover envelope handed over to Controller of Examination.

## **26. Tabulators**

- 26.1 The results of Examinations shall be tabulated by two Tabulators among the teachers in the university appointed by the Vice-Chancellor on the recommendation of the Controller of Examinations.



- 26.2 The Tabulators shall tabulate the results. They shall draw the attention of the Controller of Examinations to any discrepancy in the result.
- 26.3 The Vice Chancellor shall appoint two Comparers on the recommendation of Controller of Examination after tabulation, the Comparer shall cross check the Tabulation Sheets. If any discrepancy found in Tabulation Sheets, inform to the Controller of Examination.
- 26.4 The Controller of Examinations shall also check that the marks entered in the foils and counter-foils of the Mark Sheets also tally with the marks entered in the answer books. The discrepancy, if any, shall be certified by the Controller of Examinations.

#### **27. Answer Books:**

- 27.1 The Examiners' awards, as shown in the result statements submitted by them, shall be final, provided that the errors may be rectified by the Controller of Examinations after checking the answer books.
- 27.2 The answer books shall be preserved and be in the custody of the Controller of Examinations, till the expiry of 3 months from the date of publication of the results. After expiry of 3 months no claim will be considered regarding answer books.

#### **28. Instructions to candidates for Examination**

- 28.1 The doors of the Examination Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 28.2 A candidate may not be admitted into the Examination hall, if he/she fails to present to the invigilator his/her Admission Card and/or satisfy the Superintendent of Examinations that it will be produced within a reasonable time.
- 28.3 All candidates shall come to the Examination Hall before the time fixed for the Examination. If a candidate arrives not later than 30 minutes after the time fixed for the Examination, the Invigilator may allow him/her to appear at the Examination with the permission of Superintendent of Examinations. No candidate shall be allowed to appear in the examinations after 30 minutes of commencement of the examinations.
- 28.4 The candidates shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examinations or Invigilators or any Official of the University connected with the Examinations.

- 28.5 The candidates shall maintain and observe strict discipline in and/or near the Examination Centre/Hall and shall not indulge in any such act as misbehavior/nuisance which causes any obstruction and/or disturbance or disruption in the conduct of Examination.
- 28.6 No candidate shall be allowed to leave the Examination Hall, until an hour has elapsed after the distribution of the Question Paper.
- 28.7 No candidate shall leave his/her place or go out of the Hall without the permission of the Invigilator, unless he/she has handed over his/her answer book to the Invigilator concerned.
- 28.8 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with him/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 28.9 As soon as the time prescribed for the Question Paper expires, the candidates shall have to hand over their answer books to the Invigilator concerned.
- 28.10A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examinations or the invigilator in the Examination Hall.

## 29. Use of Unfair Means /Misbehavior in Examinations

**(The Uttar Pradesh Public Examinations (Prevention of Unfair Means) Act, 1998 and The Uttar Pradesh Public Examinations (Prevention of Unfair Means) Rules-2017 and other rules made by Academic Council/Executive Council of the University in this regard will be followed in the matter of use of Unfair Means/Misbehavior in Examination.)**

- 29.1 No candidate shall bring with him/her in the Examination Hall any book, paper, notes or other materials which may be used by him/her in connection with the Examination, nor shall he/she communicate to or receive from any other candidate or person any information in the Examination Hall.
- 29.2 No candidate shall note or write anything on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.
- 29.3 No candidate shall assist or receive assistance from any other candidate or person at an Examination or make use of any dishonest or unfair means in connection with the Examination.
- 29.4 Any candidate detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an invigilator or an Official of the University, as the case



may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that the facts alleged are true and disclose premeditation on the part of the candidate, disqualify the candidate from passing that Examination and debar him/her from appearing at any University Examination for a period not exceeding three years.

- 29.5 Any candidate detected using unfair means in an Examination Hall shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an Invigilator or by an Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may, if satisfied that the facts alleged are true but do not disclose any premeditation, disqualify the candidate from passing that Examination and debar him/her from appearing at any University Examination for a period not exceeding two years.
- 29.6 Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported by, the Superintendent of Examinations or through him by an invigilator or by an Official of the University, as the case may be, and the Examination Committee may, if satisfied that the facts alleged are true but that the candidate has not made and use thereof, disqualify the candidate from passing that Examination.
- 29.7 Any candidate, who in the opinion of the Superintendent of Examinations is guilty of any misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid sub-para 30.1 to 30.6 of this Ordinance, may be expelled by the Superintendent of Examinations for that course and shall be reported to the Examination Committee by the Controller of Examinations. The said Committee may, if satisfied that the facts alleged are true, disqualify him/her from passing the Examination for that year.
- 29.8 Any candidate approaching an Examiner directly or indirectly or seeking ways or means of bringing pressure to bear on the Examiner, so that higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or any person employed in his office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the

candidate from passing that Examination and debar him/her from appearing at any Examination for a period not less than one year.

- 29.9 Any candidate found guilty of seeking ways and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of Examinations or Invigilator or any Official of the University desist from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and/or expel him/her from the University and declare him /her to be not a fit and proper person to be admitted to any future Examination of the University.
- 29.10 Any candidate, who has been punished under Sub-Paras 31.4 to 31.9 above, shall not be admitted to any programme of study as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only in which he/she is entitled to appear as an Ex- Student after the expiry of the period of punishment.
- 29.11 In case, a person, who is not a bonafide candidate, is found to be taking an Examination on behalf of a bonafide candidate, it will be assumed that impersonation is being done at the instance and with the connivance of the bonafide candidate and action against such person and such bonafide candidate would be taken as under:
- (i) The bonafide candidate, who did not take the Examination himself/herself, shall be debarred from pursuing any programme of study or from appearing at any Examination of the University in future.
  - (ii) In case, the person, who has impersonated the bonafide candidate, is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
  - (iii) If the person, who has impersonated the bonafide candidate, is not a student of the University, he/she may be handed over to the Police for appropriate action.
- 29.12 In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair means, the result of his/her Examination in the Course(s) in which he/she has already appeared, would also be cancelled, in addition to the action that might be



taken against him/her for using unfair means, while reappearing for improvement of his/her Grade/Division/ Percentage of Marks.

- 29.13 Any punishment imposed on the erring student shall be following due consideration of the defence presented by him/her.

### **30. Appointment of Invigilators and Superintendent of Examinations**

The Examination Committee shall appoint Invigilators and Superintendents of Examinations, who will be responsible for the proper conduct of the Examination. In case Examination Committee Meeting shall not held, the Vice-Chancellor shall appoint Superintendents of Examinations and Controller of Examination shall appoint invigilators.

Provided that the Head of the Department concerned shall be the incharge of the Practical Examinations, who shall act as Superintendent of Examinations for Practical Examinations of his/her Department.

### **31. Duty of the Superintendents of Examinations**

- 31.1 The Superintendent of Examinations shall see that the doors of the Examination Hall are open half an hour before the time specified for the distribution of the Question Paper on the first day and a quarter of an hour before on subsequent days.
- 31.2 he Superintendent of Examinations will be supplied by Controller of Examinations before the commencement of the Examination, with the List showing the names of the candidates who will appear at his Centre of Examination and their Optional Subjects and a Statement showing the number of candidates appearing in each Subject of Examination.
- 31.3 The Superintendent of Examinations shall not admit any candidate whose name is not shown in the List or shall not allow any candidate with an Optional Subject, other than that shown against his/her name, provided that in doubtful cases the Superintendent of Examinations may allow a candidate to appear at the Examination of the Paper and immediately refer the matter to the Controller of Examinations.
- 31.4 The Superintendent of Examinations or invigilator authorized by him/her may require any candidate to show his/her Admit Card /Hall Ticket.
- 31.5 The Question Paper set for the Examination shall be despatched by the Controller of Examinations in a sealed cover, which shall be opened by the Superintendent of Examinations in the presence of at least one invigilator. The Superintendent of Examinations and the Invigilators(s) shall certify that the sealed cover was in proper condition and that it was opened in the

- Examination Hall at the proper time. The Certificate shall be forwarded to the Controller of Examinations on the same day.
- 31.6 Before the commencement of the Examination, the Superintendent of Examinations shall see that satisfactory arrangements are made for the examination. Candidates must be seated well apart to prevent collision.
  - 31.7 A Card giving the Roll Number of each candidate shall be fixed on each table so that the candidate may readily find out his/her place.
  - 31.8 Blank Answer Books will be supplied from the office of the Controller of Examinations. The Superintendent of Examinations shall see that a second answer-book is not issued to a candidate until the first is fully used and that the two answer-books are at once stitched together.
  - 31.9 The Superintendent of examinations and the Invigilators shall remain in the Examination Hall during the time allocated to each Course; they shall on no account speak or permit any one to speak to a candidate on any subject pertaining to the Questions during the hours of examination, except for the purpose of correcting misprints or other errors which might mislead the candidate. The Superintendent of Examinations shall without loss of time draw the attention of the Controller of Examinations to any misprint, mistranslation or ambiguity, which may have come to his notice and shall be communicated to the Examiner.
  - 31.10 As soon as the allotted time has expired the answer-books shall be carefully collected and arranged in numerical order and delivered to the Controller of Examinations reporting names and/or Roll Numbers of absentees.
  - 31.11 Any attempt to use unfair means to pass the Examination or any violation of the Ordinance by the candidates shall be immediately reported by the Superintendent of Examinations to the Controller of Examinations who shall place it before the Examination Committee for consideration.
  - 31.12 The Superintendent of Examinations shall see that no candidate is permitted to leave the Examination Hall without being accompanied by a trustworthy escort, to prevent his/her communication with outsiders and that he/she does not use absence, from the Hall for any purpose other than that for which he/she had taken leave. The Superintendent of Examinations may fix a time, if necessary, within which the candidate must return to his/her seat.

## 2. Duties of Invigilators

- 32.1 An Invigilator should report himself/herself on duty to the Superintendent of Examinations half an hour before the commencement of Examination.



- 32.2 Invigilators shall remain in the Examination Hall during the time allotted for each Course and shall not leave the Hall without the permission of the Superintendent of Examinations.
- 32.3 Invigilators shall help the Superintendent of Examinations in the distribution of Question Papers and answer-books etc. to the candidates and in collecting the answer-books from the candidates at the close of Examination. They shall also help the Superintendent of Examinations in arranging the answer-books for dispatch.
- 32.4 The invigilators shall help the Superintendent of Examinations, preparing a List of Candidates present at the Examination and in verifying their identity by comparing their signatures with those on record.
- 32.5 During the course of Examination, the Invigilators are expected to move about the Examination Hall and not to engage themselves in study or conversation.
- 32.6 The Invigilators shall be responsible for the maintenance of general discipline in the Examination Hall and shall exercise their discretion for the purpose. In case they feel that a situation has arisen which is beyond their control, they shall, without loss of time, report the matter to the Superintendent of Examinations for the necessary action.
- 32.7 If a candidate is found to resort to unfair means at the Examination or to create disturbance/nuisance or act in any manner so as to cause inconvenience to the other candidates, the Invigilator shall, without loss of time, report the matter to the Superintendent of Examinations.
- 32.8 The Invigilators shall also bring to the notice of the Superintendent of Examinations any complaint or other difficulties pointed out by any candidate(s) regarding the Question Paper set for the Examination.
- 32.9 Invigilators are expected to help the Superintendent of Examinations in any other matter connected with the conduct of the Examinations.
- 32.10 In case, an Invigilator is unable to be present on account of unavoidable circumstances, he/she shall give at least 24 hours notice to the Controller of Examinations through the Superintendent of Examinations.

**Note:** In case any question of Interpretation of any Ordinance/Sub-ordinance contained in this chapter, arises then the decision of the Vice Chancellor shall be final in that regard which will be reported to the forthcoming Examination Committee.

### 33. The Bachelor of Education (B.Ed.) Programme of Four-Semester duration

#### 33.1 General

##### (a) Duration of the Programme:

There shall be at least two hundred (200) working days each year exclusive of the period of Examination and admission.

The B.Ed. programme shall be a four semesters duration (two years) full time professional pre-service teacher education programme. It will include Theory, Practice in teaching, internship, field work, professional development and other prescribed activities.

##### (b) Number of Seats:

Total intake of the B.Ed. programme shall be as per seats sanctioned to University by National Council for Teacher Education.

##### (c) Eligibility criteria:

The eligibility requirement for the admission of the candidates to B.Ed. course shall be in accordance with the eligibility criteria determined by NCTE/ U.P. Govt. Order issued from time to time.

##### (d) Procedure of Admission:

- i. Admission to all seats of B.Ed. course shall be made through State Level Entrance Examination conducted by State University nominated for the same by the State Government in accordance with rules for admission prescribed in 'The Uttar Pradesh State Universities (Regulation of Admission To Courses Of Instructions For Degree In Education In Affiliated And Constituent Colleges) (Tenth Amendment) orders-2015' or in accordance with the orders and notifications issued by the State Government from time to time.
- ii. Reservation of seats shall be as per State Government orders/notifications as amended from time to time.
- iii. Every candidate selected for admission, shall before his admission have to furnish a certificate countersigned by the Chief Medical Officer in which it should be clearly mentioned that the candidate does not stammer and is not unfit to be a teacher on account of any disease of the ear, eye or any other limb.

##### (e) Curriculum:

The Curriculum of the B.Ed. programme shall be based on the NCTE Curricular Framework and shall be approved by Executive Council of the University as per procedure.

##### (f) Continuous and Comprehensive Evaluation (C.C.E):

- (i) In each paper the continuous internal assessment system would have a weightage of 30% marks, while the semester end examination shall have a weightage of 70% marks.



- (ii) The weightage of components in continuous internal assessment system will be as under:
  - Practicum/ field work: 15 marks
  - Assignment and/ presentation: 10 marks
  - Attendance and class participation: 05 marks
- (iii) It shall be the duty of the teacher/teachers to conduct Continuous and comprehensive Evaluation. In case more than one teacher is sharing the teaching work in a paper, each teacher shall evaluate independently but total weightage should be 30 marks.

**(g) Attendance:**

- (i) The minimum attendance of student-teacher shall have to be 80% for all course work and practicum, 90% for school internship, failing which student shall not be sent up for the examination.
- (ii) In case of shortage of attendance on medical grounds the Vice Chancellor may condone not more than 15% of shortage of attendance on the recommendations of the Head, Department of Education and Dean, Faculty of Education as per the provisions of University Statutes.

**(h) Examination :Rules and Regulations:**

1. Students who have completed their course for the Bachelor of Education (B.Ed.) First Semester but have failed to appear/ pass the semester examination will be allowed to re-appear in the subsequent First semester examination. Those who fail to appear/pass in any paper in the second semester may be permitted to appear at the next year's semester examination without further attendance at lectures if their applications for permission meet with the approval of the Head of the Department of Education and the Dean, Faculty of Education.
2. Candidates allowed to appear at the Bachelor of Education (B.Ed.) semester examination under this ordinance as exempted candidates shall be required to pay the examination fee as prescribed by the University.
3. There shall be a Semester-End examination and each student has to appear in all papers including Theory, Practicals, Practice in teaching, internship, field work, professional development.
4. All those candidates who pass a semester examination (under section 2 stated above) can appear for improvement in only one theory paper of a semester at the next Back Paper/ Regular examination of that semester and not thereafter. However, the improvement facility will not be given in all the papers prescribed in the course and shall subject to condition 20.2 of this Ordinance.
5. Students of following categories shall be 'Eligible for Back Paper (EBP)'. An EBP candidate shall be promoted to next semester. The back paper facility in a semester provides promotion to the next

semester and another opportunity to obtain a minimum of the pass marks assigned for an individual paper or in the aggregate.

- A. The candidates who fail to secure an aggregate of 50% of the maximum marks for a semester but have obtained 40% of the maximum marks assigned to each of their papers may appear in all the papers as exempted candidate or may appear in only one theory paper of his choice as EBP candidate to secure a minimum in the aggregate.
  - B. The candidates who secure an aggregate of 50% of the maximum marks for a semester but fail to secure a minimum of 40% of the maximum marks in one out of four papers prescribed for the semester papers or in case where there are more than four papers prescribed for the semester, the candidates who have failed in two theory papers or have failed in one theory paper shall be declared 'EBP'. Such candidates will appear only in their uncleared papers.
  - C. All the candidates covered in the categories defined in the sub sections A & B of the section 5 shall be given only one chance to clear the semester in the next back paper/ regular examination of that semester and not thereafter.
6. A candidate with two out of three or three out of four uncleared papers in his/her first semester examination shall be declared '**Failed**' but will be promoted to the second semester but not beyond till he/she becomes a candidate under 3 or 4 by appearing as an exempted candidate in the next Back paper/ Regular examination of that semester and not thereafter. Such a promotion from third to fourth semester shall also be granted to the candidates who have passed either their first two semester examinations as per section 2 or have cleared all papers of first semester but, they are EBP in 2<sup>nd</sup> semester.
  7. The back paper facility will not be given to a candidate if the number of his uncleared papers in all of his previous semester examinations exceeds three.
  8. In case where three of the four Semesters have been cleared in three years, the Vice Chancellor/Examination Committee may recommend for only one more opportunity in the forth coming Back Paper/ Regular examination of that semester and not thereafter.
  9. The examination for the degree of the Bachelor of Education shall include: Theory of Examination, practice in teaching examination and practical examination, internship and professional development activities.
  10. The students shall be required to complete their practice- in-teaching work, (at least 40 supervised lessons,) the prescribed Practical work, internship, field work, and other activities as per regular schedule of the department and the institution. Failure in



compliance to this condition shall disallow a candidate from appearing in B.Ed. examination of the University.

- (a) Candidates who have completed their course in practice- in- teaching and but have failed to pass or to appear at the B.Ed. practice teaching examination shall be allowed to present themselves for re-examination therein at the subsequent examination without attending a full course. They shall however be required to teach at least 15 supervised lessons before appearing at the B.Ed. Practice- in- Teaching Examination.
- (b) A candidate who has failed to pass or to appear at the semester end B.Ed. Theory Examination after completing all the course requirements of all components of B.Ed. programme, may present himself/herself for re-examination there in at a subsequent B.Ed. semester end Examination of same semester as an EXEMPTED CANDIDATE.
- (c) A candidate who has completed his/her course for the Bachelor of Education Programme but has failed to pass or appear in both written as well as practice in teaching examination may present him/her self for re-examination therein at a subsequent examination at a University examination in a subsequent academic session as per provisions under (a) and (b) above.
- (d) A candidate desirous of appearing at a B.Ed. back paper/improvement examination under the provisions of the University shall be required to answer the question papers set in accordance with the old syllabus which was originally studied by the candidates.
- (e) A candidate who has failed to complete his/her required practice in teaching lesson shall complete the same in the next semester during internship and may present him/herself as exempted candidate in subsequent semester practice in teaching examination.
- (f) A candidate shall be eligible for promotion from third semester to fourth semester only after completion of all components of B.Ed. in semester I & semester II. They can complete the internship in subsequent semester III next year if they were unable to complete it in their regular semester III.

### 33.2 Passing Marks/Grade

The candidate must obtain at least 40% marks or grade 'P' in each theory paper separately, with aggregate marks of at least 50% in total or the equivalent grade 'B' as per the Sub-Para no. 5.1.3 of Ordinance 5(V).

The minimum passing marks in Educational Psychology Practical, Practice in Teaching and Internship shall be at least 50% or the equivalent grade 'B' as per the Sub-Para no. 5.1.3 of Ordinance 5(V).

The Section D of the B.Ed. Curriculum of each semester as given in the NCTE Curriculum framework will be evaluated on grade basis. The minimum grade for passing will be Grade E. The specifications of the grades will be as per the table under:

Grade A	75% and above
Grade A	60% and above
Grade B	55% and above
Grade C	50% and above
Grade D	45% and above
Grade E	40% and above
Grade F	fail (below 40% marks)

### 33.3 Award of Division for B.Ed. Programme:

Divisions will be awarded to successful candidates, separately both in 'Theory' and 'Practice in Teaching' examinations as under:

(a) In the 'Absolute Marking' System:

$75 \leq M \leq 100$	First Division with Distinction
$60 \leq M < 75$	First Division
$50 \leq M < 60$	Second Division

(b) In the 'Grading System':

$CGPA \geq 8.5$	First Division with Distinction
$6.5 \leq CGPA < 8.5$	First Division
$5.5 \leq CGPA < 6.5$	Second Division

**The Academic Council/Executive Council of the university shall decide to opt for any one of the above two systems for the B.Ed. Examinations.**

### 33.4 Other Provisions for the B.Ed. Programme

Other rules and regulations for B.Ed. Examinations will be as provided in this Ordinance.

**Note:** In case any question of Interpretation of any Ordinance/Sub-ordinance contained in this chapter, arises then the decision of the Vice Chancellor shall be final in that regard which will be reported to the forthcoming Examination Committee.



## ORDINANCE 5 (V)

## THE UNIVERSITY EXAMINATIONS UNDER CREDIT-BASED SEMESTER SYSTEM

## 1. Definitions

- 1.1. 'Programme' means the entire course of study and examinations.
- 1.2. Unless otherwise provided for, 'Semester' means a term consisting of a minimum of 90 teaching days.
- 1.3. An 'academic year' will consist of two semesters.
- 1.4. 'Course' means a segment of subject matter to be covered in a semester.
- 1.5. 'Compulsory' courses mean such courses that a student has to compulsorily study during the semesters as prescribed by the University.
- 1.6. 'Optional' courses mean such courses that a student can opt for out of various courses as prescribed by the University.
- 1.7. A 'Subject' is the main discipline of a department of study. If there is only one Course in a Subject, the Course shall be treated as a subject.
- 1.8. 'Grade' in a course is a letter symbol (O, A+, A, B+, B, C, P, F, Ab) which indicates the comparative level of performance of a student in a course.
- 1.9. Each letter grade is assigned a 'Grade Point' (G) which is an integer indicating the numerical equivalent of the performance of a student in a course.
- 1.10. 'Credit' (Cr) of a course is a measure of the weekly unit of the work assigned for the course.
- 1.11. 'Credit Point' (P) of a course is the value obtained by multiplying the grade point (G) by the credit (Cr) of the course:  $P = G \times Cr$ .
- 1.12. 'Choice-Based Credit System' (CBCS) means a system in which students are given the option to choose courses of their own choice out of the courses approved by the university for this purpose.
- 1.13. 'Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- 1.14. 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all courses taken by the student for the entire programme by the total number of credits and shall be rounded off by two decimal places.
- 1.15. 'Grade Card' is a card containing grades secured by a student in each course in a semester-based programme, together with his/her SGPA and CGPA, and Division. It will clearly mention all the 'credit' and 'non-credit' courses in which the candidate was examined.

## 2. General

- 2.1. The odd and even semesters will commence from July and January, respectively, or as decided by the Academic Council from time to time.
  - 2.2. For each semester-based Examination, the Academic Council/ Faculty/Board of Studies, as the case may be, shall determine the number of compulsory and optional courses, including elective courses, to be offered in each semester, assigning the number of credits to each course.
  - 2.3. In the case of 'Theory' courses, a course of 'n' hours a week will be assigned 'n' credits; whereas in a Laboratory Course/ Field Work/ Teaching Practice of '2n' hours a week, 'n' credits will be assigned to such component. The latter will also be applicable to any other such academic activities as decided by the Academic Council from time to time. In case 'Project' is a compulsory component of the programme, the concerned Board of Study/Committee of Study may assign six (6) credits for such component.
  - 2.4. The number of credits to be assigned to various courses offered in a semester will be between 20 and 30, depending upon the requirement of the programme.
  - 2.5. To be declared successful, a student shall have to secure the minimum of credits as prescribed by the concerned Faculty/Board of Studies, which will in no case be less than 120 credits in a programme of six semesters, 80 credits in a programme of four semesters, and 40 credits in a programme/course of study of four semesters.
  - 2.6. For computation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average), the grades obtained by a student in 'compulsory' courses shall (unless otherwise expressly provided for) not be counted.
- Provided that the courses taught under Compulsory subjects, namely Urdu/Arabic/ Persian as well as General English, shall be considered as 'non credit' courses, which shall not be considered for computation of SGPA and CGPA.***
- 2.7. For a student of the 1st semester/ subsequent semesters of any programme/course of study, who is detained due to shortage of attendance, the provisions of Sub para 3.1 and 3.2 of the provisions of Ordinance 1(I) Admission and Enrolment of students shall apply.

## 3. Attendance

For appearing in semester examinations, the provisions of Attendance as prescribed by the Uttar Pradesh State Government and relevant Ordinance shall be applicable.



#### 4. Evaluation

- 4.1. A programme may be comprised of some of the following components: theory courses, laboratory courses, field work, project, industrial training etc. as prescribed by the concerned Board of Studies/ Committee of Studies and approved by the Academic Council. For various components, the weightage of marks will be as follows:

##### *For Theory Course:*

Internal Assessment:	30% of allocated marks	Semester
End Examination:	70% of allocated marks	

##### *For Laboratory Course:*

Internal Assessment:	50% of allocated marks
Practical Examination and Viva Voce Examination:	50% of allocated marks

- 4.2. In case of other components, such as Field Work/ Industrial Training/ Project etc., the distribution of marks may be decided by the concerned Board of Studies and approved by the Academic Council.

#### 4.3. Internal Assessment:

- 4.3.1. The Internal Assessment in a theory course may comprise of written tests, assignments, etc. as prescribed by the concerned Board of Studies from time to time.
- 4.3.2. In a laboratory course, each practical performed by a student will be subjected to continuous evaluation by the concerned teacher(s). The evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.
- 4.3.3. In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.
- 4.3.4. In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioral Laboratory, Skill Laboratories etc.
- 4.3.5. The modalities of evaluation of various components in para 4.3.1 - 4.3.4 shall be decided by the concerned Board of Studies from time to time and shall be duly approved by the concerned Faculty.

- 4.3.6. To become successful in a particular programme/course of study, the candidate has to secure minimum passing marks/grade separately in the Internal Assessment as well as in the Semester-End Examination.
- 4.3.7. The concerned Department shall maintain the complete record in respect of the Internal Assessment Marks of each student and display it in the respective departments/centers. The departments shall submit the Internal Assessment marks to the Controller of Examinations at least one week prior to the commencement of the concerned examination.
- 4.3.8. If a student could not appear in the Internal Assessment of a course due to illness or any other valid reason beyond his/her control or failed in the Internal Assessment, he/she may be given one more chance to appear in the Internal Assessment of the said course before the commencement of the Semester-End Examination.

In case the student fails in the Internal Assessment in the additional chance given to him/her, he/she will be declared as failed in the Internal Assessment and will not be allowed to appear in the Semester-End examination in the said course. Such a student will however be permitted to appear in the next odd/even semester-end examination only if he/she has passed the Internal Assessment in the concerned course.

His/her promotion to the next semester will, however, be determined as per the promotion rules as given in Para 14 of Ordinance 4 (IV)

#### **4.4 Semester-End Examination**

The Semester-End Examination will ordinarily commence during the first week of December/ first week of May for the Odd Semester/ Even Semester courses, respectively or as decided by the Academic Council from time to time.

### **5. Award of Grades**

#### **5.1. Letter Grades and Grade Points**

Students will be awarded letter grades on 10-Points Scale for each course on the basis of their performance in that course. The procedure for award of grades is as follows:

- 5.1.1 All evaluations will be done in marks.
- 5.1.2 The marks obtained by a student in the End Semester Examination and Internal Assessment in a theory/ laboratory course/ Field work/ Industrial Training/Project, as the case may be, will be added together. These combined



marks would be converted to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.

5.1.3 Letter grades will now be awarded for each course as per the following table:

Grade Point (G)	Grade	Range of Marks (M)*
10	O (Outstanding)	$85 \leq M < 100$
9	A (Excellent)	$70 \leq M < 85$
8	A (Very good)	$60 \leq M < 70$
7	B (Good)	$55 \leq M < 60$
6	B (Above average)	$50 \leq M < 55$
5	C (Average)	$45 \leq M < 50$
4	P (Pass)	$40 \leq M < 45$
0	F (Fail)	$0 \leq M < 40$
0	Ab (Absent)	--

\*M: Marks obtained by a student on the 100-point scale.

## 5.2 Passing Grade

Unless and otherwise provided for some specific programme(s), the following provisions will be applicable to all courses of study run by the university:

5.2.2 The lowest passing grade in the Internal Assessment as well as in the Semester-End Examination of a course will be 'P' separately for each component and a student having secured a grade lower than this shall be declared as failed in that course.

5.2.3 The lowest passing grade in a course and also for awarding a degree will be 'P' and a candidate having obtained the 'F' or 'Ab' grade in a course shall be declared as failed in that particular course.

## 5.3 Credit Point (P)

It is the value obtained by multiplying the grade point (G) by the credit (C) of the course:

$$P_n = G_n \times Cr_n$$

where,

' $P_n$ ' is the Credit point for the 'n'th course,

' $G_n$ ' is the Grade point awarded in the 'n'th course,

' $Cr_n$ ' is the number of credits assigned to the 'n'th course,

'n' is the number of course in which a student is appearing in a semester.

#### 5.4 Semester Grade point Average (SGPA)

It is the weighted average of the grade points of all courses during the semester. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$SGPA = (P_1 + P_2 + \dots + P_n) / (Cr_1 + Cr_2 + \dots + Cr_n)$$

#### 5.5 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) of a student is calculated at the end of a programme. For the computation of CGPA, only the best performed courses with maximum credit points (P) alone shall be taken subject to the minimum credits requirements. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula:

$$CGPA = [(SGPA)_1 S_1 + (SGPA)_2 S_2 + \dots + (SGPA)_n S_n] / [S_1 + S_2 + \dots + S_n]$$

where  $(SGPA)_n$  is the SGPA of the  $n$ th semester and  $S_n$  is the total credits taken in the  $n^{th}$  semester.

### 6. Re-admission, Cancellation of Admission, and Eligibility for becoming an Ex-Student

- 6.1. For a student of the 1st semester/ subsequent semesters of any programme of study, who is detained due to shortage of attendance, the provisions of admission and enrolment of candidates shall apply.
- 6.2. A student, who failed in an odd/even semester examination or could not appear in the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to reappear in the concerned next odd/even semester examination as an 'Ex-student'.
- 6.3. In case a student who has been granted re-admission following shortage of attendance in a semester and if he/she again fails to fulfil the requirement of attendance for the second time, his/her admission shall stand cancelled.

### 7. Promotion of Candidates

Rules and regulations relating to Promotion of Candidates are as mentioned in Ordinance 5(V)



## ORDINANCE 6 (VI)

### The University Examinations for Private Candidates

(Under Section 52(2)H)

Khwaja Moinuddin Chishti Urdu Arabi-Farsi University provides variety of regular courses. But due to limited resources and accessibility, a big part of the society still lags behind in getting. The marginalized section of the society e.g. minorities, women, handicapped etc. are yet to receive their due share in education. They find themselves unable to walk through the regular education system. In this situation as an objective to provide education to all, University is looking to launch 'Private Examinations, to those who have limited capability to access the benefits of regular education due to unavoidable reasons. The system will be managed under annual mode with the title '**PRIVATE CANDIDATES**'. The courses offered under this system will be at undergraduate level only in the Faculties of Arts & Humanities and Social Sciences. The degrees conferred will be of B.A. Pass Course.

#### Private Candidates

Candidates who are eligible for regular admission and could not get admission in regular education and those who seek to study in Private Education System (Annual Mode) may be permitted by Academic Council to appear as private candidates at University Examinations.

The following categories of candidates may be permitted:

- **Women;**
- **Urdu Medium Candidates and Candidates from Approved *Madrasas* (by the University);**
- **Defense personnel in Uniform and**
- **Physically handicapped.**
- **Any other category may decided by Executive Council on the recommendation of Admission Committee and Examination Committee.**

Provided that Private Examination facility will be offered only in the Non Practical Subjects: Urdu, Arabi, Farsi, Hindi, English, History, Economics & Political Science.

Details about eligibility of candidates-

**(a) Women:**

- (i) Women candidates who are not in position to continue their studies for various reasons and want to improve their qualification shall be considered as Private Candidate.
- (ii) Their applications for admission to examination are supported by an affidavit certifying various conditions required by the University.

**(b) Urdu Medium Candidates and Candidates from Approved Madrasas (by the University)**

- (i) Candidates who have studied Urdu as a subject at High School.
- (ii) The candidate must have studied and passed from any *Madrasa* of which certificate is recognized by the University.
- (iii) Their applications for admission to examination are supported by an affidavit certifying various conditions required by the University

**(c) Employees of KMC Urdu, Arabi-Farsi University:**

- (i) The candidate must be a whole-time/part-time teacher/employee of the University.
- (ii) His/her application for admission to the examination are certified and recommended by the Registrar.

**(d) Defense Personnel in Uniform:**

- (i) Defense personnel in Uniform (i.e. Officers, NCOs, JCOs other ranks, Non-Combatants enrolled in the Indian Army and corresponding ranks in the Air Force and Navy), who are in active service.
- (ii) Their application for admission to examinations is certified & recommended by their respective Commanding Officers.

**(e) Physically Handicapped Candidates:**

Physically handicapped candidates will have to produce a certificate from a competent authority such as CMO or Medical Board constituted by the Competent Authority for the purpose.

The minimum eligibility required for appearing at an examination as private candidate shall be the same as prescribed for admission to the regular program.



## 1. Application for Registration (Enrolment):

1.1 Application for registration (on prescribed form) for the ensuing examination together with the receipt of the payment of the prescribed Registration Fee for Private candidates for permission to appear at the University Examinations should reach the Office of the Controller of Examinations on or before 31<sup>st</sup> October each year. Provided that as a special case the Controller of Examination may entertain such applications along with the Registration Fee up to 15<sup>th</sup> November or any other date notified by the Controller of Examination on payment of late fee (non-refundable) by Private Candidates, as provided by the ordinance.

1.2 The following documents shall be submitted along with Registration Form for fresh Registration of Private Candidates.

- (i) Proof of passing the last examination Certificate/copy of Mark sheet (self attested copy).
- (ii) Character certificate.
- (iii) Written permission from the employer, if employed.
- (iv) Four copies of the recent photographs of passport size to be affixed on the Registration/Examination Application forms.
- (v) Medical certificate from a Government Hospital for physically handicapped category of candidates (self attested copy).
- (vi) Transfer certificate from the school/college last attended.

*(Note: The documents mentioned above shall be compared with the original documents in the office of the controller of examinations. The documents once enclosed with the form will not be returned to the candidates.)*

## 2. Examination Form

2.1 Private candidates shall submit their Examination Form along with the records and copy of the fee receipts to the office of the Controller of Examination on or before the date announced.

### 3. Acceptance of Application forms for Private Candidates:

- 3.1 Complete Applications for Registration of all Private Candidates will be accepted by the Controller of Examinations.
- 3.2 Incomplete Applications will not be entertained.
- 3.3 The Admit Cards for examination shall be issued to Private Candidates by the office of the Controller of Examinations.
- 3.4 The Registration Fee (Enrolment Fee) and Examination Fee shall not be refunded in any circumstances.
- 3.5 No application for the adjustment of the examination shall be entertained if it is not submitted to the controller of Examination before 15 days of the commencement of the examination.
- 3.6 A candidate who not in position to appear at examination due to chronic illness or due to maternity in case of woman, he /she may be permitted by the Examination committee to appear at the next examination with further payment of Fee.

### 4. Conduct of Examinations:

The examination for Private Candidates will be held in Annual Mode normally in the month of May or as decided by the Examination Committee from time to time.

### 5. Pass percentage, Promotion of Candidates and Division:

#### (i) Pass Percentage

A candidate will be declared to have passed a programme if he/she has secured at least 40% of marks in each course of the said programme.

#### (ii) Promotion of the candidate

- a. A candidate who passed in two subjects and failed in one subject, but obtained 40% in aggregate, promoted to next examination (Ist year to IIyear and IIyear to IIIrd year)
- b. A candidate who failed in two or more subjects are declared failed, and candidate reappear in the same examination.
- c. The maximum time limit for passing undergraduate degree programs is 5 years.



**(iii) Division**

A candidate who is declared passed and obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

- |  |                                  |
|--|----------------------------------|
| 1. 75% marks or more in the aggregate          | First Division with Distinction; |
| 2. 60% marks or more, but less than 75%        | First Division;                  |
| 3. Less than 60% marks, but not less than 50 % | Second Division;                 |
| 4. Less than 50% marks, but not less than 40 % | Third Division                   |

**6. Declaration of Results:**

The results of the examinations will normally be declared in June/July of year, subject to the completion of examinations in time, or as decided by the University from time to time.

**7. Issue of Mark Sheets/Certificates:**

7.1 The Mark Sheet will be supplied to the Private Candidates from office of the Controller of Examinations within thirty days of the declaration of results.

7.2 Provisional Certificates will be issued after five days of depositing required fee along with the application.

7.3 A Mark Sheet/Certificate may be withheld by the Controller of Examinations on reasonable grounds.

**8. Obtaining Certificates on False Ground/statement:**

8.1 The Court has the power to withdraw Degree/Diploma/Certificate and disqualify the person, if he/she is found guilty of obtaining or attempting to obtain a Degree/Diploma/Certificate for which he/she is not entitled. The reason of such this qualification will be according to the regular candidate in the Ordinance.

**9. Issue of Duplicate Mark Sheet, Degree/Diploma/Certificates:**

The same conditions as for regular students.

**10. Change of Date of Birth:**

The date of birth as entered in the register of student shall not be altered, except: On the Controller of Examination being satisfied that there has been a clerical error in the University office.

Provided that Academic Council may on a reference of Controller of Examinations and after consideration of such documentary evidence as may be produced in any case, direct and alteration to be made in the record of register of the student.

**11. Grace Marks:**

In the private examinations, if it is need the grace marks may be awarded on the following pattern-

- 11.1 upto a maximum of five (5) grace marks in the programs of private examination will be permitted. Grace marks upto maximum given only 1 single point as in the paper or subject or aggregate or grand total but only 1 mark for for improvement of the division.
- 11.2 Grace marks shall be given to only those conditions where a candidate result required to either pass/promote the examination or granting the divisions.
- 11.3 Only minimum grace marks, as required to pass the examination, shall be awarded.

**12. Use of Unfair Means /Misbehaviour in Examinations:**

Ordinances of the Use of Unfair Means/Misbehaviour in the Examination hall apply as for the regular students in the ordinance.

**13. Instructions to Candidates for Examinations:**

- 13.1 The doors of the examination Hall shall be opened half an hour before the commencement of the examination on the first day and quarter of an hour before on subsequent days.
- 13.2 The doors of the Examination Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 13.3 A candidate may not be entered into the Examination hall, if he/she fails to present to the invigilator his/her Admit Card and personal ID.



- 13.4 All candidates shall come to the Examination Hall before the time fixed for the Examination. If a candidate arrives not later than 30 minutes after the time fixed for the Examination, the Invigilator may allow him/her to appear at the Examination with the permission of Superintendent of Examinations. No candidate shall be allowed to appear in the examinations after 30 minutes of commencement of the examinations.
- 13.5 The candidates shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examinations or Invigilators.
- 13.6 The candidates shall maintain and observe strict discipline in and/or near the Examination Centre/Hall and shall not indulge in any such act as misbehaviour/nuisance which causes any obstruction and/or disturbance or disruption in the conduct of Examination.
- 13.7 No candidate shall be allowed to leave the Examination Hall, until an hour has elapsed after the distribution of the Question Paper.
- 13.8 No candidate shall leave his/her place or go out of the Hall without the permission of the Invigilator, unless he /she has handed over his/her answer book to the Invigilator concerned.
- 13.9 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with him/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 13.10 As soon as the time prescribed for the Question Paper expires, the candidates shall have to hand over their answer books to the Invigilator concerned.
- 13.11 A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examinations or the Invigilator in the Examination Hall.

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## ORDINANCE 7 (VII)

## DOCTOR OF PHILOSOPHY (Ph.D.)

Amended as per UGC regulation/notification dated May 5, 2016 and published in Gazette of India no. 278 dated July 5, 2016

## 1. PREAMBLE

1.1. In exercise of powers conferred by clause (1) of section-52 (3) of the U.P. State Universities Act, 1973 (President's Act No. 10 of 1973), as re-enacted and amended by the Uttar Pradesh Universities (Re-enactment and Amendment) Act, 1974 (U.P. Act No. 29 of 1974), the Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University, Lucknow hereby adopts the following Ordinance. This Ordinance may be called "Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University, Lucknow, Doctor of Philosophy (Ph.D.) Degree Ordinance, 2017."

1.2. In order to regulate the minimum standards and procedures for award of Ph.D. degree in conformity with the University Grants Commission (Minimum Standards and Procedure for award of Ph.D. Degree) Regulations-2016, dated 05 May, 2016, the following ordinance is promulgated to make provisions for Ph.D. admission in different faculties of the University. This ordinance shall come into effect from the session 2017-18 onwards . Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University, Lucknow hereby adopts the following ordinance. This ordinance may be called the **Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University, Lucknow Doctor of Philosophy (Ph.D.) degree ordinance, 2017.**

Further provided that University will adopt all the guidelines issued from time to time in reference to the Ph.D. by the UGC or Uttar Pradesh State Govt.

1.3. The Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University, Lucknow would consider the admission for Ph.D. programmes in the faculties of Arts and Humanities, Social Sciences, Commerce, Science and any other faculty which the executive council on the recommendation of the academic council and in the light of the Act proposed to open/establish in future.

1.4. The process of admission for Ph.D. programme would be held once every year as per the notification of the University.



## ENUMERATION OF Ph.D. SEATS

At any point of time, total number of Ph.D. seats (including those for D. Sc. & D.Litt.) shall not exceed 08 for a Professor, 06 for an Associate Professor and 04 for an Assistant Professor, respectively.

Based on the above allocation and number of Ph.D. students who have already been registered for Ph.D. with all supervisors in the Departments with valid studentship, the Head of each Department shall obtain the number of feasible Ph.D. positions available with each prospective supervisor and communicate the total number of such feasible vacancies to the Registrar through their respective deans. The number of Ph.D. seats communicated by a faculty member to the Head of the Department will not be ordinarily changed and it shall be mandatory for the prospective supervisor to guide the number of Ph.D. students that he/she has communicated to the Registrar.

These vacant seats shall be divided as per reservation category-wise and would be classified for each Department/ Institute. The subject-wise available feasible number of seats for Ph.D. shall be displayed on the University website for which newspaper advertisement would be made.

Admission to Ph.D. programme would ordinarily be held only in those subjects in which regular teachers are available in the University. In case of allied disciplines/ interdisciplinary subjects, the Departmental Research Committee of the respective departments would be taking an appropriate decision which would be binding on the candidate. However, the Ph.D. degree would be awarded in that subjects only in which the candidate has taken admission.

## ELIGIBILITY CRITERIA FOR CANDIDATES SEEKING ADMISSION TO Ph.D. PROGRAMME

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

3.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer) Differently-abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including the grace mark procedures. *Provided* further that the students appearing for final year or final semester of their post-graduate degree examination will also be eligible to appear for the admission process subject to the fulfillment of minimum eligibility criteria in the final result thereof.

3.3 A candidate shall ordinarily be permitted to pursue research for the Ph.D. degree in the subject in which he/she holds Master's degree. For post graduate degree in allied/ interdisciplinary subjects, eligibility would be ascertained as per para 2.4.

#### 4 PROCEDURES FOR ADMISSION

4.1 The procedure for admission to Ph.D. programme in different departments/institutes would be overall governed by the UGC regulation 2016. All admission would be made through an entrance test named Research entrance Test (RET) and interview process.

4.2 Ph.D. programme through distance education mode is not allowed either by the University or its Associated college/ Institutes.

#### 4.3 Stream-I

##### **Procedure For Entry Through RET**

4.3.1 Every applicant has to appear in a RET organized by the concerned department/ Institute/Coordinator appointed by the Vice Chancellor, under the overall supervision of the University.

4.3.2 The applicants who have qualified the RET would be required to appear for a process conducted by the Department/ Institute concerned before an interview board, approved by the Vice Chancellor with Head of the Department being the Chairperson. The Interview board would consist of (i) Dean of the concerned faculty (ii) Head of the Department, (iii) Two teachers (having Ph.D degree) by seniority and rotation every year (iv) two external subject experts nominated by the Vice Chancellor (iv) one representative of SC/ST and OBC category each (in case.



the panel does not already have an expert of the category). Such SC/ST and OBC representative shall act as observers only (and shall not award any marks to the applicants in the interview board) and shall submit their reports to the Vice Chancellor.

4.3.2.1 The interview process shall consist of assessing the candidates on the basis of the following three criteria (stages):

- i. A research proposal (in 400-600 words) in the area of research interest of the applicants to be submitted by the applicant to the interview board.
- ii. Presentation of the said research proposal by the applicant in the interview board
- iii. Personal Interview

Maximum marks allocated to these three criteria (stages) of interview process shall contribute to 20 marks each for stages (i), (ii) and (iii) amounting to an accumulative contribution of maximum of 60 marks for this part of the process.

4.3.3 The syllabus of the RET will be the same as prescribed for the PG Programmes of the Khwaja Moinuddin chishti urdu, Arabi-Farsi University. The fee for the Application Form for Ph.D. admissions, prescribed for different categories, would be determined by the University.

4.3.4 The RET would be of two hours duration. There would be a single question paper comprising two parts- part-A & Part-B. Part-A will comprise of 50 MCQs of research aptitude and methodology which will be common for all candidates. Part-B will comprise of 50 MCQs of the concerned subjects. The RET shall have minimum qualifying marks as 50%.

4.3.5 The question paper may ordinarily be prepared by the Department/ Institute concerned through its Head of the Department/Director or their nominee.

4.3.6 The applicants appearing for the RET would be required to pass the examination to be eligible for consideration for admission across all the categories. All qualified applicants, in order of merit secured in the Entrance test, would be called for interview as per the available number of Ph.D. Vacancies subject-wise subject to fulfilling the criteria of minimum 50 % marks obtained in RET (Clause 4.3.4). This eligibility pertains to the level of being called for the interview only and may not guarantee admission.

4.4 **Stream II: Procedure for Entry with exemption from the Research Entrance Test (RET)**

- 4.4.1 This stream of applicants will come through having exemption from the Research Entrance Test as per provisions made under clause 5 of this ordinance and would directly appear to the interview board having composition and procedure as detailed under clause 4.3.2 of this ordinance.

#### 4.5 Final Selection and List Preparation

- 4.5.1 The marks obtained in the interview board (maximum 60 marks) as detailed under clause 4.3.2 of this ordinance shall be added to the academic index (maximum 40 marks) of the applicants. The total result will be computed out of 100 marks.

#### 4.6 Academic Index

Academic index of the applicants shall be calculated on the basis of percentage of marks obtained at undergraduate and Postgraduate levels and those who have secured grants for research such as fellowship/ scholarship/associateship etc. from UGC (NET-JRF)/ CSIR(NET-JRF)/GATE/MHRD Scholarship/Teacher Fellowship/ DBT / ICMR / ICAR / DST-INSPIRE etc. (as per clause 5.4) and shall be computed out of an accumulative index of 40% as per breakup given below:

- 4.6.1 This shall be computed for marks obtained by the applicants at each of undergraduate and post graduate levels (maximum 10 marks at each level amounting to an accumulative index of 20)

The marks obtained in percentage terms by the applicants at undergraduate and post graduate level will be divided by 10 to get absolute weightage out of 10 marks.

#### 4.6.2

- (i) Applicants having only UGC-NET /CSIR-NET/SLET shall be awarded 10 marks.
- (ii) Applicants who have secured grants for research such as fellowship/ scholarship/associateship etc. from UGC (NET-JRF)/ CSIR(NET-JRF)/GATE/MHRD Scholarship/Teacher Fellowship/ DBT / ICMR / ICAR / DST-INSPIRE etc. (as per clause 5.4) shall be awarded 20 marks

- 4.7 The Interview Board would prepare category wise merit list (based on the performance in the interview [steps i, ii and iii as detailed under clause 4.3.2 of this ordinance] plus contribution towards academic index (as detailed in clause 4.6 of



this ordinance) of pooled applicants of both the streams). The final selection list would be displayed on the University's website as well as on the departmental/ Institute's Notice Board within two days of the last day of Interview.

### **EXEMPTIONS FROM THE QUALIFYING ENTRANCE TEST**

5.1 The second stream of students belonging to following categories of candidates shall be exempted from the Qualifying Entrance Test for admission to Ph.D. programme but would be interviewed by the interview board as mentioned in para 6.1

5.2 Permanent Assistant Professors, Associate Professors and Professors having appointment on substantive posts in the Teaching departments of the Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University Lucknow or a government aided college associated to the University who have completed their probation successfully with an experience of at least two years of uninterrupted service would be considered under this category. Teachers appointed in self finance courses and teachers belonging to those colleges which run on Self finance basis will not be exempted from the test.

5.3 Foreign students sponsored by the concerned embassy and having appropriate fellowship will be exempted from test, subject to the general rules framed by the Government of India from time to time and as applicable to the University with regard to the admission etc.

5.4 A permanent employee of any government department/ public sector undertaking/ R & D organization/Other University/ private industry who is sponsored as a fulltime candidate by the said organization for research work with at least 5 years of service and who is relieved on study leave for a period of not less than three years for pursuing Ph.D. programme in a Department/ Institute of the University. Number of such sponsored candidates admitted per year would ordinarily be not more than one per programme.

### **6 FINAL SELECTION**

6.1 The final selection of candidates in the Ph.D. programme would be based on the performance of all the candidates (coming through RET or RET exempted category of candidates) in the interview board and academic index and the decision of the Interview board would be final. This result would be based on the marks obtained in

the interview and academic index as detailed in clause 4.3.2 and 4.6.

### **COURSE WORK**

- 7.1 The finally selected candidates would be required to submit the stipulated fees for admission to Course-work only. This fee would include the fee for doing Course Work and the amount of fee would be decided by the University. All such candidates would be deemed to be provisionally admitted in the Ph.D. Programme.
- 7.2 All admitted candidates shall undertake a course work for a minimum period of one semester as prescribed by the University.
- 7.3 The supervisor would be allotted to the candidates by the DRC of the Department/ Institute before the start of the course work. Once admitted, while pursuing the course work, the candidate shall actively interact with the allotted supervisor in their chosen field of research. The candidate would submit a synopsis with Title of research for Ph.D. work and submit his/ her synopsis immediately after successful completion of course work to the Head of the Department/ Director of the Institute concerned.
- 7.4 The course work shall be treated as pre-Ph.D. preparation. It would include two papers. The first being a compulsory course on research methodology and may include quantitative methods and computer applications; reviewing of published research in the relevant field and other techniques/ methods, specific for the broad subject area. The second paper would include research methods specific to the candidate's/supervisor's chosen research area. This system will have to be decided by the departmental/ Institute's board of studies at the time of submitting vacancies to the Registrar, in accordance with the research areas open in that session.
- 7.5 The Ph.D. course work shall be of 08 credits.
- 7.6 The course work shall be treated as prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications.



research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.

- 7.7 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.
- 7.8 All candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work successfully prescribed by the Department during the initial 1 or 2 years.
- 7.9 Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent in the course work in order to be eligible to continue in the programme leading to the completion of Ph.D. thesis. A Marksheet/ Grade-Card would be provided by the University.
- 7.10 The Head of Department would be responsible for preparing the time-table and course content for the course work, teaching and assessment schedule (examination), continuous evaluation, internal assessment and shall conduct the same under the overall supervision of the concerned Dean of Faculty.
- 7.11 The pass marks in the Course Work (including internal assessment) shall be 55 percent for each paper or component for all categories of students.
- 7.12 If a candidate fails to qualify the course work examination in first attempt, he/ she will be given only one additional attempt (last) to clear the course work examination along with the next regular batch to qualify this examination after paying due fees. However, in all such cases where the candidate has failed to pass the Course-work examination in first attempt, he/ she would not be given the benefit of the duration of the course work for the minimum residency period/ studentship period in continuity. In all such cases, the residency period of only one semester (6 months) shall be reckoned for successful completion of the course-work.
- 7.13 Successfully completion of Course Work would be binding on all the Ph.D. candidates including teacher Candidates.

## 8 APPROVAL OF SYNOPSIS AND REGISTRATION TO Ph.D. PROGRAMME

- 8.1 The candidates who have successfully completed their course work shall be required

to submit a synopsis of the proposed research work and would make a presentation before the DRC of the Department/ Institute for its approval.

8.2 In case, the DRC finds that the synopsis is not up to the mark, it shall make specific suggestions for improving the synopsis. The candidate, after making the necessary improvements shall re-submit his/ her synopsis for approval. The revised synopsis is to be submitted within two weeks from the date of the DRC meeting. If the next meeting of DRC is satisfied on this point, it shall recommend and forward the application to the Faculty for permission being granted to the candidate for registration in the Ph.D. programme.

8.3 The Dean of Faculty shall place all such recommendations before the Faculty Board for approval.

8.4 All proposals approved by the Boards of various faculties shall be forwarded to the Registrar who shall place the same before the admission committee for final approval for registration as a Ph.D. student of the University. The candidate would be required to submit the fee for Ph.D. work (Semester-wise or Annual, as decided by the University) after the approval of the admission committee.

## 9 ELIGIBILITY CRITERIA OF SUPERVISOR AND RELATED REGULATIONS

9.1 The number of research scholars per supervisor shall not ordinarily exceed the number mentioned in section 2.1.

9.2 Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university/ College with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

9.3 Permanent teachers with a proven track record of research, as evidenced by publications in peer-reviewed journals, working in a Post-graduate department of a Government or Government aided Associated college of the Khwaja Moinuddin



Chishti Urdu, Arabi-Farsi University, Lucknow and fulfilling all the requirements of clause 9.2 of this ordinance will be allowed to act as a Ph.D. supervisor. In case of the Science subjects, the supervisor will have to provide evidence for having sufficient laboratory facilities for carrying out the proposed research work. At any given time, to start with, no such teacher will be allowed to take more than two candidates for supervision. The admission of students will be done as per the University admission process. All other provisions of the Ph.D. Ordinance 2016 shall remain same.

9.4 Retired teachers of Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University, Lucknow fulfilling the above requirements, may also be permitted to remain as supervisor of their

Ph. D. student(s) during the remaining tenure of Ph.D. studentship of the students already registered with them. However, they shall not enrol any new Ph.D. candidate after their superannuation. After retirement of the teacher, if the candidate is unable to submit the thesis within the regular studentship period, the change of supervisor shall be done as per the provisions. Necessary infrastructure facility for research would be admissible to the research student only.

9.5 Provided further that the Vice-Chancellor on the recommendation of the Supervisor, the Head of the Department/ Director of the Institute, and the Dean, may allow a candidate to work for Ph.D. at a research centre of repute with which a Memorandum of Understanding (MOU) has been signed by the University for this purpose and the candidate can have a Co-supervisor from such institution who shall not be below the rank of Professor or Scientist of equivalent rank from the research centre/ Institution concerned. The research organizations with which MoU have been signed should also recognize University faculty as Supervisor.

9.6 A teacher of the University who is himself enrolled for Ph.D. degree in the Khwaja Moinuddin Chishti Urdu Arabi farsi University, Lucknow or elsewhere would not be allotted any Research student till he/ she is awarded the degree.

9.7 Only a full time regular teacher of the University/ College can act as a supervisor. The external supervisors are not allowed. However, Co- Supervisor can be allowed

in inter-disciplinary areas from other departments of the University/ College or from other related institutions with the approval of the DRC.

- 9.8 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- 9.9 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
- 9.10 In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- 9.11 Additional conditions in all such transfer cases would be: (a) There should be fully justified valid reasons for the transfer, which should be from a Institution other than those falling within the jurisdiction of Lucknow (b) Other compelling reasons would be considered subject to approval by the Vice Chancellor (c) No Objection Certificate from both the institutions are the pre-requisite (d) In all such transfer cases, there should be compatibility in the research proposal being carried out in the Original Institution and the Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University, Lucknow (e) There is availability of vacancy with the approval of the proposed Supervisor as per UGC norms.



- 9.12 A supervisor shall not be allowed to supervise a candidate who is his/ her relative whether by blood or by marriage. Explanation: In this ordinance "relative" means the relations provided in the explanation to section 20 of the U.P. State Universities Act 1973.
- 9.13 No change of supervisor shall ordinarily be allowed, but in special cases, where the Head of the Department/ Director of the Institute is satisfied that the research work of a Ph.D. student will suffer. The matter would be placed before the DRC which may recommend a change of supervisor to the Vice-Chancellor through the Dean of Faculty who may allow the change of supervisor. The reasons might be any of the following:
- 9.13.1 On account of migration, retirement, long leave or for any other reason, the supervisor may not be available to guide the scholar
- 9.13.2 As the supervisor is not willing to, or not in a position to supervise the candidate.
- 9.13.3 Due to some extra-ordinary situation necessitating such a change.
- 9.14 The DRC, at its discretion may also decide whether change of supervisor will require fresh registration of the Ph.D. student.

## 10 SUBMISSION OF THESIS

- 10.1 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in the clauses above, as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time as stipulated.
- 10.2 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation before the Department Research Committee which shall be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Departmental Research Committee.

- 10.3 The Academic Council of the University would evolve mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. A certificate from the Research Supervisor attesting to the originality of the work etc. should also be attached to the thesis
- 10.4 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University, of whom one examiner may ordinarily be from outside the country. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the HOD with one of the two external examiners. This thesis Viva-Voce examination would be open to all faculty members of the Department, other research scholars and other interested experts/ researchers.
- 10.5 The open *viva-voce* of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the *viva-voce* examination. If the evaluation report of one of the external examiners is unsatisfactory and does not recommend for *viva-voce*, the University will send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.



- 10.6 The University would ensure that the entire process of evaluation of Ph.D. thesis is completed within a period of six months from the date of submission of the dissertation/thesis.
- 10.7 The period of a candidate's studentship shall be counted from the date of the First fee receipt of the Ph.D. Course work provided he/she has successfully completed the Course work in the first attempt.
- 10.8 Continuance of registration of candidate in the Ph.D. programme shall depend on his/her satisfactory progress and good conduct. The University reserves the right to cancel the registration of any candidate in the event of his/ her conduct and progress being found unsatisfactory or hiding of facts etc. on the recommendation of the supervisor and/ or Head/ Dean.
- 10.9 A research scholar shall appear before the Departmental Research Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Departmental Research Committee to the Faculty Board with a copy to the research scholar.
- 10.10 In case the progress of the research scholar is unsatisfactory, the Departmental Research Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the DRC may recommend to the Faculty Board with specific reasons for cancellation of the registration of the research scholar.
- 10.11 A candidate registered for the Ph.D. Degree shall be required to pursue his/ her research at the approved Department/ Institute of the University/ Institution under the supervisor and on the topic approved continuously for not less than **Three Years** and a maximum of **Six Years** including Course Work duration of One Semester (Six Months). This would be called as the Residency period of the research scholar. No candidate would be exempted from the continuous residency period.
- 10.12 The **women** candidates and **Persons with Disability** (more than 40% disability) may be allowed a **relaxation of two years for Ph.D. in the maximum duration**. In

addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

10.12.1 Provided that the Vice-Chancellor, on the recommendation of the Supervisor, the Head of the Department/Director of the Institute, and the Dean, grant permission to candidate to reside outside for purpose of collection of research material for his/ her thesis or doing experimental research work for a total period of not more than one year provided that such exemption shall not be granted in the first six months after approval of the Ph.D. Synopsis.

#### 10.13 Title Change after registration

10.13.1 A candidate may be permitted to minor changes in the title of his/ her thesis by the Dean of the Faculty concerned on recommendations from the Supervisor and the Head of the Department/ Director of the Institute, but not later than six months before the submission of his/ her thesis.

10.13.2 In case of major modifications/ topic change, the candidate shall be treated as a fresh case and shall not be allowed to submit the thesis before Thirty Six months.

10.14 In case, a candidate fails to submit his/her thesis within six calendar years from the date of Registration (Studentship period including course work), he/she shall cease to be *regular* student of the University and shall not be entitled to the rights and facilities extended to a regular student.

10.14.1 Provided that such a candidate may, under special circumstances be permitted by the Vice-Chancellor, on collective recommendations of the supervisor, the Head of Department and the Dean of the Faculty concerned, to submit his/ her thesis within a maximum period of one year from the expiry of his six years as regular student.

10.15 A candidate submitting his/her thesis after the expiry of Six years period shall have to pay additional fee as decided by the University.

10.16 The registration of the candidate who does not submit his/ her thesis within Six



years from the date of his/ her studentship shall be deemed to be cancelled automatically. However, in case the student wishes to continue the research, he/ she will have to apply to the Vice Chancellor for re-registration through the Supervisor/ Head/ Dean. In all such cases, the candidate has to apply for Re-Registration within the preceding Six months of the Six Year period. The thesis must be submitted within one year of Re-registration. The candidate would not be further given any extension for submission of the thesis under whatsoever condition.

10.17 In case a candidate wishes to discontinue his Ph.D. work after completion of a minimum of three years, he/she may be allowed to de-register himself only on the recommendation of supervisor, head of the department and DRC. Such a candidate may be allowed to re-register within a period of ten years. All such applications will have to be addressed to the Vice Chancellor for re-registration through the Supervisor/ Head/ Dean. In all such cases of re-registration the candidate will be given only one year to submit his/her thesis from the date of re-registration.

10.17 The research student shall publish at least One research paper in refereed journal or in any of the journals approved by the respective Department/ Institute and present at least 2 research papers in seminars/ conferences before the submission of the thesis for evaluation and produce evidence for the same in the form of acceptance letter/ reprint and paper presentation certificate as the case may be.

10.18 A thesis already presented for the Master of Philosophy (M. Phil.) Degree shall not again be accepted for the degree of the Doctor of Philosophy. However, some portion of it may be utilized in the Ph.D. thesis. The thesis should make substantive contribution to the discipline concerned, as evinced by discovery of new facts, or fresh interpretation of facts or theories and should be so certified by the scholar and the supervisor separately.

10.19.1 When the thesis is ready for submission, the student shall inform the Head of the Department/ Director of the Institute through Supervisor, regarding completion of the research work embodied in the synopsis one month before expected date of submission.

10.19.2 The supervisor shall recommend a panel of not less than six external examiners of at

least Associate Professor level along with their e-mail address, postal address, fax and contact number of each expert after forwarding it from the Head of the Department/Director of the institute. In addition to the above, the supervisor shall also be an examiner. Out of this panel, three experts, inclusive of the supervisor, shall be appointed by the Vice-Chancellor in accordance with the due procedure to evaluate the thesis. It is to be ensured that at least three examiners (out of six examiners) of the proposed panel belong to states other than Uttar Pradesh.

10.19.3 In case, the thesis is not submitted within the time of three months, the panel of examiners shall stand lapsed and a fresh panel shall have to be recommended by the supervisor through proper channel.

10.19.4 Every effort should be made to ensure that the panel of examiners is representative in terms of the University and that not more than one examiner is chosen from the same University/ Institution. The Vice Chancellor would select two examiners from this panel, one from Uttar Pradesh and other one from other state. Examiners can also be chosen from reputed institutions from outside India as well.

10.20 The thesis should embody original work, not published or submitted earlier except in the form of research publications. The research scholar shall submit the thesis in three printed or type-written copies along with the three copies of summary and approved synopsis to accompany each copy of the thesis. Published matter may also be incorporated mentioning the sources as part of the thesis.

10.20.1 The medium of expression in every thesis shall be either English or Hindi (written in *Devanagiri* Script) except in the case of subject connected with any of the oriental /foreign languages where the thesis shall be presented in that language.

10.21 The thesis must comply with the following conditions:-

10.21.1 It must be a piece of research work characterized either by the discovery of facts or theory. In either case it should reflect the candidate's capacity for critical examination and sound judgment. The candidate shall communicate, how far the thesis embodies the result of candidate's own observations and in what respects his investigations may advance knowledge in the subject.



- 10.21.2 It shall be satisfactory so far as its literary presentation is concerned and must be in a form suitable for publication.
- 10.21.3 The thesis shall be accompanied by three separate certificates as given below and should be duly signed:
  - 10.21.4 Self declaration certificate from the candidate (**Annexure – A**).
  - 10.21.5 Certificate from the Supervisor/Joint-Supervisors (**Annexure – B**).
  - 10.21.6 Certificate for the successful completion of course work by the Head of the Department/ Director of the Institute (**Annexure – C**).
- 10.22 Three copies of the thesis shall be submitted in compact bound form along with a soft copy (CD/ DVD). Along with the thesis, 3 copies of the Summary should also be submitted. The final thesis shall be presented in accordance with the following specifications:
  - 10.22.1 The paper used for printing shall be of A-4 size.
  - 10.22.2 Printing shall be in a standardized form on both the sides of the paper and in 1.5 spacing.
  - 10.22.3 A margin of about 2.5 cm shall be on all sides excluding the margin required for binding.
  - 10.22.4 The cover and back cover should be of cardboard of reasonable thickness.
  - 10.22.5 The Title of the thesis, name of the candidate, degree, Name of the Supervisor, place of research with seal and the month and year of submission shall be printed on the Title page and the front cover.
  - 10.22.6 The spine of the thesis should mention Ph. D. Thesis on the top, Name of the Candidate, Title and Month & Year.

## 11 EVALUATION AND ASSESSMENT METHODS

- 11.1 On receipt of the thesis including the certificates as mentioned in para 11.14 (bound within) along with the stipulated fee, the thesis shall be sent ordinarily within two weeks to examiners selected for the purpose after receiving their consent through email/ post. In no case, the examination time for all this process shall exceed three months. In case the acceptance is not received from the proposed examiners, new examiners would be selected by the Vice Chancellor from amongst the fresh examiners proposed by the Supervisor through proper channel.

## 11.2 Evaluation Report

- 11.2.1 If the examiners consider the thesis to be of a sufficient merit, they may recommend that the thesis be accepted for the award of the degree of Doctor of Philosophy.
- 11.2.2 On receipt on satisfactory evaluation reports, these shall be laid before the examination committee or Sub-Committee thereof appointed for the purpose.
- 11.2.3 If reports of the examiners show a divergence of opinion between the examiners, the Vice Chancellor may direct that the reports be exchanged between them, the examiners being requested to submit a joint report, if possible.
- 11.2.4 If there is divergence of opinion even after the exchange of the reports, a fourth examiner shall be appointed from the panel of examiners already approved whose decision shall be final : *Provided* that if two examiners recommend the revision of the thesis either originally or after the exchange of reports, the thesis shall be revised and resubmitted. The revised thesis shall ordinarily be examined by the same set of examiners for evaluation after obtaining their consent afresh. *Provided* further that in case, two examiners reject a thesis originally or after the exchange of report, the thesis shall be finally rejected and the candidate may seek re-registration.
- 11.2.5 If the committee is satisfied that the reports of the Examiners are unanimous and definite, the candidate shall be required to undergo a Viva-Voce examination to be conducted by two examiners of whom one shall ordinarily be the supervisor and the other one from amongst the two external examiners, who have evaluated the thesis. If the external examiners evaluating the thesis are from outside the Country, another external examiner may be specially appointed for the purpose.
- 11.2.6 The Head of Department shall preside and conduct the proceeding of the Viva- Voce examination, but he/ she shall not be party to the decision.
- 11.2.7 In case the supervisor is not available, the Head of Department himself or any senior teacher of the Department/ Institute as recommended by the Board of Studies may act as internal examiner.
- 11.2.8 The Viva-Voce Examination shall be held ordinarily at the University in the concerned Department/ Institute and will be open to all interested in the subject where the candidate shall be required to present the main findings of his/ her thesis



and defend the same. After satisfactory Viva-Voce Examination, Committee or Sub-Committee, as the case may be, may recommend that the result of the candidate be declared and the result shall be declared accordingly.

11.3 It would be the responsibility of the University that the Ph.D. thesis evaluation work is completed and Viva Voce examination is conducted within One year from the date of submission of thesis if all the examiner's reports are satisfactory.

11.4 A hard copy and an electronic version on a CD/ DVD of each accepted thesis shall be lodged with the University Library or research centre at which the candidate pursued research where it will be open to public inspection.

11.5 The report of examiners of the thesis may be given to the candidate on his/ her written request, only in cases where the thesis has been finally accepted for award of the degree after due payment as decided by the University.

## 12 DEPOSITORY WITH UGC

12.1 Following the successful completion of the evaluation process and conferment of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the University Grants Commission within a period of thirty days for hosting the same on INFLIBNET, accessible to all Institutions/ Universities.

12.2 The University would host another soft copy of the Ph.D. thesis on its own website for general viewing.

12.3 The University, along with the degree, shall issue a Provisional Certificate certifying to the effect that the degree has been awarded in accordance with the provisions to the University Grants Commission (Minimum Standards Procedure For Award of M.Phil./ Ph.D. Degree) Regulations, 2016 (ANNEXURE- D and the list of criteria given herewith).

## 13 GENERAL

13.1 Any issue regarding the interpretation of this Ordinance shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic

Council, shall be final and binding on all parties. The Vice-Chancellor may constitute necessary committees pertaining to any specific issue arising out of the present ordinance to resolve the issue.

### 13.2 Leave Rules

13.2.1 A Ph. D. scholar shall be eligible to avail leave as per the University rules applicable to all other students of the University. He/she shall not be entitled for any inter-semester breaks, winter and summer vacations. However, he/she would be entitled for an additional leave of up to 10 days on medical grounds in an academic year. The aforesaid leave provisions are cumulative. All such leave would not be reckoned for calculation of minimum requirement of 36 months for submission of Ph.D. thesis and in such a situation, requirement of full 36 months needs to be completed.

13.2.2 The leave shall be granted by the Head of the Department/ Director of the Institute on the recommendation of the supervisor.

13.3 Attendance Requirements: A candidate, who is pursuing course work as a part of his/her Ph. D. programme, is expected to have full (100%) attendance in each course. However, a maximum of 25% attendance may be condoned by the Vice Chancellor on the recommendation of Head of the Department/ Director of the Institute and Dean of the Faculty for cogent reasons as per university rules.

13.4 Attendance Register for all the Ph.D. students for Course work is to be maintained in the office of the department/ Institute under the Head/ Director of the Institute.

13.5 Residency period means residing in Lucknow District limits in a continuous manner for the entire duration of the Ph.D. thesis work. Absence due to taking up of a job outside Lucknow or for any other reason would amount to incomplete tenure of the Residency period. In all such cases specific study leave with permission to complete the Ph.D. work from the employer as well as from the DRC of the Department/ Institute would be pre-requisite before continuing with the completion of the Residency period requirements. In all such cases, only once for single duration, such permission can be granted.



13.6 There would be a separate Register which would be maintained by the University in which the information about the Ph.D. awarded in different departments/ Institutes where the name of the candidate, topic of research, name of supervisor/s, date of registration, date of submission and date of declaration of result would be recorded. This information would also be put on the University's website.

13.7 The candidate seeking admission in an allied discipline should ensure his/ her eligibility in that subject for which he/ she is seeking admission.

#### 14 **LIST OF SUBJECTS FOR Ph.D. PROGRAMME**

The dissertation submitted for the degree of Ph.D. shall be in some branch of one of the following subjects:

##### 14.1 **FACULTY OF ARTS AND HUMANITIES**

Arabic

Urdu

Persian

English

Hindi

##### 14.2 **FACULTY OF COMMERCE**

Commerce

Business Administration

##### 14.3 **FACULTY OF SOCIAL SCIENCE**

History

Economics

Political Science

Home Science

Geography

Mass Communication

Education

##### 14.4 **FACULTY OF SCIENCE**

Computer Science

Home Science

# **ANNEXURE – A** **CANDIDATE'S DECLARATION**

I....., certify that the work embodied in this Ph. D. thesis entitled .....is my own bona-fide work which was carried out by me under the supervision of ..... and the joint-supervision of ..... for a period of ..... (months/ days) from ..... to..... at the Khwaja Moinuddin Chishti Urdu Arabi farsi University, Lucknow. The content embodied in this Ph. D. thesis has not been submitted for the award of any other degree/diploma. I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not wilfully used any other person's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites/ Internet and included them in this Ph. D. thesis and cited that as my own work.

Date: .....

(Signature of the candidate)

Place : Lucknow

(Name of the candidate)



**ANNEXURE – B**

**CERTIFICATE FROM THE SUPERVISOR/ CO-SUPERVISOR**

This is to certify that the research work embodied in the thesis entitled .....by Mr./  
Ms. .... was carried out under my/ our supervision and that  
the candidate has worked under me/ us for the period required under the Ordinance.

Date: .....

(Signature of the Supervisor)

Place : Lucknow

(Signature of the Co-Supervisor)

**ANNEXURE – C**

**CERTIFICATE FROM THE HEAD OF THE DEPARTMENT/ DIRECTOR OF THE  
INSTITUTE FOR SUCCESSFUL COMPLETION OF Ph.D. COURSE WORK**

This is to certify that Mr./ Ms. .... has successfully completed  
the Ph.D. course work on ..... (date of declaration of result) as  
required under the  
Ordinance.

Date: .....

Place : Lucknow

(Signature of the Head of the Department/  
Director of the Institute)



## ANNEXURE – D

**CERTIFICATE AS PER THE UNIVERSITY GRANTS COMMISSION  
NOTIFICATION  
3<sup>RD</sup> AMENDMENT (MINIMUM STANDARDS PROCEDURE FOR AWARD OF Ph.D.  
DEGREE), 2016 dated 4/05/2016.**

**To WHOM SO EVER IT MAY CONCERN**

This is to certify that Mr. / Ms. ....Son/ daughter  
of.....was awarded Ph.D. degree in the subject  
of.....Enrolment No. ....by this University in  
the year .....As per University rules/ records, his/ her Ph.D. degree  
fulfils.....(given Number) criteria suggested by U.G. C. Regulations 2016.

1. Ph.D. Degree of the Candidate awarded in Regular Mode only.
2. Evaluation of the Ph.D. Thesis by at least Two External Examiners.
3. Candidate has 2 Research publications from his/ her Ph.D. work out of which at least one is in a refereed journal.
4. The Candidate has made at least 2 presentations in conference/ seminars based on his/ her Ph.D. work (Certificate of presentation attached).
5. Open Ph.D. Viva-Voce of the candidate had been conducted.

**REGISTRAR**

## ORDINANCE 8 (VIII)

### DEAN OF STUDENTS WELFARE, ASSISTANT DEANS OF STUDENTS WELFARE AND STUDENTS WELFARE BOARD

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(d) of Section 51 and the First Statutes of the University (Chapter 2(F) & 09), there shall be a Dean of Students Welfare, Assistant Deans of Students Welfare and Students Welfare Board. The composition of the Students Welfare Board shall be governed from this Ordinance.

#### 1. STUDENTS WELFARE BOARD

The Student Welfare Board (SWB) shall be constituted by Vice Chancellor every year and its constitution will be below:

- (1) Dean Students Welfare (DSW) – convener
- (2) Warden of Hostel(s) (Boys & Girls)
- (3) Two teachers from different faculties
- (4) One PG student from UTD securing highest marks in his/her previous examination.
- (5) Assistant Deans of Student Welfare (ADSW)
- (6) Proctor
- (7) H.O.D. Physical Education.
- (8) Chief Medical Officer of University, if any
- (9) Finance Officer
- (10) Registrar

One of the ADSWs nominated by DSW shall act as secretary of SWB. The Board will act to cooperate DSW in all work related with general welfare of students.



## ORDINANCE 9(IX)

## AWARD OF SCHOLARSHIP, BURSARIES, SIZARSHIP AND OTHER FINACIAL ASSITANCE IN THE UNIVERSITY

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(d) of Section 51 and the First Statutes of the University (Chapter 19.01), there shall be the following Ordinance dealing with the Award of Scholarships, Bursaries, Sizership and Other Financial Assistance to the regular student of the University.

1. Within the limits of its financial resources the university shall award Scholarships. Bursaries, Sizerships and other assistance to the meritorious, needy and deserving regular students of the University in the manner provided in these ordinances.
2. Save as otherwise provided only act, statutes or ordinances or in the rules of the sanctioning authority (U.G.C., Central or State Govt. or any other agency) all financial assistance to students including scholarships, Bursaries and Sizership will be sanctioned and administered by the Dean of the Students Welfare with the approval of a committee of which the Vice-Chancellor shall be the chairman, the Dean of the faculties shall be the members and the Dean of the students welfare shall be the Secretary.  
 Provided that the Vice-Chancellor may nominate three other members other than the Deans in this committee.  
 Provided further that the Research Scholarships awarded under various research projects shall be excluded from the administrative control of the Dean of the students welfare but all such appointments shall have to be notified by the supervisor and the Head the Department to the Dean of the student welfare within a month of such appointment.  
 Provided further that scholarships and financial assistance directly sanctioned in favour of specific individual by the sanctioning authority but disbursed through the university shall also be administered by the Dean of the Student Welfare.  
 Provided also that the disbursement and detailed book keeping shall be done by the Account Section of the University.
3. (a) No financial assistance shall be granted to any student who has been convicted by a competent court of law or who has been found guilty of indiscipline or misconduct in the university or in a college affiliated to this university. The University shall have the right to terminate the grant of any financial assistance at any time if it has been granted to a convicted person or to a student found guilty of indiscipline or misconduct and may also enforce recovery of the aid already paid to him.

- (b) All scholarships, Bursaries, Sizerships and other financial assistance are granted subject to the condition that the recipient continues to the regular and diligent in his/her studies and maintains satisfactory progress and also continues to be of a good conduct and character. The disbursing authority before making the payment or at adjustment shall require a positive certificate to this effect from the Dean of the Faculty Head of department

### EXPLANATION

- (i) Student shall be deemed to be of good conduct if he/she has not been convicted by a court of law or if he/she has not been punished by a competent authority in the University or the College as the case may be and no complaint against him/her is pending for disposal before a competent authority of the University.  
Provided that the committee referred to in clause 2 above may allow disbursement of financial assessment to a student who has been punished by warning or has been fined by an amount of Rs. 100/- on the student showing repentance and the Committee feeling satisfied with the same.
- (ii) Out of the total strength of each class of a teaching department of the University or of a college affiliated to this University 10% students shall be awarded full sizership and 15% student shall be awarded half sizership.  
Provided that a full sizership may be converted into half sizership but half sizership cannot be converted into one full sizership.
- (iii) Subject to guidelines laid down by the Committee referred to in clause 2 sizerships shall be awarded to poor and meritorious students on the recommendation of the Sizership Screening Committee for the Department/Faculty concerned appointed by the Head of the Department/Dean/Faculty concerned.  
Provided that no sizership shall be granted to any student who or whose parent have an annual income exceeding an amount or possess land exceeding an area fixed by the Committee referred to in clause 5.3. Provided further that the Dean of the Students Welfare may in exceptional cases sanction full or half sizership not exceeding one percent of the total sizership to a candidate irrespective of his/her guardian's income if-
- He/she happens to be a sportsman of exceptional merit who has distinguished atleast at the Inter- University or State Level during the course of his/her study in University or college or
  - If he/she happens to be a student who has distinguished himself in any extra or co-curricular activity or if he/she has shown exceptional merit in his/her studies.



- (iv) Sizership shall ordinarily be not granted to those who are getting any scholarship or financial assistance, exceeding Rs. 100/- per month. Provided that the above rule shall not apply to the Scholarship awarded to candidates belonging to a Scheduled Caste or Scheduled tribe or to dependents or freedom fighters or to recipients of National Scholarship.
- (v) In the case of colleges affiliated to this University the Principal of the college concerned shall be responsible for complete administration of Sizerships, Students Aid Fund and such other financial assistance as may be assigned to them. Provided that it shall be his/her duty to send a periodical report to the Dean of the Students Welfare in this regard giving full details of disbursement.
- (vi) Subject to be specific provisions laid down in this Ordinance, Scholarships, Bursaries and other financial assistance shall be disbursed in the teaching department of the University as well as in the colleges in accordance with the guidelines.

## ORDINANCE 10 (X)

### STUDENTS HOSTELS

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(E) & 2(F) of Section 51 and the First Statutes of the University, there shall be a Dean of Students Welfare, Assistant Deans of Students Welfare and Students Welfare Board. The composition of the Students Welfare Board shall be governed from this Ordinance.

#### I. STUDENTS HOSTELS

The University will have students hostels, both for boys and girls, whose objectives will be as follows:

- i. To ensure that students coming from different parts of the country live together and strengthen their relations with mutual cooperation and goodwill.
- ii. To ensure that the students are able to devote adequate time for their studies and research.
- iii. To develop a climate congenial for co-curricular and extra-curricular activities of students.
- iv. To develop an environment of community living and sense of social responsibility amongst the students irrespective their caste, religion, place of living and gender.

Accommodation in the University Hostels will be available only to the bonafide students of full time courses.

The other conditions like admission eligibility, conduct, mess rule, discipline, ragging and fee structure will be decided by the Executive Council on the recommendation of the Hostel Management Committee whose composition shall be as follows:

- |  |             |
|--|-------------|
| 1. Dean of Students Welfare                            | Chairperson |
| 2. Registrar or his nominee                            |             |
| 3. Finance Officer or his nominee                      |             |
| 4. Proctor   |             |
| 5. Chief Warden if any                                 |             |
| 6. Warden Boys Hostel                                  |             |
| 7. Warden Girls Hostel                                 |             |
| 8. One student Representative from each of the Hostels |             |

The functions of the committee shall be defined by the Executive Council.

#### Wardens

The Wardens of the Boys and Girls Hostels will be nominated by the Vice Chancellor and their functions and responsibilities will be as follows:

1. be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students;



2. 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;
3. have the right to inspect Hostel Rooms;
4. be individually and collectively responsible for the smooth functioning of the Hostels;
5. ensure that the resident students in his/her charge observe the Hostel Rules properly and maintain discipline and decorum and shall promptly report to the University all cases of misbehaviour, indiscipline and sickness of the resident students in his/her charge;
6. be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students;
7. be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge;
8. allot and supervise Hostel Rooms.
9. check the Resident Student's Register.
10. 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.

## ORDINANCE II (XI)

### STUDENTS DISCIPLINE

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(G) of Section 51 and the First Statutes of the University, the students discipline will be governed from this Ordinance.

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University.
2. The following and such other rules as framed by the University from time to time, shall be strictly observed by the students of the KMC UAF University.

- 2.1. Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places. Men student shall, in particular, show due courtesy and regard to women students.

- 2.2. No student shall visit places or areas declared by the Proctor as "Out of Bounds" for the students.

- 2.3. Every student shall always carry on his/her person the Identity Card issued by the Proctor.

- 2.4. 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.

- 2.5. Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.

- 2.6. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Proctor.

- 2.7. A student is found to be continuously absent from classes without information for a period of 15 days within a semester, his/her name shall be struck off the rolls.

A student whose admission is cancelled due to his/her inability to pay the late payment fee within the prescribed time limit due to his/her absence from classes as per the above provision, he/she may only be re-admitted after getting permission from the Vice-Chancellor.

3. Breach of discipline, inter alia, shall include:
  - 3.1. irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;



- 3.2. causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
- 3.3. disobeying the instructions of teachers or the authorities;
- 3.4. misconduct or misbehaviour of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;
- 3.5. misconduct or misbehaviour of any nature at the Examination Centre;
- 3.6. misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
- 3.7. causing damage, spoiling or disfiguring to the property/equipment of the University;
- 3.8. inciting others to do any of the aforesaid acts;
- 3.9. giving publicity to misleading accounts or rumour amongst the students;
- 3.10. mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
- 3.11. visiting places or areas declared by the proctor as out of bounds for the students;
- 3.12. not carrying the Identity cards issued by the Proctor;
- 3.13. refusing to produce or surrender the Identity Card as and when required by - Proctorial and other Staff of the University;
- 3.14. Any act and form of ragging.
- 3.15. Smoking, use of mobile phones or eatables inside classrooms/ laboratories/ studios/ control rooms/ editing rooms etc.
- 3.16. Misbehavior or sexual harassment.
- 3.17. Any other conduct anywhere which is considered to be unbecoming of a student.

4. For all practical purposes and intensions, sexual harassment of women/girls students includes any one or more of the unwelcome acts or behaviour (whether directly or by implication), namely:
  - (i) Physical contact and advances; or
  - (ii) Demand or request for sexual favours; or
  - (iii) Making sexually coloured remarks/gestures; or
  - (iv) Showing pornography; or
  - (v) Any other unwelcome physical, verbal or non-verbal contact of sexual nature.
5. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
  - (i) Fine;
  - (ii) Campus Ban
  - (iii) Suspension
  - (iv) Expulsion; and
  - (v) Rustication.

However, no such punishment shall be imposed on a erring student unless he is given a fair chance to defend himself. An opportunity of personal hearing shall be given to the student concerned. This shall not preclude the Vice-chancellor from suspending an erring student during the pendency of disciplinary proceedings against him.

6. All powers relating to discipline & disciplinary action in relation to the student shall vest in the Vice-Chancellor. However the Vice- Chancellor may delegate all or any of his powers as he deems proper to the Proctor or to the discipline committee as the case may be or any functionary of the University.
7. There shall be a Student Disciplinary Committee comprising of the following members:
  - (i) The senior most professor or Pro Vice Chancellor if any who shall be the chairperson,
  - (ii) The Dean Students' Welfare;
  - (iii) The Dean of the Faculty concerned;
  - (iv) The Registrar,
  - (v) The Finance Officer,
  - (vi) The Warden, who shall be invited, when the matter concerning his/her Hostel,
  - (vii) The Proctor-Member Secretary



Provided that in case of sexual harassment of women/girls students, the Enquiry Committee shall comprise the following members:

- (i) Chairperson of the university Disciplinary Committee –Chairperson
- (ii) Two nominees of the Vice-Chancellor who shall be women teachers in the University;
- (iii) One woman teacher belonging to SC/ST/OBC or Minority as the case may be.

The Committee may co-opt a woman outside from the University who has experience of working for the cause of women.

Provided that in case of the sexual harassment if the women/girls students are not satisfied with the enquiry committee, the Vice-chancellor may constitute another committee for the enquiry.

Subject to any powers conferred by the Act and the Statues on the Vice-Chancellor:

- (a) The Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
- (b) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other orders under them shall be binding on all the students of the University.
- (c) The recommendation of the Disciplinary Committee shall be put up before the Vice Chancellor and the decision of the Vice Chancellor shall be final. However, in exceptional circumstances the Discipline Committee is empowered to review its decisions.

**ORDINANCE 12 (XII)**  
**PARENTS-TEACHERS ASSOCIATION**

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(I) of Section 51 and the First Statutes of the University, the formation and functions of Parents-Teachers Association shall be governed from this Ordinance.

(Section 51(2)I)

1. The university Teaching Departments shall have a Parents-Teachers Association for discussing various problems and avenues of the academic development of student and institution as well. xThe composition of the committee shall be such as may be deiced by the Executive Council from time to time.
2. The Department shall make a constitution for this association mentioning aims, objects and procedure execution of resolutions of the association. The constitution shall be approved by the Vice-Chancellor before its execution.
3. The type of association if any shall strictly be a non-political Organization and may take up only such matters which are only of academic taste and for the welfare of Department/students.



**ORDINANCE 13(XIII)**  
**AWARD OF MEDALS AND PRIZES TO THE STUDENTS**

(Section 51(2) D)

- (1) The medals would be awarded to the meritorious students. The medals shall be such as may be decided by the Executive Council of the University. The rules in this connection shall be made by Executive Council for the purpose.
- (2) In case of a tie between two students or more the award of the Medal will be decided by a committee consisting of :
 

The Vice-chancellor -	Chairman
Dean of the Faculty (Concern)-	Member
The Head of the department (concern) of the University	
or	
The senior most Principal in the case of Colleges-Member	
The Dean Students Welfare -	Member
The Chief Proctor -	Member
Controller of Examination-	Member Secretary
- (3) The merit list shall be prepared with the declaration of the first result and no alteration in it shall be made as a result of one's improvement of marks on account of scrutiny/ back-paper/ carry over etc.
- (4) The rules for awarding other medals sponsored by any dignitary or any Organization will be made by the Executive Council of the University as and when needed.

**ORDINANCE 14(XIV)****FEES PRESCRIBED IN THE UNIVERSITY**

(Under section 51(2)J)

The fees for different courses in the University are as following -

HEAD	B.A.	B.Com.	B.C.A., B.Sc. (Home. Sc.)	B.B.A.	B.J.M.C.	B.Ed.	M.J.C.	M.com/ MA	MBA
Enrolment Fee	750	750	750	750	750	0	750	750	750
Admission Fee	100	100	200	200	200	500	200	200	100
Tuition Fee	1470	1470	2000	2000	2000	2604	3500	3700	30000
Game Fee	100	100	200	200	200	200	200	200	100
Library Fee	100	100	200	200	200	200	200	200	400
Student Union Fee	75	75	75	75	75	75	75	75	75
Delegacy Fee	50	50	50	50	50	50	50	50	50
Poor Student Fund	100	100	150	150	150	200	150	150	75
Examination Fee	4000	5000	6000	6000	6000	4800	9000	4000	10000
Development Fee	500	3500	4000	10000	5000	10000	7500	5000	20000
Cultural Activities Fee	100	100	100	100	100	100	100	100	100
Student Accident Relief Fund	100	100	100	100	100	200	100	100	100
Electricity Charges	500	500	500	500	500	0	500	500	500
Subjective Fee	0	0	0	0	0	0	0	0	10000
Computer Fee	0	0	0	0	0	0	0	0	6000
Caution Money (Refundable)	300	300	300	300	300	0	500	500	500
Lab/ Prac Fee	500	0	5000	0	5000	3000	7500	0	0
I Card Fee	0	0	0	0	0	25	0	0	0
<b>Total Fee</b>	<b>8745</b>	<b>12245</b>	<b>19625</b>	<b>20625</b>	<b>20625</b>	<b>21954</b>	<b>30325</b>	<b>15525</b>	<b>78750</b>

**Note:** Laboratory Fee will be charged of Rs. 2000/- per subject per session from B.Ed. students



## ORDINANCE 15 (XV)

### STATUTORY COMMITTEES

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Section 28, 29.3 & 27.8 and the First Statutes of the University (Chapter 8.16 & 7), there shall be an Ordinance for Examination Committee, Admission Committee and Board of Studies respectively. The functions and responsibilities of such committees will be as per the above mentioned Act and Statutes.

#### 1. Examinations Committee

There shall be an Examination Committee in the University comprising of the following :-

- |   |           |
|---|-----------|
| 1. Vice Chancellor  | Chairman  |
| 2. PVC if any   | Member    |
| 3. Two deans of the faculties in order of seniority for a period of one year by rotation to be nominated by the Vice Chancellor   | Member    |
| 4. Dean Student Welfare   | Member    |
| 5. Two Professor(s) other than Dean(s) in order of seniority by rotation for one year to be nominated by the Vice Chancellor.   |           |
| 6. One teacher to be nominated by the Vice Chancellor belonging to SC/ST, OBC and Minority category each if otherwise person of such category is not a member in any other capacity in this committee, for a period of one year |           |
| 7. One nominee of the Executive Council to be nominated by the Executive Council.   |           |
| 8. One nominee of the Academic Council to be nominated by the Academic Council.   |           |
| 9. Proctor  |           |
| 10. Superintendent of Examinations  |           |
| 11. Finance officer   |           |
| 12. Registrar   | Secretary |
| 13. Controller of Examination   |           |

Provided the committee may co-opt a person or persons or may invite any specialist to assist the committee on a particular technical/legal or otherwise matter of a specialty.  
Powers and duties of the Examination Committee shall be as provided in the Uttar Pradesh State Universities Act-1973 (as amended) Section 29(2).

## 2. ADMISSION COMMITTEE

There shall be an Admission Committee in the university comprising of the following-

- |  |   |           |
|--|---|-----------|
| 1. Vice Chancellor   | - | Chairman  |
| 2. All Dean(s) of faculties  | - | Member    |
| 3. Chairman sports council   | - | Member    |
| 4. University NSS coordinator  | - | Member    |
| 5. One NCC Officer   | - | Member    |
| 6. Two Professors other than the Deans in order of seniority for a period of one year by rotation.   |   |           |
| 7. One teacher of the SC/ST, OBC, Minority, representative for each category if otherwise not a member in any other capacity for a period of one year. |   |           |
| 8. One Nominee of Executive Council for a period of one year.  |   |           |
| 9. One Nominee of Academic Council for a period of one year.   |   |           |
| 10. Proctor  |   |           |
| 11. Controller of Examination  |   |           |
| 12. Finance Officer  |   |           |
| 13. Registrar  | - | Secretary |

Provided the committee may co-opt a person or persons or may invite any specialist to assist the committee on a particular technical/legal or otherwise matter of a specialty.

Powers and functions of the Admission Committee shall be as provided in the Uttar Pradesh State Universities Act-1973 (as amended) Section 28.



### 3. BOARD OF STUDIES :

- 1 As per provision of 27(8) of Act-1973, the constitution of the Boards of Studies in the various departments of the different faculties shall be regulated by these ordinances.
- 2 In each department recognised under the Statutes, there shall be a Board of Studies.
- 3 In the Faculties of Arts and Humanities, Social Science, Science and Commerce each Board of Studies shall consist of the following:
  - (i) The University Head of the Department concerned who shall be its Chairman and convener.
  - (ii) All Professors in the Department.
  - (iii) One Associate Professor in the department concerned by order of seniority for a period of one year.
  - (iv) One Assistant Professor from the University Teaching seniority for a period of one year.
  - (v) Three such teachers not in the service of this University may be nominated by the Vice-Chancellor on the recommendation of the Board of Studies, having expert knowledge of the subject concern for a period of three years from the date of the first meeting.

## Appendix-1

**PROGRAMMES/COURSES OF STUDY****I - FACULTY OF ARTS & HUMANITIES****(i) Master of Arts (M.A.)**

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/ Academic Years)	Minimum Eligibility Required for Admission
1	Arabic	30	Department of Arabic	4 Semesters (2 Years)	Bachelor's Degree from a recognized University in the concerned subject with a minimum of 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
2	Urdu	30	Department of Urdu		
3	Persian	30	Department of Persian		
4	English	30	Department of English and Modern European and Asian Languages		
5	Hindi	30	Department of Hindi		

**(ii) Bachelor of Arts (Honors)**

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/ Academic Years)	Minimum Eligibility Required for Admission
1	Arabic	60	Department of Arabic	6 Semesters (3 Years)	Intermediate or equivalent examination from a recognized Board/institution including Madrasa Board of all States with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
2	Urdu	60	Department of Urdu		
3	Persian	60	Department of Persian		
4	English	60	Department of English and Modern European and Asian Languages		
5	Hindi	60	Department of Hindi		



## II Faculty of Social Science

### (i) Master of Arts. (M.A.)

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/Academic Years)	Minimum Eligibility Required for Admission
1	Economics	30	Department of Economics	4 Semesters (2 Years)	Bachelor's Degree from a recognized University in the concerned subject with a minimum of 45% marks in aggregate for General/OBC and 40% for SC/ST candidates
2	History	30	Department of History		
3	Political Science	30	Department of Political Science		
4	Home Science	30	Department of Home Science		
5	Geography	30	Department of Geography		
6	Education	30	Department of Educational	4 Semesters (2 Years)	Bachelor's Degree from a recognized University in any discipline with a minimum of 45% marks in aggregate for General/OBC and 40% for SC/ST candidates
7	M.A. -JMC	30	Department of Journalism & Mass Communication		

### (ii) Bachelor of Arts (Honors)

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/Academic Years)	Minimum Eligibility Required for Admission
1	History	60	Department of History	6 Semesters (3 Years)	Intermediate or equivalent examination from a recognized Board/institution including Madrasa Board of all States with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
2	Economics	60	Department of Economics		
3	Political Science	60	Department of Political Science		
4	Home Science	60	Department of Home Science		
5	Geography	60	Department of Geography		
6	Physical	60	Department of		

	Education		Physical Education		
7	Education	60	Department of Education		
8	Computer Application	60	Department of Computer Application		
9	B.A.- JMC	60	Department of Journalism & Mass Communication		
10	B.Ed.	100	Department of Education	4 Semesters (4 Years)	As per NCTE norms.

### III - Faculty of Commerce

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/ Academic Years)	Minimum Eligibility Required for Admission
1	M. Com.	30	Department of Commerce	4 Semesters (spread over 2 Years)	B.Com. Degree from a recognized University with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
2	B. Com. (Hons.)	60	Department of Commerce	6 Semesters (spread over 3 Years)	Intermediate or equivalent examination from a recognized Board/Institution with Commerce or Economics or Mathematics as one of the subjects of study with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
3	M.B.A.	30	Department of Business Administration	4 Semesters (spread over 2 Years)	Bachelor's Degree in any discipline from a recognized University with minimum 50% marks in aggregate for General/OBC and 45% for SC/ST candidates (for



4	B.B.A.	60	Department of Business Administration	6 Semesters (spread over 3 Years)	students admitted through merit) Intermediate or equivalent examination from a recognized Board/Institution including Madrasa Board of All States with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
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#### IV - Faculty of Science

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/Academic Years)	Minimum Eligibility Required for Admission
1	B.C.A	60	Department of Computer Science and Information Technology	6 Semesters (spread over 3 Years)	Intermediate or equivalent examination from a recognized Board/Institution with Mathematics as one of the subjects of study with minimum 50% marks in aggregate for General/OBC and 45% for SC/ST candidates.
2	B.Sc. (Home Science)	60	Department of Home Science	6 Semesters (spread over 3 Years)	Intermediate or equivalent examination with PCM/PCB from a recognized Board/Institution with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.

**V Programmes of study in the following departments for award of Diplomas and P.G. Diplomas:**

**(i) P.G. Diplomas**

S.N.	Name of the Programme	Allotted Seats	Department	Duration (Semesters/ Academic Years)	Minimum Eligibility Required for Admission
1	P.G. Diploma in English Translation	30	Department of English	4 semesters (2 Year)	Graduation/ Diploma in concerned subject
2	P.G. Diploma in Enterprise Resource Planning	30	Department of Commerce	2 semesters (1 Year)	
3	P.G. Diploma in Urdu Journalism & Mass Communication	30	Department of Urdu		
4	P.G. Diploma in Arabic-English-Arabic Translation and Interpretation	30	Department of Arabic		

**(ii) U.G. Diplomas**

S.N.	Name of the Programme	Allotted Seats	Department	Duration (Semesters/ Academic Years)	Minimum Eligibility Required for Admission
1	Arabic-English-Arabic Translation & Interpretation	30	Department of Arabic	2 semesters (1 Year)	10+2 or equivalent examination
2	Diploma in Arabic (For beginners)	30	Department of Arabic		



3	Media & Monitoring	30	Department of Persian
4	Manuscript logy & Paleography	30	Department of Persian
5	Communicative English	30	Department of English
6	Data Collection & Investigation	30	Department of Geography
7	Retail Management	30	Department of Business Administration
8	Insurance Management	30	Department of Business Administration
9	Entrepreneurshi p	30	Department of Business Administration
10	Sales and Distribution Management	30	Department of Business Administration
11	Computer Application	30	Department of Computer Science
12	Video Editing	30	Department of Journalism & Mass Communication
13	Video Camera & Lighting	30	Department of Journalism and Mass Communication
14	Radio Jockeying and Voice Training	30	Department of Journalism and Mass Communication
15	Photography	30	Department of Journalism and Mass Communication
16	Tax Preparatory	30	Department of Commerce
17	Computer Accounting	30	Department of Commerce