

Part II

Ordinances 2022

Ordinances No. 1 to 23

These ordinances are approved in the Academic Council dated 23/08/2022 and Executive Council dated 23/08/2022 and notified to come into force from today i.e.23/08/2022.

In exercise of the power vested under Section 35 of the Children's University Act 2009 (Gujarat Act No. 15 of 2009), the Executive Council hereby approves the following revised ordinances.

Ordinance 1 Short title and Commencement

- [1] These Ordinances may be called "Children's University Ordinances 2022"
- [2] After approval of these ordinances, all previous ordinances are repealed.
- [3] In the case of interpretation in any ordinances, the decision of the Vice-Chancellor shall be final and binding to all.

Ordinance 2 Recognition of Institution / Approval of Institution / Affiliation of School

1. Affiliation as Vidya Niketan School

Any School which is functioning as a "Not for Profit" which is governed by Society / Trust or a Section 8 Company and affiliated to State Board / permitted by the State Board or any such board approved/recognized by the Ministry of Education can apply for affiliation as Vidya Niketan for either various stages or for all stages as per NEP 2020 to the Children's University.

[a] Various Stages of Affiliation as Vidya Niketan School

- [i] Vidya Vatika (Foundational Stage; Three years of Anganwadi/pre-school and Two years in primary school in Grades 1-2)
- [ii] Vidyarambh (Preparatory Stage; Grades 3-5)
- [iii] Vidyadeep (Middle Stage; Grades 6-8)

2. Vidya Vasant (Secondary Stage; Grades 9-12 in two phases)The Academic Council has the power after consent of the Executive Council,
- (1) to recognize as a "Recognized Institution" to any institution of research or specialized studies;

(2) to approve "Approved Institution" to any institution having a specialized skill center with excellent skill potential, specialized studies, laboratory work, internship, or academic work.

(3) to affiliate "Affiliated Vidya Niketan School" to any School as per Ordinance 2 (1).

The reports with comments from the inspection committee shall be put down in front of the Academic Council. After the recommendation/observation of the Academic Council, it will be presented to the Executive Council. Executive Council can assent or withhold or return to Academic Council, for reconsideration. If the reports are again passed by the Academic Council with or without amendment the Executive Council shall assent to the reports.

3. Any institution, desire to have such recognition / approval / affiliation can apply in the prescribed form with nonrefundable application and LIC fees Rs. 10000 and nonrefundable recognition / approval / affiliation fees Rs. 25000 to the Registrar and shall give full information in the letter of application with respect to the following concerned matters namely:

[a] Constitution and personnel of the managing body;

[b] Subjects and courses in regard to which recognition / approval is sought;

[c] Accommodation, academic infrastructure, equipment's, library facilities, laboratories and the number of students for whom provision has been or is proposed to be made;

[d] The strength of the staff, their qualification, their salaries and the research work done by them;

[e] Fees levied or proposed to be levied and the financial provision made for capital expenditure on buildings and equipment's and for the continued maintenance and efficient working of the institution.

4. Before taking the application into consideration, the Academic Council may

3 INSPECTION AND MONITORING OF RECOGNIZED / APPROVED INSTITUTIONS

call for any further information which it may deem necessary.

5. If the Academic Council decides to take the application into consideration, it may direct a local inspection committee to be made by a competent person or persons authorized by it in this behalf. After considering the report made as a result of such inspection and making such further inquiry as may appear to it to be necessary, the Academic Council shall, recommend to Executive Council or refuse the application or any part, thereof. Where the application or any part thereof is granted, the Academic Council shall specify the subjects and courses of instruction in respect of which the institution is recognized or approved. Where the application or any part thereof is refused, the grounds of such refusal shall be stated. University can withdraw the recognition/approval of such Institutions where the Institutions fail to maintain minimum standards decided by the University/ apex body from time to time.
6. There shall be no any financial support to recognized or approved institutions from CU.

Ordinance 3 Inspection and Monitoring of Recognized / Approved Institutions

- [1] Whenever the University inspects a recognized or approved institution by the Inspection Committee of team members identified by the university, the committee submits the complete report with supportive documents.
- [2] An inspection of every recognized and approved institution shall be held at least once in a year and at other times when, in the judgment of the University Officer special reasons exist, in the case of any college or institution, for such inspection.
- [3] The inspection will be directed primarily to the purpose of ascertaining whether the conditions of recognition or approved are satisfied or not and for seeing

that adequate measures are taken to ensure efficiency and academic standards as per the respective apex body.

- [4] If the report submitted by the Inspection Committee or by the person or persons deputed to inspect calls for any action by the Authority, the Authority shall, after necessary inquiry, specify definitely the point(s) in which it considers the college or the institution deficient and fix a time (to be extended upon good cause shown), within which the institution shall take the action necessary to rectify the deficiencies pointed out.
- [5] Every recognized institution or approved institution shall submit the following details to University every year before starting a new semester.
 - [a] Details of the Teaching Staff;
 - [b] Details of the number of enrolled students attending the institution.
 - [c] Details of the complete time-table and curriculum transactions of lectures, tutorials, practical(s), etc.
 - [d] Audited Income – expenditure statement of the institute and balance sheet.
- [6] Every recognized / approved institution shall report to the University through proper channel all changes in teaching staff as soon as such changes are made. In reporting such changes like the qualification of staff, newly appointed and existing staff, the conditions governing their tenure of office.

Ordinance 4 Withdrawal of Recognition or Approval

- [1] The rights conferred on an institution by recognition or approval may be withdrawn or suspended for any period if the institution has failed to observe any of the conditions of its recognition / approval or the institution is conducted in a manner which is prejudicial to the interest of education.

- [2] A motion for such withdrawal or suspension shall be initiated only in the Academic Council.
- [3] Before taking the said motion into consideration, the Academic Council shall send a copy of the notice and written statement mentioned in ordinance 4 [2] to the head of the institution concerned, together with an intimation that any representation in writing submitted within a period specified in the intimation on behalf of the institution will be considered by the Academic Council: Provided that the period so specified may, if necessary, be extended by the Academic Council.
- [4] On receipt of the representation or on the expiry of the period referred to in ordinance 4 [3], the Academic Council, after considering the notice of motion, statement and representation and after such inspection by any competent person or persons authorised by the Academic Council in this behalf and after such further inquiry as may appear to it to be necessary, may by a resolution withdraw or suspend recognition / approval.

Ordinance 5 Recognition and Inspection of Hostel / Care Centre

- [1] The University shall have the power to recognize the hostels established and maintained by the other than CU management subject to fulfillment of the following conditions.
- [a] Suitability of buildings;
 - [b] Necessary permissions for the building from the authorities;
 - [c] Adequacy of accommodation with bed, chair, table, light and cupboard for each;
 - [d] Suitability of the neighborhood;
 - [e] Distance from the University and Possibilities of Commuting;

- [f] Adequate water facility;
 - [g] Sanitary conditions;
 - [h] Medical help;
 - [i] Fire safety;
- [2] The Vice-Chancellor shall appoint an Inspection Committee to inspect and report on the fulfillment of the above conditions.
- [3] The Vice-Chancellor shall grant recognition to such hostels based on the recommendations of the Inspection Committee for a year.
- [4] The recognition of hostel may be with food or without food.
- [5] The fees will be reasonable and will be decided by the Academic Council.
- [6] The Vice-Chancellor shall have power to suspend or withdraw the recognition of any hostel for sufficient reason and after giving an opportunity of hearing to the management of the hostel.
- [7] The recognized hostels shall have to pay the recognition fee Rs. 10000/- for a year.

Ordinance 6 Establishment and maintenance of Hostel / Care Centre

- [1] There may be separate hostels for men and women students maintained by the University.
- [2] The students admitted to the various courses of study in the University shall be eligible to seek admission into these hostels.
- [3] Hostel accommodation is limited to and will be allotted to the students as per the order of preference given below:
- [a] UG Course

- [i] Students from outside the Country;
 - [ii] Students from outside the State;
 - [iii] Students who are residents of places beyond 30 km from the University;
 - [iv] In case of tie, the student from lower income group shall be given first preference;
- [b] PG Course
- [i] Students from outside the Country;
 - [ii] Students from outside the State;
 - [iii] Students who are residents of places beyond 30 km from the University;
 - [iv] In case of tie, the student from lower income group shall be given first preference;
- [c] Ph.D. scholars will be considered on yearly basis if the vacancy is available.
- [4] All the inmates shall be provided with identity cards which they are expected to carry with them.
- [5] All the inmates shall have to pay the prescribed charges for admission, establishment, caution deposit etc., at the time of admission itself.
- [6] Students who are not admitted into University hostels shall not be permitted to stay in the hostels. Unauthorized stay in the hostels will be considered as a serious misconduct on the part of the student/s.
- [7] Under circumstances warranting the closure of University hostels, the University Administration shall have the power to close the hostels without any notice and in such cases it shall not be binding on the University administration for making alternative arrangements either for food or

accommodation.

- [8] All the inmates shall vacate the rooms by handing over keys within 24 hours after the last examination of the academic year they are required to appear for.
- [9] The mess shall be closed during summer vacation and other short vacations and inmates who are required to appear for any examination after the closure of the mess will be permitted to stay in the hostel till the last day of the examination he/she is required to appear for and during that period the inmates shall have to make their own arrangements for food.
- [10] During summer vacation the hostels shall be handed over to the Estate for attending to repairs, white wash, etc. if any.
- [11] The inmates shall be required to clear all the dues to the hostel well before the commencement of Semester/ Year-end examinations.
- [12] [a] The inmates are required to maintain absolute discipline in the hostels and for this purpose inmates are required to adhere to the conduct rules as prescribed by the hostel administration from time to time.
- [b] The inmates found violating any of these rules shall be liable for disciplinary action.
- [c] Inmates who fail to clear the Hostel dues in time or violate the instructions or conduct rules shall not be eligible to continue in the hostel for the remaining period of study.
- [13] The Hostel Administration shall make sure that the following facilities may be made available in the hostels:
- [a] Dining Halls with seating facilities;
- [b] News papers;
- [c] Water coolers;

[14] There shall be notice board showing the following details and contacts:

- [a] Rector and Wardens;
- [b] Emergency medical services and ambulance;
- [c] Housekeeping, Security and Mess contractor;
- [d] Police Station and Women helpline;
- [e] Anti – Ragging notice;

[15] There shall be first aid kit in the office of Rector.

[16] There shall be fire extinguishers in each block.

Ordinance 7 Recognition of Teachers

[1] University Teachers – UG/PG

A teacher appointed in the university for the teaching / research / extension / training work as per the prevailing norms of UGC/ such other authorities as the case may be shall be recognized as University Teacher.

[2] Recognition of Teacher for Research Supervisor.

[a] Every teacher of the University shall have to apply for recognition as a Research Supervisor.

[b] Eligibility of the Supervisor

[i] Any teacher of the University may be recognized as a Supervisor fulfilling criteria.

[A] Any regular Professor of the University with at least two research publications in refereed journals in the last two years from the date of application.

[B] Any regular Associate Professor of the University with a Ph.D. degree in the relevant subject and at least two research publications in refereed journals in the last two years from the date of application..

[C] Any regular Assistant Professor of the University with a Ph.D. degree in the relevant subject having at least 2 years of experience in higher education institution and at least two research publications in refereed journals in the last two years from the date of application

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

[ii] A full time regular teacher of the University can act as a supervisor. Co-Supervisor can be invited in interdisciplinary areas from other departments or from other related institutions with the approval of the RDC and Academic Council.

[iii] The teacher, who wants to be supervisor shall apply in the prescribed form in three copies. The Vice-Chancellor may nominate two subject experts for review and recommendation of this application. Further, it shall be put before the RDC. After the recommendation of the experts and RDC, Academic Council may recognize the teacher as a Research Supervisor.

[c] If any teacher is upgraded due to promotion, CAS or selection into higher position in the same institute, his recognition as a Research Supervisor shall be upgraded accordingly. Such teacher shall not require to apply again for the same.

Ordinance 8 Contracts or Agreements

- [1] The Registrar shall exercise the powers to enter into, vary, carryout and cancel the contracts & agreements as per the direction of the the Vice-Chancellor.
- [2] The contracts or agreements shall be subject to the approval of Executive Council.
- [3] Any contracts or agreements shall contain the following things but not limited:
 - [a] Subject and Preamble
 - [b] Date, Time, and Place
 - [c] Validity
 - [d] Terms of use
 - [e] Rates, Payment obligations and schedule
 - [f] Damage to equipment/furniture etc.
 - [g] Liability
 - [h] Dealing with right person like owner/proprietor with identification
 - [i] Terms of agreement
 - [j] A way to resolve any disputes
 - [k] Area of jurisdiction at Gandhinagar/ Ahmedabad.

Ordinance 9 Memorandum of Understanding

[1] Broad agreement of University to cooperate and collaborate with other local, national and international universities, institutions, PSUs, Government Organizations, Center of Excellence, Industry and "Person of Eminence" on mutually agreed areas on following subjects but not limited to:

- (a) Establishment of University Center abroad;
- (b) Joint Research Projects funded by National and international agencies;
- (c) Exchange of faculties/students;
- (d) Twinning/ Articulation of syllabi/ exchange of students at UG and PG levels under credit transfer arrangement.
- (e) Developing e-course for interactive and interactive-integrated learning;
- (f) Sharing of library, laboratory, technology and other learning resources;
- (g) Joint arrangement of conferences, seminars and workshops;
- (h) Joint arrangement of training and internship programmes;
- (i) Joint arrangement of Refresher / Continuing education courses;
- (j) Expert lectures;
- (k) Research Work, Assessment, Sponsored Programmes;
- (l) Any other activity of mutual benefit;

[2] It shall be applicable only in the case of benefit of university students and staff.

[3] Other details as per Ordinance 8 as the case may be.

- [4] The MOU shall be subject to the approval of Academic Council.
- [5] The guidelines, if any, laid down by Government and Statutory Bodies, shall be followed scrupulously.

Ordinance 10 Code of Conduct of Employees

Here the term employee includes teaching and non-teaching staff which come under this purview. The instances of misconduct are illustrative in nature, and not an exhaustive. Also the Gujarat Civil Services (Conduct) Rules shall be referred.

The following code of conduct applies to all of the employee:

[1] General Rules

- [a] Every employee of CU shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging.
- [b] Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and work assigned by authority as well.
- [c] Unless otherwise stated specially in terms of appointment, every employee is a full-time employee of the university and may be called upon to perform such duties, as may be assigned to him by the authority, beyond scheduled working hours and on closed holidays and Sundays.
- [d] An employee shall be required to observe the scheduled office hours, during which he/she must be present at the place of his/her duty. In general, the scheduled hours shall be from Monday to Saturday eight hours per day. Every second and fourth Saturday the university may observe as an off day.

- [e] The employee shall not absent himself/herself from his/her duties without prior permission from the head of the Institution. Prior permission of the competent authority is necessary for availing even casual leave. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing.
- [f] In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to the satisfaction of the authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave shall apply for leave before actually proceeding on leave, to the authorities.
- [g] No employee shall leave the head-quarter except with the prior permission from the Registrar, even during leave or vacation. Wilful absence from duty will be treated as “dies non” for the purpose of increment,leave etc.
- [h] Whenever leaving the head-quarter, an employee should inform the Registrar, providing the address where he/she will be while on leave.
- [i] Conducting or participating or supporting or instigating any faculty staff/ students/ others directly or indirectly on any religion/ caste/ racial/ tribe/ sex/ untouchability based activities, is strictly prohibited on the part of any employee either in the University premises or elsewhere.
- [j] Criticizing or acting against or not implementing the orders shall be treated as gross misconduct and faculty/staff found guilty can be terminated from services.
- [k] An employee cannot refuse to receive any communication of any type from his/her controlling officer or an authority.

- [l] No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the Executive Council may determine.
 - [m] No employee shall engage himself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct.
 - [n] A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the authority.
 - [o] No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every employee shall be permitted to apply for an outside post thrice in a year even though he/she may be holding a permanent post.
 - [p] The Executive Council shall be the Conduct Authority.
- [2] Unauthorized communication of information
- [a] No employee shall, except in accordance with any general or special order of the competent authority, or in the performance in good faith of the duties assigned to him communicate, directly or indirectly any

official document or information to any person to whom he/she is not authorized to communicate such document or information.

[3] Gifts

[a] No employee shall, except with the prior sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept, from any person any gift of more than trifling value. Providing that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends, or presented to such persons on occasion such as wedding, anniversaries and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of trifling value should be reported to the Executive Council.

[4] Private employment or trade and investment

[a] No employee shall, except with the previous sanction of the management, negotiate or undertake any other employment or work or engage directly or indirectly in any trade or business.

[b] Canvassing by an employee in support of the business or insurance agency or commission agency and the like owned or managed by his/her spouse or any other members of his/her family shall be deemed to be a breach of this rule.

[5] Lending & Borrowing

[a] No employee shall lend money at interest to any person nor shall borrow money from any person with whom he/she is likely to have official dealings.

[6] Insolvency, Habitual Indebtedness and Criminal Proceedings

- [a] An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a part of his/her salary is continuously being attached, he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the university.
- [b] An employee who gets involved in some criminal proceedings shall immediately inform the authority, irrespective of the fact whether he/she has been released on bail or not.
- [c] An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the university unless he/she has obtained written permission to that effect from the competent authority.

[7] Representations

- [a] Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he/she must forward his/her case through proper channel, and shall not forward, advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than one months.
- [b] No employee shall be a signatory to any joint representation addressed to the authorities for redressal of any grievance or any other matter.

[8] Consumption of intoxicating drinks and drugs

[a] An employee or a member of any committee shall not consume any intoxicating drinks or drugs in the university premises or at the place decided for university work.

[9] Prohibition of sexual harassment of working women

[a] No employee shall indulge in any act of sexual harassment at the work place.

[b] Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment at such work place.

[c] For the purpose of this rule “Sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise as:

[i] Physical contact and advances;

[ii] Demand or request for sexual favours;

[iii] Sexually coloured remarks;

[iv] Showing any pornography;

[v] Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

[10] Misconduct

Without prejudice to the generality of the term ‘misconduct’, the following acts of omission in addition to those laid down as above and commission shall be treated as misconduct which are illustrative in nature, and not an exhaustive:

[a] Furnishing false information regarding name, age, father’s name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.

- [b] Acting in a manner prejudicial to the interests of the university.
- [c] Wilful insubordination or disobedience, whether or not in combination with others, of his/her superior.
- [d] Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- [e] Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- [f] Habitual late or irregular attendance and habitual absenteeism.
- [g] Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- [h] Damage to any property of the Institution or interference or tampering with any safety devices installed in or about the premises of the university.
- [i] Disregard to the safety measures and instructions in regard of property, equipment and work in the university.
- [j] Involvement in theft, fraud, breach of trust, dishonesty, damage to the property or work of any nature of the university or another employee.
- [k] Riotous or disorderly or indecent behaviour in the premises of the university or outside such premises where such behaviour is related to or connected with the employment.
- [l] Spreading rumours and fears in the premises of the university or outside such premises where such behaviour is related to or connected with the employment.

- [m] Gambling or smoking within the premises of the institution.
- [n] Collection without the permission of the competent authority of any money within the premises of the Institution.
- [o] Absence from the employee's appointed place of work without permission or sufficient cause.
- [p] Purchasing or selling properties, machinery, stores, etc. in the name of the university or authority maintained by it, without express permission in writing from the competent authority.
- [q] Use of high tenor, indecent language or undue arguing with superiors.

Ordinance 11 Programmes Offered by the University

The programmes may be offered by the university after the approval of the Academic Council / Statutory Body. The intake of UG Programme shall be 50 per class and PG/PG Diploma shall be 30 per class. In case of a programme where Statutory Body approval is necessary it will be as per the approval. The list is as follows:

- [1] Research Programme
 - [a] Ph.D.
- [2] Postgraduate Degree Programme
- [3] Postgraduate Diploma Programme
- [4] Undergraduate Programme
- [5] Certificate

Ordinance 12 Admission Criteria

Following will be the admission criteria for various academic Programmes, as and when approved by the University or notified by the Government of Gujarat or UGC or any other apex body from time to time and adopted by the University.

[1] Programme: Ph.D.

Duration:

- [a] Regular Full time 3 years (Minimum 6 terms) including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme;
- [b] Regular Part-time 4 years (Minimum 8 terms) and a maximum duration of six (6) years from the date of admission to the Ph.D. programme;
- [c] A maximum of an additional two (2) years can be given through a process of re-registration as per the Ordinance/Regulation of the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.
Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40 % disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- [d] Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

Eligibility Criteria: Candidates who have completed:

[a] A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55 % marks in aggregate or its equivalent grade in a point scale wherever grading system is followed

or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution

A relaxation of 5 % marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5 % marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

[b] Candidates who have completed the M.Phil. programme with at least 55 % marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

[2] **Programme:** **Postgraduate Degree**

Duration: 2 Years (4 Semesters)

Minimum Credits: 80

Eligibility Criteria:

[a] Graduate in concerned discipline

[3] **Programme:** **Postgraduate Diploma**

Duration: 1 Year (2 Semesters)

Minimum Credits: 40

Eligibility Criteria:

[a] Graduate in concerned discipline

[4] **Programmes:** **Undergraduate Degree (Honours)**

Minimum Credits: 160

Duration: 4 Years (8 Semesters)

Eligibility Criteria:

[a] Pass in 10+2 or Equivalent Programme

[5] **Programmes:** **Undergraduate Degree**

Duration: 3 Years (6 Semesters)

Minimum Credits: 120

Eligibility Criteria:

[a] Pass in 10+2 or Equivalent Programme

[6] **Course:** **Certificate Course**

Duration: 6 Months (1 Semester)

Eligibility Criteria:

[a] Pass in 10+2 or Equivalent

Ordinance 13 Ph.D.

[1] This Ordinance shall apply to the Ph.D. programme conducted at the CU.

[2] Areas/Disciplines of Research

[a] Any subject/theme to fulfil the objectives of CU Act.

[b] Holistic Development for Children;

[c] Relevant to subjects of BOS;

[d] Any other discipline approved by the Academic Council;

[3] University shall notify a prospectus /admission broacher well in advance on the institution's website specifying the number of seats for admission, subject/ discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates;

[4] Research Development Committee (RDC)

[a] There shall be a Research Development Committee constituted as under:

- [i] The Vice Chancellor – Chairperson;
- [ii] The Director General – Chairperson in case of absence of Vice Chancellor.
- [iii] Directors of the Centres of the University;
- [iv] Two Research Supervisors from University (to be nominated by the Vice-Chancellor);
- [v] Two Eminent Educationists from the discipline (to be nominated by the Vice-Chancellor);
- [vi] The Director, Center of Education shall be the Member Secretary;

[b] The RDC shall perform the following functions:

- [i] To screen the candidates for final merit list of the prospective research scholars to recommend to admit them for the program.
- [ii] To scrutinize the proposal received for registration as recommended by RAC (Research Advisory Committee).
- [iii] To approve the recommendation of experts for registering the research supervisor and thereto interact with prospective research supervisor for final recommendation to the Vice – Chancellor.
- [iv] To make recommendation for extension in a stipulated time and in such manner as decided or the merit of the case concerned.
- [v] Any such other tasks assigned by the Vice – Chancellor.

[c] The meeting of RDC shall be convened every semester for the periodical review of RAC reports and matters inter alia.

[d] The meeting of RDC will be convened as and when required with the permission of the Vice-Chancellor in accordance with the registration schedule of the University.

[e] Director, Center of Education of the University shall be responsible for the overall coordination of the Ph.D. degree programme in accordance with the provisions of this ordinance and regulations in force from time to time.

[5] Types of Ph.D.

There shall be two types of scholars in the Ph.D.

[a] Full time Research Scholar

The full time scholars are expected to work on regular basis for entire Ph.D. programme in their respective subject departments or place of assignment by their Research Supervisors/University. The scholars who are receiving assistantship/ scholarship/ fellowship from UGC/ICSSR, Industry or any other funding agency as RA/SRF/JRF/Project Fellow of CU shall be considered as full time scholars provided they submit the certificate from the authority concerned. In such cases the status report shall be submitted to RDC.

[b] Part time Research Scholar

This category refers to employed scholars admitted to the Ph.D. programme. A "No Objection Certificate" is mandatory from the Head of the institution/employer along with the application. Such scholars shall not be entitled/eligible for any kind of fellowship, financial assistantship and accommodation offered by the University. The No Objection Certificate shall clearly stating that:

[i] The candidate is permitted to pursue studies on a part-time basis.

- [ii] His/her official duties permit him/her to devote sufficient time for research.
- [iii] If required, he/she will be relieved from the duty to complete the course work.

[6] Eligibility Criteria for Ph.D.

[a] As per Ordinance 12 [1] .

[b] The candidate must qualify in the Ph.D. Programme Entrance Test and GDPI of Children's University.

[7] Ph.D. Candidates

[a] Entrance Test

All applicants shall give the entrance test as decided by the University. The entrance test will be based on the papers mentioned below. Paper I will be common for all candidates and Paper II will be related to the Post Graduate subject. Students will prepare for the entrance from the available sources. CU shall not provide any study material for the test.

Paper No.	Paper Type	MCQ	Marks
Section 1:	60 MCQ Research Methodology	60	60
Section 2:	Subjects of Holistic Development of Child	60	60
	Total	120	120

Duration of the test: 120 minutes

The format of the Entrance Test shall be as decided by the university and reviewed time by time.

[b] To qualify in the Entrance Test, the candidate has to secure minimum 50% marks in aggregate.

[c] A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.

[8] Admission

[a] University may decide the number of eligible students to be called for Group Discussion and Personal Interviews (GDPI) before RDC based on the number of Ph.D. seats available.

[b] The candidate is required to complete the given task like Presentation / Group Discussion / Drafting and Presentation of research proposal etc. before RDC.

[c] The GDPI shall also consider the following aspects, viz. whether:

[i] the candidate may possess the JRF;

[ii] the candidate possesses the competence for the proposed research;

[iii] the research work can be suitably undertaken at the Institution/ College;

[iv] the proposed area of research can contribute to new /additional knowledge;

[d] RDC shall evaluate all candidates on their performance.

[e] RDC shall prepare the merit list with a weightage of 70% of the score in the Entrance Test and 30% to the performance in the GDPI.

- [f] The University shall notify the list of recommended students for admission as Ph.D. students.
- [g] These recommended students shall have to pay the fees as per the notice of the University.
- [h] Procedure for Registration:
 - [i] The notification shall be declared by the university with the list of all students who have paid the fees. This notification will show the date of admission and provisional enrolment number of each student.
 - [ii] The date of admission of the candidate is the semester declared open by the University or the date of payment of fees, whichever is later.
 - [iii] Final enrolment number shall be given to each research scholar after completion of successful course work.
- [i] Allocation of Research Supervisor
 - [i] There shall be an Induction Programme / Orientation Programme for all admitted research scholars during the first week of the Course Work.
 - [ii] After the Induction Programme / Orientation Programme there shall be an interaction between research scholars and supervisors in presence of RDC.
As far as possible the candidates will be allowed as per their merit number to select the supervisor of their choice, and if the supervisor agrees, then the candidate can be registered with that super-visor.

[j] A registered Ph.D. scholar shall not be allowed to pursue any other course/ programme from any University simultaneously. If any such violation is noticed, the registration of the scholar shall be void.

[k] A registered Ph.D. scholar may be allowed to pursue any other PG Diploma /Certificate course from any University simultaneously with the permission of the RDC. If a scholar is found without permission to pursue any other course, the registration of the scholar shall be void.

[l] A scholar shall not be permitted to submit a thesis for which a degree has been conferred on him/her in this or in any other University. But a scholar shall not be precluded from incorporating any work which he/she has already submitted for a degree in this or any other university, in a thesis covering a wider field, provided that he/she shall indicate in a written statement accompanying thesis / any work which has been so incorporated.

[m] Structure of Fee for Ph.D. scholar

[i] The candidate to be admitted to the Ph.D. programme shall have to pay the prescribed fees by the University from time to time. The fees once paid shall not be adjusted or refunded under any circumstances even, if the candidate cancels the admission. Any revision of fee shall be payable by the Ph.D. scholar during the entire period of the Ph.D. degree.

[ii] All Ph.D. scholar shall have to pay the prescribed fee for 02 terms every year, till the date of submission of the Ph.D. thesis.

[n] Intake:

The intake shall be determined by the university and the seats shall be reserved for notified categories as per the prevailing norms.

The University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/ school/ centre), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list every academic year.

[o] New Admission:

- [i] Admission will be granted once in a year subject to the availability of the seats available. The announcement of admission will be declared in the month of March–May as per the schedule notify by the university.
- [ii] The admission shall be based on the criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the State Government from timeto time.

[9] Research Supervisors

[a] Eligibility of the Supervisor:

- [i] Eligibility of the Supervisor shall be as per Ordinance 7 [2].

[b] In case of topics which are of inter–disciplinary / intra–disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the RDC 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.

- [c] A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than eight Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four Ph.D. scholars.
- [d] 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.
- [e] The short listed candidates in the merit lists shall not have any automatic right for allocation of Research Supervisor and enrolment for Ph.D. studies in the University. This shall be subject to availability of seats/consent of the Research Supervisor/ availability of resources at the University.
- [f] The RDC will decide the allocation of the Research Supervisor only to those candidates who have not selected their supervisor with mutual understanding.
- [g] The RDC shall finalize and communicate the name of the Research Supervisor and Co-Research Supervisor within a month of admission to the candidate.

[h] Notwithstanding anything contained in this ordinance, no Research Supervisor or Co- Research Supervisor shall be under an obligation to accept any candidate for Ph.D. studies.

[i] The workload of Ph.D. Research Supervisor shall be determined on the basis of the policy formulated by the CU as per the norms and regulation framed by UGC from time to time.

[10] Course Work

[a] The admitted scholars shall be required to undertake course work organized by the University/Center of Education as the case may be. All regular and part time Ph.D. scholars shall be required to go through the course work for one semester/term. The course work shall be treated as pre-Ph.D. preparation.

[b] A Ph.D. scholar has to earn prescribed credit for the course work in one year of registration.

[c] The course work shall carry 10 credits (one credit=15 hours). The concerned department/school/ institution shall decide the details of the course work, teaching schedule and evaluation within the broad frame- work given below:

[i] 05 credits (75 hours) for "Research Skills" which includes research methodology, quantitative methods, computer application, tools and techniques for research and experimentation, instrumentation, communications skills, review of published research, reportwriting, seminar presentation.

[ii] 04 credits (60 hours) for subject specific course work. Out of the 60 hours, 25 hours shall be devoted to review of the subject/laboratory

exercises, 25 hours for seminar/teaching in different contemporary and development issues in the subject/laboratory work and 10 hours shall be for review of research papers in the subject.

[iii] 01 credit (15 hours) for field work, seminar/lab work and other academic activities including conducting classes in the Centre of Education.

[iv] The details of the subject shall be decided by the Centre of Education.

[d] The detailed norms for evaluation of the course work shall be decided by the University. At the end of the course work all the scholars shall have to appear for examinations in the above two papers.

[e] A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7–point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis. The passing criteria for each subject/paper shall be 50% marks. Those who failed to get the minimum passing marks shall have to reappear for such examination in next term or as alternative arrangement made by the university. All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial two semesters.

[f] Full–time scholar shall attend their concerned centres according to the pre–arranged time–table and programmes provided by Heads/ Coordinator/ Directors/ Principal. The records of their attendance shall be maintained by the respective Head/s. The records of work done shall be maintained in the form of diary by the every research scholars duly

signed by concerned Research Supervisor/s every week.

[g] For Part-time scholars the records of work done shall be maintained in the form of diary by the every research scholars duly signed by concerned Research Supervisor/s every month.

[11] Research Advisory Committee:

[a] There shall be a Research Advisory Committee for each Ph.D. scholar as under.

[i] Two Subject Experts from Other University, nominated by the Vice Chancellor.

[ii] Research Supervisor.

[b] The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

[i] To review the research proposal and finalize the topic of research;

[ii] To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

[iii] To periodically review and assist in the progress of the research work of the research scholar.

[c] A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the RDC.

[d] In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and

suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the RDC with specific reasons for cancellation of the registration of the research scholar.

[12] Change of Title, Topic of Research and Research Supervisor:

[a] Change of title in Ph.D. thesis, if necessary, could be allowed within one year from the date of registration for Ph.D. The change of title shall be recommended by RAC, to be approved by RDC. No change of title will be permitted after one year.

[b] The University may allow a change of supervisor under exceptional circumstances as mentioned below, on the recommendation of RDC of the concerned subject.

[i] On demise of the supervisor or is physically / mentally unable to continue the supervision.

[ii] If the supervisor leaves the Head Quarter/India and goes abroad for more than eight months.

[iii] For any valid reason(s) presented by the candidate or the supervisor with or without evidence and accepted by the RDC with due recommendation to the Vice Chancellor.

[iv] The Vice Chancellor may accept the recommendation of the RDC and act accordingly or decide the subsequent procedure to be followed in the matter concerned.

[13] Cancellation of Ph.D. Registration

[a] The registration of a candidate for Ph.D. shall be liable to be cancelled for any of the following reasons:

-
- [i] Giving false information at the time of application/ admission.
 - [ii] Non-payment of fees.
 - [iii] Non-compliance with the provisions of the Ordinances and Regulations of the University.

[b] The decision of the University with regard to cancellation of Registration shall be final and binding to all concerned.

[14] Submission and Evaluation of Ph.D. Thesis

[a] Requirements for Submission of Ph.D. Thesis:

After the Research supervisor(s) is/are satisfied that the candidate has acquired a sound understanding of the subject in the thesis and the relevant research approaches, the Research Supervisor shall permit the candidate to proceed with the submission of her/his thesis, in Gujarati/ Hindi/ English/ Sanskrit, subject to the following:

If the thesis is submitted in any other language, the candidate must submit a copy of thesis translated in to English.

[b] Submission of synopsis:

- [i] The synopsis must be submitted at least 45 days before the submission of the thesis to the university, but not before 30 months from date of registration for full time scholars and 42 months for part time scholars
- [ii] A synopsis should represent the thesis and reflect clear idea about the whole research report. It should cover
 - (a) the objectives, nature and scope of the work done,
 - (b) the principal conclusions,
 - (c) the contribution made to the body of knowledge on the subject,
 - (d) bibliography.

- [iii] The synopsis should be submitted in about 3000–5000 words. It should be written in double-spaced A-4 size pages with 1.5” margin at left, 1” margin at right, and 1” margin at top and bottom.
 - [iv] The candidate shall submit a copy of synopsis in digital format, as per instructions.
 - [v] The synopsis will be circulated among the members of Academic Council/ Board of Studies/ RDC of the concerned subjects to invite their suggestions/ recommendations/ comments if any.
- [c] The candidate shall present her/his thesis work in a “pre- submission seminar” to be convened exclusively for this purpose. Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned which shall also 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 Research Advisory Committee.
- [d] After the seminar, the candidate and research supervisors shall consider the reactions and observations expressed by the participants or/and Committee Members. The Supervisor(s) will then assess whether the candidate has attained the expected level in conceptualization and quality of research work. If their assessment is in the affirmative, the candidate shall be allowed to submit the thesis to the University.
- [e] However, if it is realized that the expected level has not been reached the Supervisor(s) shall suggest to the candidate specific tasks to be accomplished before submission of the thesis. On satisfactory completion of the assigned tasks, she/he shall be allowed to submit the thesis.

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

[g] The Format of the thesis shall be as follows. The following specifications should be maintained in the final presentation of the thesis.

- [i] The paper used for printing shall be of A4 size.
- [ii] The printing shall be in a standardized form on one side of the paper and in one and-half spacing.
- [iii] A margin of one-and-half inches shall be on the left hand side.
- [iv] The title of the thesis, name of the student, degree, name of the Research Supervisor, place of research and the month and year of submission shall be printed on the title page and the front cover.
- [v] The colour of the cover should be preferably dark. Side cover should mention "Ph.D. thesis" on the top, name of the student, month and year.
- [vi] Font Size: The font size mentioned below is in reference to Times New Roman (English), Shruti (Gujarati), Mangal (Hindi/Sanskrit). However, any type of font matching the suggested size will be accepted. The candidate has to observe that the fonts used are not highly decorative.
 - (i) Title of Chapter and Appendix : 14 points, Bold
 - (ii) Title of point/ sub-title : 12 points, Bold

(iii) Chapter text : 12 points with double space

(iv) Foot note/ End notes : 10 points

(v) Reference and Bibliography : 12 points

(vi) Appendices Text : 10 Points

[vii] The candidate shall follow all the specifications that are issued by the University from time to time.

[h] One printed copy of the thesis and one in digital form, as instructed, shall be submitted to the university, through the Supervisor. The thesis will include a certificate signed by the Supervisor(s) and the candidate about the originality of the work, a plagiarism report, and the number of pages included in the thesis.

[i] Evaluation of Ph.D. Thesis & Viva-voce:

[i] The thesis shall be examined by two external experts nominated by the Vice Chancellor from a list of ten experts (five from Gujarat and five from outside Gujarat) submitted by the Supervisor(s) in consultation with RAC of the subject.

[ii] The examiners will submit their Evaluation Reports to the University individually within three months. If he/she fails to do so, the University may assign the task to another examiner from the panel. If the evaluation report of any of the external examiners is unsatisfactory and does not recommend viva-voce, the University shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the third examiner is satisfactory. If the report of the third examiner is also unsatisfactory, the thesis shall be placed before the RAC for due consideration and recommendation. On the basis of these

recommendations, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

- [iii] In case any examiner suggests certain modifications and resubmission of the thesis, the same should be communicated to the candidate, who will be asked to resubmit the thesis with all the modifications within six months. The Research Supervisor(s) will ensure that the suggestions of the examiner(s) are adequately addressed before the resubmission of the thesis. The modified thesis shall be referred again to the examiner(s) concerned for reevaluation.
- [iv] On the recommendation of the examiners for the award of a Ph.D. degree, an open defense of the thesis shall be conducted at the University HQ or any other place approved by the Vice – Chancellor by a panel comprising one of the two external examiners, to be nominated by the Vice-Chancellor, and one of the Supervisor(s) of the candidate. The DG or Director, Centre of Education or any other person who is nominated by the Vice – Chancellor would be the Chairperson of the panel. The Supervisor will be the Convener of the panel. The defense shall be open to all interested participants. The open defense 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.
- [v] The date, time and venue of the open defense, along with a one–page abstract of the thesis, shall be notified to all concerned, at least three days prior to the open defense.
- [vi] The Viva–voce shall be organized in two phases.

Phase 1: Public Defense: This phase may be arranged in the presence of Director, Centre of Education, Head and Faculties of the Department and other research scholars.

Phase 2: Viva-voce by external referee, in presence of Research Supervisor.

[vii] The report of Phase 2 (Viva-Voce), prepared and signed jointly by the external examiner and the Supervisor(s), shall be submitted with necessary remarks regarding degree to be awarded or not to be to the Vice Chancellor for approval and issue of Ph.D. notification. The decision of the Vice Chancellor on the Report shall be final and binding to all concerned.

[viii] The examiners' reports shall be shown to the candidate beforehand to enable her/him to address the issues raised therein while preparing to defend the thesis during the viva-voce.

[ix] The whole evaluation process of the Thesis must not generally exceed the time period of six months from the date of submission of the thesis.

[j] The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.

[k] The public viva-voce of the research scholar to defend the dissertation /thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

[15] Award of Ph.D. Degrees

- [a] A candidate shall be awarded the Ph.D. Degree following due process of the University. The Registrar of the University shall issue the Notification.
- [b] The University shall notify the following:
It is hereby notified that on the report of the references on the thesis submitted by the under mentioned candidate, the University has accepted the thesis for the Degree of Doctor of Philosophy (Ph.D.) in the subject the candidate has been declared eligible for the award of the Degree of Doctor of Philosophy of this University.
- [c] The above notification shall also mention the Sr. No. and Page No. of the Ph.D. Register.

[16] Depository with INFLIBNET and other agencies

- [a] Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
- [b] In the case of a thesis written in a regional language, a translated version of the same into English shall be submitted as above.
- [c] One hard/soft copy of the thesis shall be placed in the University Library and one hard/soft copy shall be sent to National Library. The scholar's

name, title of the thesis and an extended abstract shall be placed on the University Website.

[17] General Rules applicable

[a] The scholars shall follow the statutory provisions prescribed by the University from time to time, even if they are not included in these Ordinances. The University shall have the right to modify, change or add to the Ordinances and Regulations which shall be binding to all the scholars.

[b] The Ph.D. scholars shall be entirely responsible for any duplication or plagiarism/academic dishonesty or piracy occurring in the thesis. In case any such acts are detected even after the award of the degree, the scholar shall be held accountable for the irregularity and this may even lead to cancellation of the degree. The decision of the University in this regard shall be final and binding on the scholar.

[c] If any differences of opinion/dispute develop between the scholar and the Research Supervisor at any time during the course of the research work, the decision of RDC in the matter shall be final and binding on the scholar and the Research Supervisor.

[18] Residual Powers of the Vice Chancellor

[a] For all other matters related to Ph.D. Programme under the clauses which are in the Ordinance, the decision of the Vice Chancellor shall be final and binding to all concerned.

[19] Conduct of Research Degree Programmes

- [a] Research Degree Programmes of the University shall be guided by the Ordinances and Regulations of the University. Any amendment/modifications prescribed by the UGC from time to time shall be considered by the University Authorities/ Bodies before their implementation

Ordinance 14 Provisions of JRF/SRF for Ph.D.

- [1] Children's University Junior/Senior Research Fellowship is applicable to research scholars enrolled to regular full-time Ph.D. Programmes as per the provisions of Ph.D. Ordinances. The award of fellowship is subject to the approval of Centre of Research.

[2] Eligibility

The Fellowship shall be open for all Ph.D. Scholars of the University subject to the following eligibility criteria:

- [a] The candidate must be pursuing full time (Regular) Ph.D. Programmes at the University having successfully completed the Coursework.
- [b] The candidate should not be receiving any grant or research assistance by whatever name called from any other source including UGC.
- [c] The candidate should not be engaged in any part-time or full time employment of any nature during the entire tenure of Fellowship.
- [d] The candidate must be present full time at the University during the period of the fellowship.
- [e] Candidates who are UGC-NET and/or GSLET/GSET qualified can apply for JRF/SRF.
- [f] Candidates to be eligible for Senior Research Fellowship (SRF) shall

satisfy the following additional criteria:

- [i] Adequate compliance of the requirements as specified in the Ph.D. Ordinance as certified by the Ph.D. Supervisor.
- [ii] No arrears in Fees Payment
- [iii] Research progressed without any extension of duration other than approved.
- [iv] Not otherwise disqualified as per this Ordinance.

[3] Duration of Fellowship

- [a] The tenure of the JRF shall be for a period of 18 months commencing from the month of admission but paid only after successful completion of the Coursework. No extension of period shall be permitted unless under special circumstances as may be approved by the Centre of Research on the recommendation of the Ph.D. Supervisor subject to a maximum period of 6 months on such conditions as may be specified.
- [b] The Tenure of SRF shall be for a period of 18 months commencing from completion of the first half of the approved duration of the Ph.D. Programme subject to satisfactory research progress during the completed period as may be assessed and approved by the certifying authority as herein stated. No extension of period shall be permitted unless under special circumstances as may be approved by the Centre of Research on the recommendation of the Ph.D. Supervisor subject to a maximum period of 6 months on such conditions as may be specified.

[4] Fellowship Assistance

Sr. No.	Nature of Assistance	JRF (Rs.)	SRF (Rs.)
1	Monthly Fellowship	31000	35000
2	Contingency Fund per year	10000	12000
3	HRA per month	4000	4480
4	Monthly Escort/Reader Assistance In case of Physically Handicapped and Visually Impaired scholars only.	2000	2000

[5] Payment of Fellowship and Contingency Fund

- [a] Payment of Fellowship will be in arrears at the end of the month subject to availability of the grants.
- [b] The Contingency Fund shall be disbursed in two half yearly instalments. 50% of the permissible fund shall be paid in advance along with payment of the Fellowship for the first month and the balance 50% along with the payment of the Fellowship for the ninth month. However, the Senior Research Fellowship due for the last two months of the tenure shall be effected only on successful completion of the Ph.D. defense and acceptance of the final thesis by the Centre of Education.
- [c] Prescribed claim form duly pre-acknowledged and duly recommended by the Ph.D. Supervisor and endorsed by the Director of Centre of Research must be submitted every month to the Office for all the aforesaid payments. The form must be prepared in triplicate, one copy to remain with the Supervisor and one copy with the Centre of Research. The payments will be made to the personal bank account of the Scholar.
- [d] The Contingency Fund utilization must be properly accounted for duly

supported by vouchers, if any, earned thereon.

[6] Contingency Fund Utilization:

The utilization of contingency fund is permissible only for the following purposes:

[a] Purchase of Books/Journals/Monographs etc. related to the subject of research not available in the CU Library, Photographic and other media material of relevance required for research. However, such purchases shall be routed through the Children's University (CU) for specific utilization for research by the Junior/Senior Research Fellow and shall remain the property of the University at all times.

[b] Field work and Local Travel

[c] Computation and Analytical Charges for Consultants

[d] Re-Prints and Off Prints of relevant Research Papers

[e] Registration fee for attending Conferences/Seminars in India

[f] Any other specific research related requirement other than for Capital Goods and for foreign travel, subject to prior approval of the University

[7] Application and Selection Process

[a] Ph.D. Scholars interested in availing the benefits of the Scheme shall make application in the prescribed format within such time limits as may be notified at the beginning of every academic year by the Children's University (CU). The selection of candidates for JRF/SRF shall be by a process of test/interview and shall follow the criteria matrix tabulated.

Sr. No.	Criteria	Weight (%)
1	UGC-NET/GSLET/GSET Aggregate Score Or CU Entrance Test Score whichever is higher	70
	GDPI	30

[b] All such candidates who have been declared eligible for Ph.D. and opt for regular Ph.D. programme and fulfilling eligible criteria for awarding JRF shall be called for presentation and viva in-front of Research Council. If candidate shall be found suitable then he/she shall be awarded fellowship on the basis of merit.

[8] Supervision and Progress Report

[a] The Ph.D. Scholars who are recipients of the Fellowship under this Scheme (hereinafter referred to as Research Fellow) shall be absolutely governed by the ordinances and regulations of the University for all matters including presentation of periodic Progress Reports like any other Ph.D. Scholars in the matter of accountability and adherence to the instruction of the guiding Supervisor/s.

[b] The Supervisor will oversee the Scholar for performance and research progress including for administrative compliance of the requirements.

[c] On the completion of the tenure of the JRF, the fellow may apply to the University for the up gradation of SRF. The RDC shall review and evaluate application of Research Fellow for SRF, on the basis of periodic progress reports of the candidate and recommendation of his Supervisor. The minutes of the RDC shall be put before Vice Chancellor. On approval of the Vice Chancellor, the fellow will be upgraded and designated as SRF.

[9] Code of Conduct/Obligations of Junior/Senior Research Fellow

[a] The Research Fellow in this programme will be bound by the General Code of Conduct applicable to all Staff of the University and must uphold

the Vision, Mission and Core Values of the University in their work ethics. Any breach of this obligation shall be misconduct.

- [b] The Research Fellow must be a full time researcher and must subscribe to the regulations of the University with regular attendance. Research fellow will be allotted a dedicated personal email id by the University which should be the principal contact for all official communications. The attendance norms for the fellow will be as applicable to the full time faculty members of the University and the same will be monitored by the Centre of Education.
- [c] The Research Fellow is not permitted to take any paid or unpaid assignment within or outside the University without written permission of the University. Permission may be granted only in exceptional circumstances of adding value to the approved research programme and will be on such terms and conditions as may be specified.
- [d] The Research Fellow shall administratively report to his/her Ph.D. Supervisor and shall submit the Research Progress Report to the University in the prescribed format at such interval as may be specified.
- [e] No separate/fixed medical assistance is provided. However, the fellow may avail the medical facilities available in the University.
- [f] The Research Fellow will not be entitled for any leave other than on account of any specific emergency as may be approved by the Ph.D. Supervisor and the Director of Centre of Education. Such emergency leave shall not be normally permitted for more than 12 days in a year in addition to public holidays. Any absence from work for attending duly approved Seminars or Conferences, Field work etc. will be treated as 'duty leave' provided such absence does not exceed 15

days in a year. Unauthorized absence from work will not be permitted as leave and will be deemed misconduct. All leave details must be pre-informed to the Director of Centre of Education. The doctoral fellow will not be entitled for any Vacation applicable to University faculties.

[g] Research Fellow are eligible for maternity/ Paternity leave as per Govt. of India norms issued from time to time at full rates of fellowship once during the tenure of their award.

[h] Beside this an 'Intermittent Break' for a maximum period of 1 year may also be permissible to the Women Research Fellows. The leave can be availed 3 times during the entire period of fellowship. However, the total duration of leave shall not exceed one year. This Flexi Time period should not be counted towards the tenure of the fellowship and thus effectively the total period of fellowship will remain the same.

[i] The Research Fellow at the direction of and/or with the consent of the Supervisor and the Director of Centre of Education, shall assist the Department/University (including its Centres) in its academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars and symposia, without hindering the progress of research being pursued. No such assignment shall normally carry any remuneration. The Research Fellow shall carry out any other work/task assigned by the University.

[j] The Research Fellow may be issued with an Identity cum Smart Card of the University which must be retained/carried by the JRF/SRF at all times during his/her tenure of research for verification by any of the Authorities of the University. The Card must be surrendered to the University on submission of the Ph.D. Thesis.

[k] The Identity cum Smart Card will entitle the Research Fellow to have access to

the Libraries/Knowledge Centre and online resources of the University and to borrow books, journals etc. with privileges similar to other Ph.D. Scholars of the University. Any unauthorised or improper use of the Card/Library Resources will be deemed misconduct.

[10] Termination of the Fellowship

The Fellowship may be terminated at any time during the tenure and the decision of the University will be final and binding. The Fellowship is liable to be cancelled in the following circumstances:

- [a] The Research Fellow directly or indirectly commits or becomes a party to any misconduct or is in breach of any of the obligations under this Regulation.
- [b] Non submission of periodic progress reports as specified.
- [c] Unsatisfactory progress of research work/failure in any examination related to Ph.D.
- [d] He/ She is found ineligible later.
- [e] Failure to comply with the regulations stipulated for the conduct of doctoral research in the University.
- [f] The Research Fellow is involved in any Criminal Proceedings.
- [g] The Research Fellow has secured the Fellowship by misrepresentation of any of the material information and/or by fraudulent act.
- [h] The Research Fellow avails or signs any contract for availing Fellowship/Financial Assistance or Grant from any third party sources.
- [i] The Research Fellow engages in any paid or unpaid assignment without consent of the University.

[j] Wilful and continued negligence of Research work or unsatisfactory progress in Research or unauthorized and/or absence from work.

[k] Wilful disobedience of or indifference to the Supervisor.

[11] Residual Powers of the Vice Chancellor

[a] For all other matters related to JRF/SRF Scheme under the clauses which are in this Ordinance, the decision of the Vice Chancellor shall be final and binding to all concerned.

[12] Conduct of JRF/SRF

[a] JRF/SRF of the University shall be guided by the Ordinances of the University. Any relevant amendments/ modifications prescribed by the UGC from time to time will be considered by the University Authorities before their implementation.

Ordinance 15 Enrolment of Students

[1] Any person who has passed the qualifying examination in such subjects and with such standards of attainments as may be prescribed for the admission from time to time shall be eligible for enrolment as a student in the University.

[2] In case of offline admission, applications for enrolment of students in the University shall be made to the Registrar through the Director in the prescribed form, and shall be accompanied by a non-refundable fee prescribed by the university for that session if in case. In case of online admission, the enrolment will be done after the verification.

[3] In the case of students who apply for enrolment, the Director shall send to the University, a general certificate to the effect that he is satisfied, on inspection of original document, that the students concerned have passed

the qualifying examination entitling them for admission to the respective Courses of University.

- [4] All application forms for enrolment of students shall reach the Competent Authority on or before 1st of November of their first semester. Application for enrolment received after the prescribed date shall not be entertained.
- [5] On payment of a late fee as prescribed by the university, the Vice-Chancellor may, for special reasons to be recorded, permit the enrolment of student whose application forms, enrolment fee and the required certificates have been submitted after scheduled date.
- [6] If the Vice-Chancellor is satisfied that the delay in submission of Migration and other Certificates required is not due to any lack of diligence on the part of the student concerned in obtaining it he may remit the late fee.
- [7] The application for admission must be supported by migration/no objection certificate from the concerned University/Board;
Provided that the application of a student who has not completed his Course of study and has not appeared at the examination for which he was reading in any other University or Board shall be considered for admission in a Course of this University whose pattern and syllabi are similar to that Course studied by him in the former University/Board.

Ordinance 16 Transfer of Credits

- [1] There shall be regulation for the transfer of students in terms of credits to change the University in the concerned programme as per the provision of Statutory Body.

Ordinance 17 Committees for Examination

[1] Examination Committee

The Examination Committee consists of at least three members who are permanent employees of University, Centers of University nominated by the Vice- Chancellor. The Examination Committee shall carry the overall supervision of the examination i.e. Conduct of examinations, Assessment Work, Moderation Work, Scrutinize the list of Examiners and finalize the same, deal with and decide cases relating to the use of unfair means by the examinees and report the same to the University, to make recommendations for the improvement of the examination system and any other work necessary for smooth functioning of the Examination. In constituting the Examination Committee, the Vice Chancellor shall take into account the need for continuity in the decision making process.

[a] The Examination Committee shall plan, organize, supervise and take decisions in all examination related matters, implement these Ordinances and make recommendations to the Vice - Chancellor for any desired change of these Ordinances from time to time. All matters relating to the examinations shall be decided by the Examination Committee. The Examination Committee will work under the guidance of the Vice - Chancellor.

[b] All the records pertaining to Examinations as well as the decisions taken by the Examination Committee and the other committees constituted under these Ordinances shall be maintained by the Examination Branch of the University.

[c] The Examination Committee may make recommendations as to procedures for maintenance of examination related material by the Examination Branch, including maintenance of records by providing document

- [d] The Examination Committee may allow the Centre Coordinator Examination or Assessment to appoint the additional staff for smooth functioning of Examination with prior permission of Vice Chancellor. Additional Staff is eligible to draw the remuneration as per prevailing rates of remuneration.
- [e] The Head of Examination Branch shall facilitate all documentation and other required work to the Committee.

[2] Exam Conduction Committee

[a] Center Coordinator – Examination

- [i] The Vice-Chancellor shall appoint a Centre coordinator – examination who will oversee the arrangement of the whole examination. He / she will organize in accordance with the University norms & guidelines.
- [ii] The conduct of the Examination in a fair and smooth manner is the responsibility of the Center Coordinator. They shall be present in the Centre throughout the examination. Under any Circumstances, he / she shall not leave the premises of the Centre where the examination is in progress.
- [iii] He/ She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as the law of enforcing authority as the case may be.
- [iv] The Examinations of the University shall be held at such Examination centers which are having the minimum required infrastructure to conduct the examination.

- [v] Center Coordinator will arrange supporting staff as per University norms guidelines. In case extra staff is required for smooth handling of examination than coordinator should make an application to Examination Committee and if committee satisfied than allow to appoint extra staff with reason to be recorded in writing.
- [vi] Such persons shall be paid such remuneration as may be fixed by the University from time to time and able to appoint the staff as per University norms.
- [vii] The Centre Coordinator shall be responsible for the safe custody of the Question Papers and Answer books.
- [viii] The Centre Coordinator shall make seating arrangements for the candidates allotted to the Centre.
- [ix] No Students shall be allowed to write examination who arrives after the first 30 Minutes.
- [x] At the end of the examination, the Centre Coordinator shall be present at the time of packing and sealing of answer sheets.
- [xi] Candidates writing the examination assisted by the scribes are permitted an extra time as per rules specified by Right of Persons with Disabilities (RPWD) Act, 2016 and its amendments if any.
- [xii] They have to visit the exam rooms frequently and ensure that the Invigilators and other staff involved in examination works checks all the candidates to ensure that there is case of no impersonation.
- [xiii] When malpractice is brought to notice of the Centre Coordinator either by the Squad Member(s) or by the proctor, Junior Supervisor, Senior Supervisor, he/she shall hold a preliminary inquiry and take on record the Report of all the members present in the pre-scribed form. The statements of all concerned shall be in their own handwriting.

- [xiv] Only then, he/she shall forward UFM Report along with the answer script(s), other incriminating materials and other enclosures in a prescribed sealed cover, to the Examination Committee.
- [xv] Centre Coordinator should ensure that no candidate or Invigilators or other staff possess the cell phone with them in the centre premises. Only Observer, Centre Coordinator, Squad officers, may keep the mobile phones (in silent mode) with them during exam duty to cope with the unusual situations.
- [xvi] Staff set up for Examination Center
There shall be regulation for the staff set up for examination center.

[b] Vigilance Squad

- [i] The Vigilance Squad/s of not less than two and not more than three members shall be appointed by the Vice Chancellor if required to visit the Centers of University Examinations to:
 - A. Ensure that the University Examinations are conducted as per norms laid down.
 - B. Observe whether the Senior Supervisors and Block Supervisors are thoroughly following the instructions for conduction of the University Examinations.
 - C. Check the students who try to use malpractices at the time of University Examinations and report such case to the Examination Committee.
 - D. The Vigilance Squad shall submit the report on daily basis to Examination Committee.
- [ii] The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the In-charge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter in any

block of Examination for checking the candidate identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the Candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination.

[iii] The Vice Chancellor shall appoint Vigilance Squad which may include: Senior Teachers of Government or GIA HEIs /Recognized Institution/ University Centers / Teachers and desirably one lady teacher; and any other person as the Vice Chancellor considers appropriate.

[c] Center not to be changed

Except with the special permission of the Vice-Chancellor, no candidate for an examination shall be allowed to take the examination from any centre, other than the centre allotted to the students.

[d] The Examination Centres shall be fixed as per the availability of all physical facilities like well-lit and ventilated rooms, adequate furniture, bank for safe custody of Question Papers and Answer Sheets, CCTV etc.

[e] It shall be mandatory for every student to appear for every examination conducted by the University. The examination shall be held according to the programme announced by the University from time to time. Any student / group of students who fail to present himself / themselves at the examination at appointed time and place or those who appear at the examination and leave the examination hall or boycott the examination for any reason whatsoever, shall forfeit his /their right to appear at the said examination. The University shall not hold fresh examination for any or all subjects for such students under any circumstances.

[f] The Director of the respective Centre shall send a list of students eligible and not eligible for the End-Term Examinations. Only those students will be permitted to appear in the End-Term Theory and Practical Exam-inations, whose names appear

in the list of eligible students. It is the sole responsibility of the Centre to check the eligibility of the students before sending the list and Examination Form to the University.

[g] Only those candidates who have passed the internal assessment of the particular course shall be permitted to appear in the examination.

[h] Hall tickets shall be issued to each student by the Examination Branch prior to the commencement of the examinations. No student shall be permitted to enter the Examination Hall without the Hall Ticket. The necessary instructions for entry into the examination hall shall be given with the Hall tickets. The Students will be permitted to appear only in those examinations indicated in her / his Hall ticket. It is further clarified that the issuance of a Hall ticket is not an acknowledgment by the University that the student has fulfilled all the requirements which would entitle him/her to appear for the examination, such as, minimum attendance in any such case University may restrict the student to appear for the examination.

[i] Provisional admission to Exam Centre

No candidate shall be admitted to an examination hall without his/ her Hall Ticket, provided, however, that the Centre In-charge in due concern with the Head of the Examination Branch shall have power provisionally to admit a candidate who has lost his Hall Ticket or a candidate whose Hall Ticket has not been found among those issued by the University due to some mistake in transmission or in the registration of the candidate.

[3] Paper Setting Committee

[a] No person can claim appointment as paper-setter/examiner/moderator or any other examination work as a matter of right.

- [b] In every subject the Vice Chancellor will appoint a committee called the “Paper Setting Committee” consisting of the chairman of BOS of the subject along with another subject expert appointed by the Vice chancellor. This committee will prepare a list of paper setters and examiners for theory.
- [c] The Examiners in different subjects at various examinations to be conducted by the University will be appointed by the Vice-Chancellor on the recommendations of the Paper Setting Committee.
- [d] The list of examiners/Paper Setters prepared by the committee shall be placed before the Vice Chancellor for approval, who may approve or modify the same. The list must include three names for each paper including one name of alternative examiner.
- [e] The paper setter must be a recognized teacher of the subject in any university department or HEIs or having a related experience in the said subject.
- [f] The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit.
- [g] The paper setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking, etc.

- [h] In case paper is not submitted in time or an examiner is unable to accept the appointment the exam branch will ask the alternative examiner for the same and in case said list is not containing name of the alternative examiner or in case of emergency, the Vice-Chancellor shall appoint, in consultation with the Paper Setting Committee another person to fill in the vacancy.
- [i] The appointment letters in the prescribed format should reach the paper setter /examiners so there should be a clear gap of at least 7 days given for submission of the question papers.
- [j] No teacher shall be appointed as an examiner or paper setter for an examination for which his/her spouse or blood relation is appearing.
- [k] In the case of appointment of examiners for the practical examination, the appointment letter or email shall be sent well in advance before the commencement of the respective examination.
- [l] Instructions to the Paper Setters
Examination work should be executed with due seriousness, confidentiality, and sanctity. An examination is conducted to evaluate the students with respect to the portion of syllabus taught and various components of the curriculum. Setting of question papers with confusing language, vague questions, factual errors, repetition of questions in successive examination lead to lowering of the morale of students and damages the prestige and integrity of the examination system. The following rules are set on this background.
 - [i] Paper setters at various semester examinations in all the subjects shall be bound by these instructions and treat them as well as any other instructions issued to them from time to time in this respect as confidential.

- [ii] While framing a question paper, the following points should be considered:
 - A. The questions set should be from the prescribed syllabus only.
 - B. The paper should cover the whole of the prescribed syllabus.
 - C. The question should be worded with no ambiguity.
 - D. There should be a reasonably wide choice of questions to be answered.
 - E. The question paper should be such that a well-prepared student should be in a position to answer all the questions within provided time limit.
 - F. Main questions and sub-questions will be marked separately.
- [iii] The Instructions to the candidates should be given at the beginning of the question paper if any.
- [iv] The Question Paper should be set according to format provided by the University.
- [v] Sketches, figures, tables, and other details which form part of the question paper should be submitted appropriately.
- [vi] The paper setter should inform to the Head of the Examination Branch, in writing, the specific requirements such as graph papers, drawing papers, data tables, etc. for smooth functioning of the examination.
- [vii] The numerical questions should be set by taking into account the fact that the students are allowed to use non-programmable scientific calculators.
- [viii] The original copy of the file must be permanently deleted from his /her computer and no copy in whatsoever form can be maintained by him/her.

- [ix] The paper setter shall also submit – solution for the question paper prepared by him/her.
- [x] The Vice-Chancellor has powers to cancel any appointment of a paper setter or take any disciplinary action for negligence of any kind on the part of the paper setters in carrying out the work entrusted to them and in accordance with the instructions issued to them.
- [xi] The paper setter(s) have great responsibility of maintaining integrity of the examination system. Failure to do so, in particular with known intention, may attract heavy penalty.

[4] Assessment Committee

[a] Center Coordinator – Assessment

- [i] The Vice-Chancellor shall appoint a Centre coordinator–assessment who will oversee the arrangement of whole assessment process. He/ she will organize in accordance with the University norms& the guidelines.
- [ii] Centre Coordinator– assessment will make arrangement for supporting staff as per university norms guidelines. In case extra staff is required for smooth handling of examination than coordinator should make an application to Examination Committee and if committee satisfied than allow to appoint extra staff with reason to be recorded in writing.
- [iii] Such persons shall be paid such remuneration as may be fixed by the University from time to time and able to appoint the staff as per University norms.
- [iv] The Centre Coordinator shall be responsible for the safe custody of the Answer–books and other Examination Related Material.

- [v] The centre coordinator - assessment will contact one or more members from the subject panel of the paper setters to check the papers. In case all the panel members are not in a position to correct the answer books, the coordinator, with the prior permission of Vice - Chancellor can appoint an eligible teacher to correct the answer books. However the refusal by all the teachers must be documented in the form of emails from them.
- [vi] The Centre Coordinator will Contact Moderators to perform moderation work simultaneously with the assessment of the Answerbooks if any.
- [vii] For the deadline of work there shall be regulation.

[5] Disciplinary Committee and Its Duties

- [a] The Vice Chancellor shall appoint Disciplinary Committee which may include: Senior Teachers of Recognized Institution/ University Centers / Teachers and any other person as the Vice Chancellor considers appropriate. The Disciplinary Committee shall inquire into disciplinary cases referred to it, including those involving use of unfair means in examinations and submit its report to the Vice-Chancellor.
- [b] The Disciplinary Committee shall, in addition to the various disciplinary issues related to examination work, referred to it, inquire into any cases of malpractice or unfair means adopted by the students in any examination.
- [c] The complaints must be addressed to the disciplinary committee, but must be submitted to the examination branch. The examination branch will organize meetings of the disciplinary committee. The disciplinary committee shall scrutinize the cases individually, if necessary call the

students for a personal hearing, analyze the proof submitted and prepare its report along with the penalties, punishments and recommendations. These recommendations must be submitted to the Vice Chancellor. The Vice Chancellor will go through the recommendations. If the Vice Chancellor disagrees with a particular recommendation, the Vice Chancellor can refer back the particular case to the Disciplinary committee. Once the report is approved by the Vice Chancellor that is implemented.

[d] Scope of the Procedures for Unfair Means Cases

- [i] No penalties shall be imposed on a student except after an inquiry is held, as far as may be, in the manner hereinafter provided:
- [ii] The committee shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to submit his/her reply within such time as may be specified by the Committee.
- [iii] In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the committee shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments.
- [iv] The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- [v] The committee shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges.
- [vi] The committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the

committee shall recommend suitable penalties or punishments on the student.

- [vii] While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper/practical in which the student is booked under Malpractice shall be taken in to consideration to decide the severity of the case.
- [viii] At the conclusion of the inquiry, the committee shall submit a Report to the Vice-Chancellor with findings on each of the charges together with all the documents and the recommended penalties and punishments that may be imposed.

[6] Special Squad

The Special Squads shall be appointed by the Vice Chancellor and the Convener of Squad/s shall submit the report on surprise visit directly to the Vice Chancellor. The Special Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary. The Special Squad is authorized to visit any Examination Centre without prior intimation.

[7] Convener of the Committee

Every Committee shall be coordinated by a Convener, who shall conduct the responsibilities with the cooperation of its members. The convener will be appointed by the Vice – Chancellor.

[8] The Tenure of Committees

The Examination Committee and other committees constituted under this ordinance are having tenure of One Academic Year or until fresh committees are constituted by the Vice Chancellor.

[9] Maintenance of Office Records:

The Office Record shall be maintained in the University in which the grades secured by each candidate shall be entered. Any correction in the Office Record

shall be recorded in the register maintained for the purpose by the Head of Examination Branch. Corrections made in Office Record shall be supported by the initials of the Head of Examination Branch.

[10] After acquiring grade equivalent to passing in university examination, in no case a student shall be allowed to re-appear in external examination. Similarly, after acquiring grade equivalent to passing in internal, in no case a student shall be allowed to re-appear in internal examination for the purpose of improving the Grade.

[11] In case a student's term has been granted but he/she has remained absent in university exam or failed to submit university examination form, such student shall be allowed to get admission in subsequent semester.

Ordinance 18 Eligibility for Degree

A student shall be awarded degree if he/she has registered himself/herself, undergone the course of studies, completed the project reports / dissertation specify in the curriculum of his/her programme within the stipulated time and scored the minimum credits as mentioned in the regulations to award of the degree, within the maximum period of Course Duration + 2 years. There shall be regulation for the credits of each degree.

[1] The Records of all the certificates issued by the University shall be maintained by the Examination Branch, in consultation with the Registrar.

Ordinance 19 Award of Gold Medals and Rank Certificates

There shall be regulation for the award of gold medals and rank certificates.

Ordinance 20 Conduct of Examination

[1] Date, Place and Examination

[a] All examinations shall be conducted at such places, at such times and on such dates as the Vice-Chancellor may decide from time to time. A list of the Centres at which examinations will be held shall ordinarily be published not less than 7 days before the commencement of examinations.

[b] All examinations shall ordinarily be held twice in the academic year unless otherwise decided by the Academic Council from time to time.

[2] Notification of Date

[a] The Head of Examination Branch shall notify the last date of receipt of applications for examination together with the prescribed fees, the last date of receipt of Term Certificates, and the dates of conduct of examinations.

[3] Method of Examination

[a] Unless provided for, examinations shall be conducted by one or more of the following methods.

[i] Written;

[ii] Practical;

[iii] Viva/Oral;

[iv] Computer based examination (Online / Offline);

[v] OMR based examinations;

[vi] Open book exam;

[b] Where there is more than one centre for written examinations in one paper of the same examination, the question papers shall be given out to candidates on the same day and at the same hour in every centre

[c] Candidates may answer theory question papers in Gujarati / English / Hindi except in the case of languages.

[4] **Publication of Results**

The Head of Examination Branch shall submit the result to the Vice Chancellor for the approval. After approval it shall be published.

Ordinance 21 ATKT System in the University

[1] For the courses of 3 and 4 years

[a] For admission to 2nd semester: All the candidates even those who have failed in all the courses/Paper of 1st semester provided whose term of 1st semester is granted are eligible for admission to 2nd semester.

[b] For admission to 3rd semester: All the candidates even those who have failed in all the courses/Paper of 2nd semester provided whose term of 2nd semester is granted are eligible for admission to 3rd semester.

[c] For admission to 4th semester: All the candidates even those who are fail in all the courses/papers of 3rd semester provided whose term of 3rd semester is granted are eligible for admission to 4th semester.

[d] For admission to 5th semester: All the candidates even those who are fail in all the courses/papers of 4th semester provided whose term of 4th semester is granted and student had cleared all the courses/papers of 1st Semester are eligible for admission to 5th semester. Even if the candidate passes all the courses/papers of 2nd, 3rd and 4th semester but still not cleared even a single course/paper of 1st semester he /she shall not be admitted to 5th semester.

[e] For admission to 6th semester: All the candidates even those who are fail in all the courses/papers of 5th semester provided whose term of

5th semester is granted and student had cleared all the courses/papers of 2nd Semester are eligible for admission in 6th semester. Even if the candidate passes all the courses/papers of 3rd, 4th and 5th semester but still not cleared even a single course/paper of 2nd semester he /she shall not be admitted to 6th semester.

[f] For admission to 7th semester: All the candidates even those who are fail in all the courses/papers of 6th semester provided whose term of 6th semester is granted and student had cleared all the courses/papers of 3rd Semester are eligible for admission in 7th semester. Even if the candidate passes all the courses/papers of 4th, 5th and 6th semester but still not cleared even a single course/paper of 3rd semester he /she shall not be admitted to 7th semester.

[g] For admission to 8th semester: All the candidates even those who are fail in all the courses/papers of 7th semester provided whose term of 7th semester is granted and student had cleared all the courses/papers of 4th Semester are eligible for admission in 8th semester. Even if the candidate passes all the courses/papers of 5th, 6th and 7th semester but still not cleared even a single course/paper of 4th Semester he /she shall not be admitted to 8th semester.

[h] The result of the last semester shall not be declared (kept withheld) unless and until the candidate clears all the courses/papers of a program.

[2] For the courses of 2 years

[a] For admission to 2nd semester: All the candidates even those who have failed in all the courses/Paper of 1st semester provided whose term of 1st semester is granted are eligible for admission to 2nd semester.

[b] For admission to 3rd semester: All the candidates even those who have failed in all the courses/Paper of 2nd semester provided whose term of 2nd semester is granted are eligible for admission to 3rd semester.

[c] For admission to 4th semester: All the candidates even those who are fail in all the courses/papers of 3rd semester provided whose term of 3rd semester is granted and student had cleared all the courses/papers of 1st Semester are eligible for admission to 4th semester.

Ordinance 22 Disciplines in the University

[1] Code of conduct for the students

The student code of conduct is established to foster and protect the core values to foster the scholarly and civic development of students in a safe and secure learning environment and to protect the people, properties and processes that support the university and its objectives. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows pursuit of these objectives in an environment that is both safe and free of invidious disruption. This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University spon- sored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the college's interests or reputation.

[2] He/she shall be regular and must complete his/her studies in the CU.

[3] In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the DG.

- [4] As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.
- [5] CU believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- [6] All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the CU's interests and reputation substantially.
- [7] Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- [8] He/she shall not indulge in doing of intentionally damaging or destroying CU property or property of other students and/or faculty members.
- [9] He/she shall not indulge in any disruptive activity in a class room or in an event sponsored by the Institute.
- [10] He/she shall not be unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
- [11] He/she shall avoid following activities:
 - [a] Organizing meetings and processions without permission from the University.
 - [b] Accepting membership of religious, social or terrorist groups banned by the University/ Government of Gujarat/ Government of India.
 - [c] Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

- [d] Unauthorized possession or use of harmful chemicals and banned drugs.
 - [e] Smoking on the campus of the University.
 - [f] Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University.
 - [g] Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
 - [h] Rash driving on the campus that may cause any inconvenience to others.
 - [i] Theft or unauthorized access to others resources.
 - [j] Misbehavior at the time of any activity of the University.
 - [k] Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
- [12] Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the authorities.
- [13] Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- [14] Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having graveramifications on the reputation of the University.
- [15] Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of University property

or facilities, private residences of staff/ professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

- [16] Damage to, or destruction of, any property of the University, or any property of others on the University premises.
- [17] Making a video/audio recording, taking photographs, or streaming audio/ video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- [18] Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

Ordinance 23 Enforcement of Disciplines in the University

[1] If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

[a] WARNING – Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

[b] RESTRICTIONS – Reprimanding and Restricting access to various

facilities on the campus for a specified period of time.

- [c] EXPULSION – Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.
 - [d] MONETARY PENALTY – May also include suspension or forfeiture of scholarship/ fellowship for a specific time period.
 - [e] SUSPENSION– A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.
 - [f] Ineligibility to reapply for admission to the University for a period of three years.
 - [g] Withholding the grade card or certificate for the courses studied or work carried out.
- [2] APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice – Chancellor. The Vice – Chancellor may decide on one of the following:
- [a] Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct.

OR

- [b] Refer the case back to the committee for reconsideration.

In any case the Vice – Chancellor’s decision is final and binding in all the cases where there is a possible misconduct by a student.