

ACADEMIC ORDINANCES

(Updated upto 31st March, 2024)

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**JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI - 110067**

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1. #ORDINANCE RELATING TO CONDITIONS OF SERVICE OF APPOINTED TEACHERS OF THE UNIVERSITY (w.e.f. 18.07.2018).

1. SHORT-TITLE AND APPLICATION:

- 1.1 This Ordinance shall be called the “JNU Ordinance Relating to Conditions of Service of Appointed Teachers”.
- 1.2 This Ordinance shall come into force from the date of Gazette Notification of UGC Regulations, 18.07.2018.
- 1.3 The provisions of this Ordinance shall be applicable till such time as the concerned provision is modified by the appropriate regulatory authority.

****2. TEACHERS TO BE WHOLE-TIME EMPLOYEES:**

No teacher of the University, without the permission of the Executive Council, shall engage directly or indirectly in any trade or business or any private tuition or any other work to which an emolument or honorarium is attached:

Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned Bodies or Public Service Commissions or to any literary work or publication or radio talk or extension lectures, or consultancy or project work, or translation or interpretation, or any other academic work with the permission of the Vice-Chancellor.

Explanation: For the purpose of this Ordinance, ‘teacher’ means a whole-time salaried teacher of the University and does not include honorary, visiting, part-time or guest teachers/scholars.

****3. NATURE OF DUTIES:**

Every teacher shall take part in the teaching and research programmes/activities of the University and perform such duties as may be assigned to him/her from time to time in accordance with the Act, the Statutes and Ordinances framed there under, for the time being in force, and generally act under the direction of the authorities of the University.

4. RESEARCH PROMOTION GRANT:

The UGC or the respective agency (Central Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointment.

5. CONSULTANCY ASSIGNMENTS:

*The consultancy rules, terms, conditions and the mode of revenue sharing between institutions and consultant-teachers shall be as per the UGC Consultancy Rules.

* Existing University Rules, in this regard, shall be applicable till UGC notifies Consultancy Rules.

#Revised vide Resolution No. 6.1/EC/22.10.2018.

** Added vide Resolution No. 6.1/EC/30.07.2019.

6. PERIOD OF PROBATION AND CONFIRMATION:

- 6.1 The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- 6.2 The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- 6.3 Subject to Clause 6 of this Ordinance, it is obligatory on part of the University to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- 6.4 The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
- 6.5 *Registrar shall place before the Executive Council the case for confirmation of a teacher on probation not later than forty days before the end of the period of probation.
- 6.6 All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

7. CREATION AND FILLING-UP OF TEACHING POSTS:

- 7.1 Teaching posts in universities, as far as feasible, may be created in a pyramidal order. For instance: for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.
- 7.2 All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

8. APPOINTMENTS ON CONTRACT BASIS:

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in the University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly-appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

* Added vide Resolution No. 6.1/EC/30.07.2019.

9. TEACHING DAYS:

9.1 The University must have at least 180 teaching days, i.e., there should be a minimum of 36 weeks of actual teaching in a 5-day week. Of the remaining period, 8 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 6 weeks for vacations and 2 weeks may be attributed to various public holidays.

The above provision is summarized as follows:

Categorization: University	Number of week : 5-days a week pattern
Teaching and Learning Process	36 weeks (180 days)
Admissions, Examinations and preparation for Examination	8
Vacations	6
Public Holidays (to increase and adjust teaching days accordingly)	2
Total	52

9.2 In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave.

10. WORKLOAD:

10.1 The workload of the teachers in full employment should not be less than Forty hours a week (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra- Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University. The direct teaching-learning work load should be as follows:

Assistant Professor	-	16 hours per week
Associate Professor/Professor	-	14 hours per week

10.2 Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

11. **SERVICE AGREEMENT AND FIXING OF SENIORITY:**

11.1 *Every teacher of the University shall be bound by the Statutes, Ordinances and Regulations for the time being in force in the University:

11.2 At the time of recruitment in Universities, a service agreement should be executed between the University and the teacher concerned and a copy thereof shall be deposited with the Registrar. Such service agreement shall be duly stamped as per the government rates applicable.

11.3 The self-appraisal methodology, as per **Clause 6.0** and its sub-clauses and **Clauses 6.1 to 6.4** and all the sub-clauses contained therein **Ordinance No.2** (Ordinance Relating to Appointments and Career Advancement of Teachers) and also as per **Tables 1 to 3A of Appendix II.A** mentioned in **Ordinance No.2**, as per eligibility, shall form part of the service agreement/record.

11.4 **INTER-SE SENIORITY BETWEEN THE DIRECT RECRUITED AND TEACHERS PROMOTED UNDER CAS**

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the Selection Committee of the respective candidates. The rules and regulations of the Central Government shall apply, for all other matters of seniority.

12. **ALLOWANCES AND BENEFITS:**

(i) Other allowances and benefits, such as Home Town Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers, shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time.

(ii) Pension, Gratuity, ex-gratia compensation etc. as applicable to Central Government employees shall also be applicable to teachers.

(iii) **Medical Benefits:** All medical benefits for teachers shall be as applicable to the Central Government employees. Further, the teachers may be placed under Central Government Health Scheme or any other such scheme of the Central Government, as the case may be.

* Added vide Resolution No. 6.1/EC/30.07.2019.

***13 INCREMENT:**

Every teacher shall draw increment in his/her scale of pay, unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor and after the teacher has been given sufficient opportunity to make his/her written representation.

***14. AGE OF RETIREMENT:**

14.1 Subject to the provisions of Statute 30, every teacher in the service of the University shall retire from service on the afternoon on the last date of the month in which s/he attains the age of 65 years.

14.2 If the Executive Council, is satisfied that such an appointment is in the interest of the University, it may, on the recommendation of the Centre/School/Vice-Chancellor, re-employ a teacher on his/her superannuation for an initial period of three years, extendable by two years, for a maximum of five years, if he/she is in sound health, and is able to perform his/her duties satisfactorily, on such terms and conditions as the Executive Council may specify.

14.3 Where the date of superannuation or the expiry of the term of re-employment of a teacher falls due during the course of a semester, the Executive Council may, on the recommendation of the Vice-Chancellor, allow the teacher to continue in service on re-employment basis till 31st January or 31st July as the case may be.

Provided, however, that such re-employment shall not be granted to a teacher beyond the date on which he attains the age of 70 years.

14.4 A re-employed teacher shall not be eligible to be appointed as Chairperson of a Centre or Dean of a School or for any other administrative assignment such as Dean of Students, Chief Proctor, Provost, etc. However, in the remaining situations not involving administrative functions and responsibilities such as Advisory and Consultative Bodies, the University will continue to utilize the expertise of all its faculty members. The superannuated teacher will continue to contribute not only in teaching and research guidance but also for academic evaluation and assessment as well as management of research projects.

* Added vide Resolution No. 6.1/EC/30.07.2019.

***15. VOLUNTARY RETIREMENT:**

A teacher may, by giving notice of not less than three months in writing to the appropriate authority, retire from service voluntary:

Provided that it shall, however, be open to the appropriate authority to withhold permission to a teacher under suspension who seeks to retire under this clause.

Provided further that this clause shall not apply to those teachers who are on deputation to autonomous bodies/public sector undertakings etc. and propose to get absorbed in the autonomous bodies/public sector undertakings etc.

Note 1: A notice of less than three months may be accepted by the appropriate authority in deserving cases.

Note 2: If a teacher retires under the above clause while s/he is on leave which is not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the salary paid in respect of such leave shall be recovered.

Note 3: Before a teacher gives notice of voluntary retirement with reference to these instructions, s/he should satisfy himself/herself by means of a reference to the appropriate administrative authority that s/he has, in fact, completed 20 years of service qualifying for pension.

***16. RESIGNATION:**

A teacher may, at any time, terminate his/her engagement by giving the Executive Council three months' notice in writing:

Provided that the Executive Council may waive the requirement of notice at its discretion.

17. CODE OF PROFESSIONAL ETHICS:

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

* Added vide Resolution No. 6.1/EC/30.07.2019.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students:

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;

- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues:

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. Teachers and Authorities:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through Academic Council/Executive Council for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians:

Teachers should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society:

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

VIII. The Vice-Chancellor/Pro-Vice-Chancellor/Rector

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should:

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;

- (e) Endeavor to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

18. Adoption of Government of India/UGC Rules:

UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 and its amendments, in future, shall be applicable in all other matters where this Ordinance is silent.

**2 (A). *ORDINANCE RELATING TO THE REVISION OF PAY SCALES (2010):
MINIMUM QUALIFICATIONS AND CAREER ADVANCEMENT OF
TEACHERS.**

1. Coverage:

The Ordinance relating to Revision of Pay Scales shall apply to all teachers of the University except to those, who in writing, opt out of it.

2. Date of Effect:

Revised scales of pay will be effective from January 1, 2006. The revised rates of all other applicable allowances such as House Rent Allowance, Transport Allowance, Children Education Allowance, etc. and non-compounded advance increments as also the grant of incentive increments for Ph.D./M. Phil etc. shall take effect from 01.09.2008. The new Career Advancement Scheme (C.A.S.) will be effective from 31.12.2008

The Executive Council at its meeting held on 13.07.2011 vide Resolution No. 6.1(iii) has decided that the new CAS should be effective prospectively from 30.06.2010 i.e. the date UGC notified the new Regulations instead of 31.12.2008.

Again, the Executive Council at its meeting held on 14.11.2011 vide Resolution No. 01(2) has decided that CAS should continue to be as provided in UGC Regulations 2010 i.e. w.e.f. 31.12.2008 instead of 30.06.2010. Further, the cases of faculty members becoming eligible for promotion under CAS before 11th July, 2016 would be regulated as per UGC Regulations, 2010.

3. Pay Scales:

The revised scales of pay are as given in **Statement-1**.

4. Recruitment and Qualifications:

- (1) Recruitment to the posts of Assistant Professor, Associate Professor and Professor in the University shall be on the basis of merit through all-India advertisement and selection as per the Statutes/Ordinances of the University.
- (2) The minimum qualifications required for appointment to the post of Assistant Professor, Associate Professor and Professor shall be those prescribed by the UGC from time to time.

5. Qualifications for Direct Recruitment

(A) PROFESSOR:

- (i) An eminent scholar with a doctoral degree in the concerned/allied/relevant discipline and published work of high quality, and actively engaged in research, with evidence of published work with a minimum of ten publications as books and/or research/policy papers.

- ** (ii) Minimum of 10 years experience in teaching at University/College level and/or research at University/National level Institution, including experience of guiding research at doctoral level.

* Revised vide Resolution No. 6.1/EC/13.07.2011 & 1/EC/14.11.2011

** Amended vide Resolution No. 6.1/EC/09.05.2024

(iii) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching process.

(iv) A Minimum score as indicated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) as set out in the Appendix.

(B) ASSOCIATE PROFESSOR:

(i) Good academic record with a doctoral degree in concerned or allied/relevant discipline.

(ii) A Master's degree with at least 55% of the marks or an equivalent grade of 'B' in the 7 point scale with letter grades O,A,B,C,D,E.

(iii) A minimum of eight years experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University/College or Accredited Research Institution, excluding the period of doctoral research, with some distinction in the areas of scholarship as evidenced by quality of a minimum of five publications as books and/or research/policy papers.

(iv) Contribution to educational innovation, design of new courses, curricula, and technology-mediated teaching/learning process and/or evidence of having guided doctoral candidates and/or research students.

(v) A Minimum score as indicated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) as set out in the Appendix.

(C) ASSISTANT PROFESSOR (Stage-I/entry level):

(i) Good academic record with at least 55% marks or, an equivalent grade of 'B' in the 7 point scale with letter grades O,A,B,C,D,E and F at the Master's Degree level, in a relevant subject from an Indian University, or an equivalent degree from accredited foreign University.

(ii) *M.Phil and Ph.D. in the relevant field may be prescribed in appropriate cases, a desirable qualification only.

The minimum qualifications shall not be relaxed even if a candidate has research degrees like M.Phil or Ph.D.

(iii) Qualification in the National Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR, or a similar test accredited by the UGC (disciplines in which NET is not conducted are exempted from this condition). Candidates who have been awarded the Ph.D degree in accordance with the UGC (Minimum Standards and Procedure for the Award of Ph.D Degree) Regulations, 2009, will be exempted from the requirement of qualification in the NET.

* Amended vide Resolution No. 6.1/EC/20.11.2015.

Note:

- (1) A relaxation of 5% may be provided, from 55% to 50% of the marks, at the Master's level for the candidates belonging to the SC/ST and PH/VH categories.
- (2) A relaxation of 5% may be provided, from 55% to 50% of the marks, to the Ph.D. Degree holders who have passed their Master's Degree prior to 19th September 1991.
- (3) The minimum requirement of 55% marks at Master's level shall not be insisted upon for the existing incumbents who are already in the University system for appointment as Professor and Associate Professor. However, for those entering from outside the University system, the minimum requirement of 55% marks shall be insisted upon.
- (4) B in the 7 point scale with letter grades O, A, B, C, D, E, and F shall be regarded equivalent of 55% wherever the grading system is followed (seven point scale as given in **Statement-II**).

6. Career Advancement Scheme:

(1) Assistant Professor (Stage-II/Senior Scale):

An Assistant Professor (Stage 1/entry level) will be eligible for placement in Stage-2/ senior scale through a procedure of screening cum verification process if he/she has:

- (a) Completed 4 years of continuous service after regular appointment and possesses a Ph.D degree in the concerned or an allied/relevant discipline or has completed 5 years and possesses an M.Phil./LLM/M.Tech/MD or equivalent relevant degree, or six years of service and does not possess an M.Phil or Ph.D degree.
- (b) Participated in one Orientation Course and one Refresher/Research Methodology Course of 2/3 weeks duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC.
- (c) Attained minimum API scores using PBAS scoring proforma developed by the University (see Appendix).
- (d) *In the cases of counting of past service on joining the University, if a faculty member fulfills the eligibility conditions on the date of joining his/her promotion under CAS will be due from the date of joining. If not, his/her promotion will be due from the date he/she fulfills the required eligibility conditions. However, the University shall process and consider such cases of promotion under CAS only after the services of the faculty member have been confirmed in the University.

(2) Assistant Professor (Stage-3)

An Assistant Professor will be eligible for placement in Stage-3 through a procedure of screening cum verification process if he/she has:

* Amended vide Resolution No. 6.4/EC/11.05.2015.

- (a) Completed five years in Stage-2/senior scale.
- (b) Participated in one course/programme of 2/3 weeks duration from amongst the categories of Refresher Courses, Methodology Workshops, Training Programmes, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, and Faculty Development Programmes.
- (c) Attained minimum API scores using PBAS scoring proforma developed by the University (see Appendix).
- (d) **In the cases of counting of past service on joining the University, if a faculty member fulfills the eligibility conditions on the date of joining his/her promotion under CAS will be due from the date of joining. If not, his/her promotion will be due from the date he/she fulfills the required eligibility conditions. However, the University shall process and consider such cases of promotion under CAS only after the services of the faculty member have been confirmed in the University.

(3) Associate Professor (Stage 4)

An Assistant Professor will be eligible for promotion to the post of Associate Professor through selection by a duly constituted Selection Committee if he/she has:

- (a) Completed three years of service in the Stage-3 of Assistant Professor;
 - or**
 - * Completed 12 years of past service as Assistant Professor irrespective of length of service in each stage .
- (b) Attained minimum API scores using PBAS scoring proforma developed by the University (see Appendix)
- (c) Participated in one course/programme of minimum one week duration from amongst the categories of Refresher Courses, Methodology Workshops, Training Programmes, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, and Faculty Development Programmes.
- (d) At least three publications of quality in the entire period of as Assistant Professor.
- (e) **In the cases of counting of past service on joining the University, if a faculty member fulfills the eligibility conditions on the date of joining his/her promotion under CAS will be due from the date of joining. If not, his/her promotion will be due from the date he/she fulfills the required eligibility conditions. However, the University shall process and consider such cases of promotion under CAS only after the services of the faculty member have been confirmed in the University.

(4) Professor (Stage 5)

An Associate Professor may be considered for promotion to the post of a Professor by a duly constituted Selection Committee if he/she has:

- (a) Completed three years as Associate Professor (Stage 4).
- (b) A Ph. D degree in the concerned or an allied/relevant discipline.
- (c) Attained minimum API scores using PBAS scoring proforma developed by the University (See Appendix)

* Added vide Resol. No. 6.11/EC/10.05.2013

**Amended vide Resolution No. 6.4/EC/11.05.2015.

- (d) A minimum of five publications of quality since the teacher was placed in Stage-3.
- (e) *In the cases of counting of past service on joining the University, if a faculty member fulfills the eligibility conditions on the date of joining his/her promotion under CAS will be due from the date of joining. If not, his/her promotion will be due from the date he/she fulfills the required eligibility conditions. However, the University shall process and consider such cases of promotion under CAS only after the services of the faculty member have been confirmed in the University.

Note 1: A Professor already appointed under direct recruitment will not be eligible for consideration under the Career Advancement Scheme (CAS).

5. Professor (Stage 6)

A Professor (Stage-5) with a maximum of 10 years of teaching and research experience may be considered for promotion to the post of a Professor (Stage 6) through a review process provided he/she has

- (a) Attained minimum API scores using PBAS scoring proforma developed by the University (see Appendix).
- (b) Has postdoctoral research of high quality / Has received awards/honours/recognitions/patents and IPR on products and processes developed/technology transfer achieved/ Has additional research degrees like D.Sc, D. Litt etc.
- (c) Completed one year's service in the university; promotion will be due from the date of eligibility or appointment in the university whichever is later.

Note:

5.1 The composition of the Selection Committees for promotion under the CAS shall be the same as that of direct recruitment.

5.2 The repeat process of promotion/interview for the faculty members not found fit for promotion under CAS in their first attempt may be considered again after a minimum period of one year from the date of interview in which the faculty member was not found fit. The date of eligibility for their promotion shall be one year after their earlier date of eligibility.

6. Counting of Past Service

6.1 Previous service, whether national or international, as Assistant Professor, Associate Professor or Professor, or equivalent, in a University, college, national laboratory, or any other scientific/professional organization, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT etc., should be counted for direct recruitment or promotion under CAS of a teacher in the various stages of Assistant Professor, Associate Professor or Professor, as the case may be provided that:

* Amended vide Resolution No. 6.4/EC/11.05.2015.

- (a) The essential qualifications for the post held were not lower than the qualifications prescribed by the UGC for the Assistant Professor, Associate Professor, or Professor as the case may be;
- (b) The post is/was in an equivalent grade/scale of pay or pre-revised scale of pay as the post of Assistant Professor, Associate Professor or Professor;
- (c) A candidate already in service has applied through proper channel;
- (d) The candidate possesses the minimum qualifications prescribed by the UGC for appointment as Assistant Professor/Associate Professor or Professor, as the case may be;
- (e) The post was filled in accordance with the prescribed selection procedure as laid down by the UGC/ State Government/Central Government/Concerned Institutions, for such appointments.
- (f) The previous appointment was not as guest lecturer for any duration, or ad hoc or in a leave vacancy of less than one year's duration. Ad hoc or temporary service of more than one year's duration can be counted provided that:
 - (i) The period of service was of more than one year duration;
 - (ii) The incumbent was appointed on the recommendation of a duly constituted Selection Committee.
- (g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/ government) for counting past services under this clause.
- (h) Assistant Professors (Stage-1/entry level), who had worked as Junior Research Fellows/Research Assistants and had participated in teaching in the recognized Universities/academic and research institutions may be given the benefit of one-third of the period during which they were actually involved in teaching of courses assigned to them during their service as Junior Research Fellows/Research Assistant. The period of teaching supported by a certificate from the Centre Chairperson/Dean of the School, and Head of Department, etc., in case of persons from other universities/institutions, may be included for consideration of their cases for placement/ promotion under Career Advancement Scheme.

In the case of Part-time teachers appointed as per UGC norms whose pay scales have been revised as per UGC revised guidelines, half of the teaching period from the date of revision of pay scales shall be counted as qualifying service for placement in the Stage-2.

- (i) Assistant Professors, who had been working as Research Associates, and were appointed as Research Associates through a duly constituted Selection Committee and performed academic duties corresponding to lecturers, may be given the benefit of past service for the purpose of promotion as Assistant Professor (Stage-2)
- (j) Service as Research Associate/ Post Doctoral Fellow/ Research Fellow in Universities/Research Organizations abroad may be counted for the purpose provided the teaching/research experience gained abroad prior to joining the University is equivalent in content and substance of the work expected in their present position in the University.

7. Incentives for Ph.D./M.Phil and other higher qualification

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to those who hold the Ph.D. degree awarded in the relevant discipline.
- (ii) Two non-compounded advance increments shall be admissible to those holding M.Phil degree at the time of recruitment as Assistant Professor.
- (iii) Candidates with D.Litt/D.Sc. shall be given that benefit at par with Ph.D. and candidates with M.Tech./M.Litt/LLM etc, recognized by the relevant Statutory Body/Council shall be given benefit at par with M.Phil.
- (iv) Three non-compounded increments will be admissible to those in service teachers who receive Ph.D (awarded in the relevant discipline by a university following the 2009 UGC regulations for award of such degree) while in service.
- (v) However, teachers in service who have been awarded Ph. D degree at the time of coming into force of this scheme or those who are already enrolled for Ph.D and have been evaluated and are awaiting the notification of the award of their degree shall also be entitled to the award of three non-compounded increments after the award of the Ph.D degree even if the university awarding the Ph.D degree has not yet been notified by the UGC as having complied with the process fixed by the UGC.
- (vi) In respect of every other case, a teacher who has already enrolled for Ph.D shall avail the benefit of three non-compounded increments

after the award of Ph.D degree only if the university awarding the Ph.D degree has been notified by the UGC as having complied with the process fixed by the UGC.

- (vii) Teachers who obtain an M.Phil degree or a post graduate degree in a relevant professional course recognized by the relevant Statutory Body/Council, while in service, are entitled to one advance increment.
- (viii) Notwithstanding anything in the foregoing clauses, those who have already availed of the benefits of advance increments for possessing M.Phil/Ph.D degrees at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this scheme.
- (ix) Those who have availed of increments for acquiring these degrees while in service shall not be entitled to benefits under this scheme.

8. Other Terms and Conditions:

(a) Increments:

- (i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay band.
- (ii) Each advance increment shall also be at the rate of 3% of the sum total of pay and the AGP as applicable and shall be non-compoundable,
- (iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs 15,600-39,100 to the Pay Band of Rs. 37,400-Rs. 67,000.
- (iv) Discretionary award of Advance Increments for those who enter the profession as Associate Professors or Professors with high merit and high number of quality research publications and experience at the appropriate level can be granted taking into account the pay structure of other teachers in the faculty and other relevant factors.

(b) Pay Fixation Formula

The pay of teachers in the revised pay scales shall be fixed in accordance with the VI Central Pay Commission recommendations for the Central Government employees.

Note:

The pay scales and stages of promotion under CAS of incumbent Assistant Professors (selection grade) and Associate Professors shall be governed by the following clauses:

- Incumbent Associate Professors/Readers and Assistant Professors/Lecturers (selection grade) who have/had not completed three years in the pay scale of Rs. 12000- Rs.18300 on or after 1 January, 2006 shall be placed at the appropriate stage in the pay band III of Rs. 15600-39100 with AGP of Rs. 8000 till they complete three years of service in the grade of Assistant Professor/Lecturer (selection grade)/Reader/Associate Professor, and thereafter shall be placed in the higher pay band IV of Rs. 37400-Rs.67000.
- Incumbent Professors pay has been fixed as per fitment table received from MHRD/UGC. Fixation of pay at Rs.43,000/- is for directly appointed Professor under these Regulations. Anomaly in this regard has been brought to the notice of UGC.
- All other aspects which are not covered in the Ordinance shall be as laid down in the MHRD Notification as Appendix-I of the UGC Regulations.

(c) Allowances:

- (i) Allowances such as Leave Travel Concession, Special Compensatory Allowances including Area Based SPA, Children's Education Allowance, Transport Allowance, House Rent Allowance, Dearness Allowance, etc. as applicable to teachers shall be at par with those accepted by the Central Government for Group 'A' Central Government Employees on the recommendation of the 6th CPC and shall be applicable from 01.09.2008.
- (ii) Teachers with visual, orthopedic, hearing or other disabilities under the provisions of the 'Persons with Disabilities (Protection of Rights, Equal Opportunities and Full Participation) Act, 1995' shall be entitled to twice the normal rate of Transport Allowance.

9. Selection Committees

*

Composition of the Selection Committees shall be as under:

A. For the post of Professor, Stage-5 (Direct Recruitment as well as CAS)

The composition of the Selection Committee shall be as under:

- i. The Vice-Chancellor / Acting Vice-Chancellor, who shall be the Chairperson of the Selection Committee.

*Incorporated in the Ordinance as approved by the Visitor w.e.f. 11.04.2012

- ii. An academician to be nominated by the Visitor.
- iii. Dean of the Faculty.
- iv. Head / Chairperson of the Department/School.
- v. Three experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University.
- vi. *An academician representing the SC /ST /OBC /Minority /Women, Differently Abled if any of the candidates belongs to these categories to be nominated by the Vice-Chancellor in case none of the above members of the Selection Committee belongs to that category.
*Only for Direct recruitment – as per UGC regulations.
- vii. At least **four members including two outside experts shall constitute the quorum.**

B. For the post of Professor, Stage-6 CAS

The Screening cum Evaluation Committee shall consist of;

- i. The Vice-Chancellor / Acting Vice-Chancellor, who shall be the Chairperson of the Selection Committee.
- ii. The Dean
- iii. Head / Chairperson of the Department / School / Centre
- iv. Three experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University concerned.
- v. Dean of Faculty.
- vi. Head / Chairperson of the Department/School.
- vii. At least four members including two outside experts shall constitute the quorum.

C. For Re-employment of Professor

- i. The Vice-Chancellor (in the Chair).
- ii. Two subject experts nominated by the Vice-Chancellor/Chairperson of the Governing Council, from the approved panel of experts for the Selection Committees in the University Department.
- iii. Dean of the Faculty.
- iv. Head of the Department.

D. For the post of Associate Professor, Stage-4 (Direct Recruitment as well as CAS)

The composition of the Selection Committee shall be as under-

- i. The Vice-Chancellor / Acting Vice-Chancellor, who shall be the Chairperson of the Selection Committee.
- ii. An academician to be nominated by the Visitor.
- iii. Dean of the Faculty.
- iv. Head / Chairperson of the Department/School.
- v. Three experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University.
- vi. * An Academician representing the SC /ST /OBC /Minority /Women/ Differently Abled if any of the candidates belongs to these categories to be nominated by the Vice-Chancellor in case none of the above members of the Selection Committee belongs to that category.
*Only for Direct recruitment - as per UGC regulations.
- vii. At least four members including two outside experts shall constitute the quorum.

E. For the post of Assistant Professor (Stage I) Direct Recruitment

The composition of the Selection Committee shall be as under:-

- i. The Vice-Chancellor / Acting Vice-Chancellor, who shall be the Chairperson of the Selection Committee.
- ii. An academician to be nominated by the Visitor.
- iii. Dean of the concerned Faculty.
- iv. Head / Chairperson of the Department / School.
- v. Three experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University.
- vi. An Academician representing the SC/ ST/ OBC/ Minority/ Women Differently Abled if any of the candidates belongs to these categories to be nominated by the Vice-Chancellor in case none of the above members of the Selection Committee belongs to that category.
- vii. At least four members including two outside experts shall constitute the quorum.

F. For the post of Assistant Professor, (Stage-2 and Stage-3)

The Screening cum Evaluation Committee shall be as under:-

- i. The Vice-Chancellor / Acting Vice-Chancellor, who shall be the Chairperson of the Selection Committee.
- ii. The Dean.
- iii. The Chairperson of the concerned Centre.
- iv. One subject expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts.
- v. *An Academician representing the SC / ST / OBC / Minority / Women/ Differently Abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the Selection Committee do not belong to that category .

*Only for Direct recruitment – as per UGC regulations.

(G) The University may, at its discretion, utilize the Seminar or Colloquium as a method for the selection of Assistant Professor/Associate Professor or Professor.

(H) It must be ensured that the process of selection in every case is transparent and credible.

(I) The incumbent teacher must be on the rolls and in active service of the University on the date of consideration by the Selection Committee for CAS promotion.

(i) The University may, at its discretion, utilize the Seminar or Colloquium as a method for the selection of Assistant Professor/Associate Professor or Professor.

(ii) It must be ensured that the process of selection in every case is transparent and credible.

(iii) The incumbent teacher must be on the roll and active service of the University on the date of consideration by the Selection Committee for CAS promotion.

(J) General

For all purposes, like leave, membership of various University bodies, etc., the Assistant Professor (at various stages) shall continue to form part of the cadre of Assistant Professor.

STATEMENT - I

<u>SCALES OF PAY</u>	
Designation	Scale of Pay
Assistant Professor (Stage-1/Entry level)	Rs. 15600-39100 with AGP of Rs.6000
Assistant Professor (Stage-2/ Senior Scale)	Rs.15600-39100 with AGP of Rs.7000
Assistant Professor (Stage-3)	Rs.15600-39100 with AGP of Rs.8000
Associate Professor (Stage-4)	Rs. 37400-67000 with AGP of Rs.9000
Professor (Stage-5)	Rs. 37400-67000 with AGP of Rs.10000
Professor (Stage-6)	Rs. 67000-79000 (HAG scale)

STATEMENT - II

<u>SEVEN POINT SCALE</u>		
GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
‘O’=Outstanding	5.50-6.00	75-100
‘A’=Very Good	4.50-5.49	65-74
‘B’=Good	3.50-4.49	55-64
‘C’=Average	2.50-3.49	45-54
‘D’=Below Average	1.50-2.49	35-44
‘E’=Poor	0.50-1.49	25-34
‘F’=Fail	0.00-0.49	00-24

PROFORMA FOR PROMOTION UNDER CAS OF TEACHERS

JAWAHARLAL NEHRU UNIVERSITY

UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER UGC'S CAREER ADVANCEMENT SCHEME (CAS)

STAGE I

Entry through open advertisement as Assistant Professor in Pay Band III of Rs. 15,600-39,100 with AGP of Rs. 6,000/-

PROMOTIONS UNDER UGC'S CAS

STAGE – 2

FROM STAGE 1 TO STAGE 2 OF ASSISTANT PROFESSORS IN THE PAY BAND III OF RS. 15,600 – 39,100 WITH AGP FROM RS. 6,000 TO AGP OF RS. 7,000

SERVICE REQUIREMENTS

Assistant Professor in Stage 1/Entry level and completed four years of service with Ph.D.

Or

Five years of service who are with M.Phil/PG Degree in Professional Courses such as LL.M. M.Tech, M.V. Sc., M.D. etc.

Or

Six years of service who are without Ph.D./M.Phil/PG Degree in Professional Courses

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING/SELECTION CRITERIA

- (i) Minimum API scores using PBAS scoring proforma developed by the University & UGC as per the norms provided in Table II(A) of Appendix III.
- (ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration.
- (iii) Screening cum Verification process for recommending promotion.

STAGE - 3

FROM STAGE 2 TO STAGE 3 OF ASSISTANT PROFESSORS IN THE PAY BAND III OF RS. 15,600 – 39,100 WITH AGP FROM RS. 7,000 TO AGP OF RS. 8,000

SERVICE REQUIREMENTS

Assistant Professor with completed service of five years in Stage 2/Sr. Scale

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING/SELECTION CRITERIA

- (i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table II(A) of Appendix III.
- (ii) One course/programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 weeks duration.
- (iii) Screening cum Verification process for recommending promotion.

STAGE - 4

FROM STAGE 3 TO STAGE 4 : PROMOTION FROM ASSISTANT PROFESSOR (STAGE 3) TO ASSOCIATE PROFESSOR (STAGE 4) TO MOVE TO THE PAY BAND IV OF RS. 37,400 – 67,000 WITH AGP OF RS. 9,000/-

SERVICE REQUIREMENTS

Assistant Professors with three years of completed service in Stage 3 shall be eligible to be designated as Associate Professor.

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING/SELECTION CRITERIA

- I. Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table II(A) of Appendix III.
- II. At least three publications in the entire period as Assistant Professor (twelve years).
- III. One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.
- IV. A Selection Committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.

STAGE – 5

**FROM STAGE 4 TO STAGE 5: PROMOTION FROM ASSOCIATE PROFESSOR
(STAGE 4) TO PROFESSOR (STAGE 5) IN THE PAY BAND IV OF RS. 37,400 – 67,000
WITH AGP FROM RS. 9,000/- TO AGP OF RS . 10,000**

SERVICE REQUIREMENTS

Associate Professors with three years of completed service in Stage 4 and possessing a Ph.D. Degree shall be eligible to be designated as Professor.

**MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND
SCREENING/SELECTION CRITERIA**

- (i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table II(A) of Appendix III. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.
- (ii) A minimum of five publications since the period that the teacher is placed in Stage 3.
- (iii) A Selection Committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.

STAGE – 6*

**FROM STAGE 5 TO STAGE 6: PLACEMENT IN THE HIGHER GRADE
OF PROFESSOR (STAGE 5) TO PROFESSOR (STAGE 6) IN THE HAG SCALE OF
RS. 67,000 – 79,000 (3% INCREMENT)
(10 per cent of the positions of Professors in the University)**

SERVICE REQUIREMENTS

Professor with completed services of ten years (within the University only) in Stage 5

**MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND
SCREENING/SELECTION CRITERIA**

- (i) Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Appendix III
- (ii) Additional credentials are to be evidenced by: (a) postdoctoral research outputs of high standard; (b) awards /honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.B., etc.
- (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II(A) of Appendix III.

- **Promotion to Professor (Stage 6) in the HAG Scale of Rs. 67000-79000 is kept on hold pending acceptance of this scale for all eligible Professors by UGC.**

Note: Please refer to Instructions at the end for filling-up Part-B of the PBAS Proforma and for Category-III of the Application.

8. Academic Qualifications:

(a) Ph.D, (Please indicate date/year of award) _____

(Title of Ph.D. Thesis: _____

(b) M.Phil/M.Litt/M.Tech (date of award) _____

(Subject of M.Phil/M.Litt/M.Tech) _____

(c) M.A./M.Sc/M.Tech (Subject): _____

% of marks obtained: _____ Year of passing: _____

PART-B ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling-up this section)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

- (i) Lectures, Seminars, Tutorials, Practicals, Contact hours (give semester-wise details, where necessary)

S. No.	Course/Paper	Level*	Mode of teaching**	No. of classes per week allotted	No. of classes/ practicals taken	% of classes / practicals taken as per documented record

* Certificate/Diploma/B.A./M.A./M.Sc./M.Phil etc.

** Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

	Total Number of Teaching and Research Guidance Hours per Semester	API Score
(a)	Total hours: _____ (1 point for every two hours with a Max. score: 50)	
(b)	Academic Load in excess of 100 hours -- 1 point for every 2 hours (Max. score: 10)	

- (ii) Reading / Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/paper	Consulted	Prescribed	Additional Resource Provided
API score based on preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score: 20)				API Score

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Designing of new courses, Updating of course contents, Course Improvement etc.

Sl. No.	Sort Description	API Score
	Total Score (Max Score: 20)	

(iv) Refresher course, Orientation course Research Methodology Course, Workshops, Training, Faculty Development Programs, etc. attended. (Please attach separate sheet, if necessary)

Sl. No.	Name of Course attended	Sponsoring Institution	Duration From ___ to ___	API Score
	Total Score (Max Score: 30)			

(v) Examination Duties Assigned and performed

Sl. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max Score: 25)			

**CATEGORY II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES**

Please mention your contribution to any of the following:

Sl. No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
	Total (Max: 20)	Yearly/Semester wise responsibilities	API Score
	(ii) Contribution to University Life and Management of the Institution		
	Total (Max: 15)		
	(iii) Professional Development related Activities (Membership in Statutory Bodies/Committees of other recognized Educational Institutions)		
	(5 points each to a maximum of 10)		
	Total Score (i + ii + iii) (Max: 25)		

CATEGORY III : RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(Note: This category does not apply for candidates from Stage 1 to Stage 2)

(A) Books- Self authored/co-authored/edited/Translated (Please attach separate sheet, if necessary)

Sl. No.	Title of the Book with page Nos.	Name of Publisher ISBN/ISSN No	Month & year of publication	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score

(B) (i) Articles / Chapters contributed in edited books (Please attach separate sheet, if necessary)

Sl. No.	Title with page Nos.	Title of the Book, Editor & Publisher with ISBN/ISSN No.	Month& year of publication	Whether peer Reviewed. Impact Factor, if any	Name of Co-author/(s) if any	Whether you are the main author	API Score

(ii) Full Research Papers / Articles/ Conference Proceedings / published in Journals /Periodicals
(Please attach separate sheet, if necessary)

Sl. No.	Title of research article / paper published	Name of journal volume, number, & page Numbers	Date/Month & year of publication,	Whether peer Reviewed. Impact Factor, if any	ISBN/ISSN No.	Whether you are the main author	API Score

Note: All Schools/Centres will have to put up a list of journals and other academic output they deem to be quality publications and divide them into four or more categories – A, B, C and D etc. with A as the highest category.

C. Research Projects Undertaken

(i) Ongoing Research Projects / Consultancies

Sl. No.	Title/Subject of Research Project	Date of Commencement	Likely date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	API Score

Research Projects Completed / Consultancies

Sl. No.	Title/Subject of Research Project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether project report published as monograph/book please give details also indicate whether covered under Publications	API Score

D. Research Guidance:

(Number of scholars who have been awarded M.Phil, M.Tech/Ph.D. degree; completed M.A./M.Sc. dissertations under your supervision both as Guide and/or Co-Guide for the period under assessment):

Sl. No.	Name of degree	Number Enrolled	Number of Dissertation/Thesis (Submitted only)	Number of Degree Awarded	API Score
1.	M.A./M.Sc. Dissertations				
2.	M.Phil/M.Tech Dissertations				
3.	Ph.D. Thesis				

E. Papers presented in Regional/National and International Conferences/ Seminars/ Workshop/ Symposia/Refresher and Orientation courses, etc. (Please attach separate sheet, if necessary)

Sl. No.	Title/Subject of paper presented	Subject of Conference / Seminar / Symposium / Workshop/Refresher & Orientation courses, etc.	Whether International / National/ Regional/ University level	Organized by (Name of the University/ Institution)	Duration From __ to__	Whether the proceedings published Yes/No	API Score

F. Lectures/Special lectures delivered, if any, in Institutions within and outside the University/ Country other than E above (i.e. National/International Conferences/Seminars attended)
(Please attach a separate sheet if necessary)

Sl. No.	Title/Subject of Lecture delivered	Name of Institution & City/Country	Date of Lecture	Duration	API Score

G. Invited to deliver special lecture(s) in Conferences/Seminars under Chairmanship.
(Please attach a separate sheet if necessary)

Sl. No.	Title of Lecture/Academic Session Chaired by you	Title of Conference/Seminar etc.	Organized by	Date	Whether National/ International	API Score

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credentials, significant contributions, awards received etc. not mentioned earlier.

Sl. No.	Details (Mention Year, value, etc. where relevant)

SUMMARY OF API SCORES

	Criteria	Last Academic year	Total – API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, professional development etc.			
	Total I + II			
III	Research and Academic Contribution			

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- | | |
|---|----|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

DECLARATION

I certify that the information provided is correct to the best of my knowledge and as per records available with the University and/or documents enclosed along with the duly filled PBAS proforma.

Date: _____

Place: _____

Signature of the faculty member

Signature of Chairperson of the Centre
(with Rubber Stamp)

Dean of the School
(with Rubber Stamp)

NOTE: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for promotions under CAS will be verified by the University and information filed with the Internal Quality Assurance Cell (IQAC).

APPENDIX - III TABLE - II (A)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT

		Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities (category 1)	75/Year	75/year	75/year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories 1 and II*	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	10/Year (40/ assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	50% - Contribution to Research. 30 % - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	50% - research 50 % - Performance evaluation and other credential by referral procedure

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

- Note: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and for HAG scale of Rs.67000-79000 respectively.

Explanatory note for Tables II (A)

1. JNU will set up a verifiable system for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the universities / colleges for follow up by the universities / college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2010 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities / colleges for one year only with the minimum average scores as depicted in Table II (a) and II (b) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2010, one year API scores for 2008-09 alone will be required for assessment. In case of a teacher becoming for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row 111) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II(A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
(b) If however, the candidate finds that she / he fulfills the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application
(c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment her /his promotion will be deemed to be from the later date.

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010.

B (I) is based on API scoring for Category I of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B (II) is based on Category II of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B(III) is based on Category III of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY: I. Teaching, Learning and Evaluation Related Activities (i) (a)

Lectures/Seminars/Practicals/Tutorials/Contacts classes taken should be based on verifiable records No score should be assigned if a teacher has taken less than 80% of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100% performance	Maximum Score: 50
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(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit.	Maximum Score: 10
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(ii)

Imparting of knowledge/ instruction <i>as per curriculum</i> with the prescribed material (Text book / Manual etc), syllabus enrichment by providing additional resources to students (100% compliance = 20 points)	Maximum Score: 20
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(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/Activities	Maximum Score
Updating of courses, design of curriculum, (5 per single course)	10
Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc., (a) Interactive Courses: 5 points/each (b) Participatory Learning modules: 5 points/each (c) Case studies: 5 points/each	10
Use of ICT in T/L process with computer-aided methods like PowerPoint/ Multimedia/ Simulation/Softwares etc., (Use of any one of these in addition to Chalk & Board; 5 points)	10
Developing and imparting Remedial/Bridge Courses (Each activity : 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each	10
Maximum Aggregate Limit	20

(iv) Examination Related Work

Indicators	Max. Score
College/University end semester / Annual Examination work as per duties allotted. (Invigilation - 10 points; Evaluation of answer scripts - 5 points; Question paper setting -5 points). (100% compliance = 20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Admission Examination (Invigilation 5 points; Evaluation 10 points; Question paper setting 5 points) (100% compliance)	20
Maximum Aggregate Limit B (iv)	25

CATEGORY: II. Co-curricular, Extension and Professional Development Related Activities

(i) Extension and Co-curricular & field based Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points)	10

Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10
Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each).	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organisation of Conference/Training as Chairman/Organizational Secretary/ Treasurer : (a) International (10 points); national/regional (5 points) (b) as member of the organizing committee (1 point each)	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators /Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points 'each b. At state level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in. educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2010-2011, annual averages of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

(Appendix-III)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75.

S. No.	Nature of Activity	Maximum Score	Assigned work	Actual work done	Self-appraisal score	Verified API Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated	50				
2	Lectures or other teaching duties in excess of the UGC Norms.	10				
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20				
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20				
5	Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25				
	Total Score	125				
	Minimum API Score Required	75				

**CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES**

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

Sr. No.	Nature of Activity	Maximum Score	Self-appraisal Score	Verified API Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
	Total Score	50		
	Minimum API Score Required	15		

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S. No.	APIs	Engineering/ Agriculture / Veterinary Science/ Science/Medical Science	Faculties of Languages Arts / Humanities/ Social Sciences/Library/ Physical education Management	Max. points for University and College teacher position	Self- apprais al Score	Verifi ed API Score
III A	Research Papers Published	Refereed Journals 25 for A, 15 for B, 10 for C, and 5 for D	Refereed Journals 25 for A, 15 for B, 10 for C, and 5 for D	15/ Publication		
		Non-refereed but recognized and reputed journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10 / publication.		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication		
III (B)	Research Publications (book, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 / sole author; 10 chapter in an edited book		
		Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25 / sole author, and 5 / chapter in edited books		
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15 / sole author and 3 / chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by international publishers	Chapters contributed to edited knowledge based volumes published by international publishers	10 / chapters		

		Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / chapter		
III (C) RESEARCH PROJECT						
(i)	Sponsored Projects carried out/ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 / each Project		
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00	Major Projects amount mobilized with grants above 3.00 lakhs upto Rs. 5.00 lakhs	15/ each Project		
		(c) Major Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Major Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/ each Project		
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. 10.00 lakhs	Amount mobilized with minimum of Rs.2.0 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs respectively		
III(C) (iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report Accepted by funding agency	20 / each major project and 10 / each minor project		
III (C) (iv)	Projects Outcome/ Outputs	Patent/Technology transfer / product/ process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent / 50 each for international level		
III (D) Research Guidance						
III(D) (i)	M.A./M.Sc.	Dissertation	Dissertation	1 / each candidate		
III (D) (ii)	M.Phil/ M.Tech	Degree awarded only	Degree awarded only	3 / each candidate		
III (D) (iii)	M.Phil/ M.Tech	Dissertation submitted	Dissertation submitted	1 / each candidate		
III (D) (iv)	Ph.D.	Degree awarded	Degree awarded	10 / each candidate		
III (D) (v)	Ph.D.	Thesis submitted	Thesis submitted	7 / each candidate		

III (E) TRAINING COURSES AND CONFERENCE / SEMINAR/WORKSHOP PAPERS						
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty, Development Programms (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two week duration	20 / each		
		(b) One week duration	(b) One week duration	10 / each		
III(E) (ii)	Papers in Conferences/ Seminars / Workshops etc.*	Participation and Presentation of research papers (oral/ poster) in	Participation and Presentation of research papers (oral/ poster) in			
		(a) International Conference	(a) International Conference	10 / each		
		(b) National	(b) National	7.5 / each		
		(c) Regional / State level	(c) Regional State Level	5 / each		
		(d) Local – University / College level	(d) Local – University / College level	3/ each		
III (E) (iii)	Invited lectures or presentations for conferences / symposia	(a) International	(a) International	10 / each		
		(b) National level	(b) National level	5 / each		

* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

JAWAHARLAL NEHRU UNIVERSITY

API SCORE CARD FOR TEACHING POSITION WITH ACADEMIC GRADE PAY PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) SELF ASSESSMENT PROFORMA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) OF TEACHERS BASED ON THE ACADEMIC PERFORMANCE INDICATORS (API)

SECTION – A: GENERAL

POST APPLIED FOR: _____

1.	Name of the Applicant	
2.	Name of the Department of University/College/Institute	
3.	Present Pay-band with Annual Grade Pay	
4.	Post/Annual Grade Pay applied for	
5.	Period/Years of Performance Appraisal	

SECTION B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.No.	Nature of Activity	API: Self-Appraisal Score						Verified API Score*
		Year I	Year II	Year III	Year IV	Year V	Total Score	
1.1	Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allotted. (Maximum Score: 50 points)							
1.2	If the load per semester is in excess of 100 hours, 1 point should be given for every two hours (Maximum Score: 10 points)							
1.3	Preparation and Imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students (Maximum of 20 points)							
1.4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. (Maximum of 20 points)							
1.5	Examination duties (Invigilation; question paper setting, evaluation of answer scripts) as per allotment (Maximum of 25 points)							
Total Score out of 125								

* Column on verified API score is to be filled by the IQAC/Screening Committee

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S.No.	Nature of Activity	API: Self-Appraisal Score						Verified API Score*
		Year I	Year II	Year III	Year IV	Year V	Total Score	
II.1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling) (Maximum of 20 points)							
II.2	Contribution to Corporate life and management of the department and institution through participation in academic and administration committees and responsibilities (Maximum of 15 points)							
II.3	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III (below) (Maximum of 15 points)							
Total Score out of 50								

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTORS

S.No.	Particulars (enclose details of each item in support of your claim as annexure)	API: Self-Appraisal Score						Verified API Score*
		Year I	Year II	Year III	Year IV	Year V	Total Score	
III.A	Research Papers Published							
	i. Refereed Journals (15 per publication) A-25, B-15, C-10 and D-5							
	ii. Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers: (10 per publication)							
	iii. Conference proceedings as full papers, etc. (Abstracts not to be included) (10 per publication).							
III.B	Research Publications (books, chapters in books, other than refereed journal articles)							
i.	i. Text or Reference Books Published by International Publishers with an established peer review system							
	Sole Author (50 per publication).							
	Chapter in edited Book (10 per publication).							
	ii. Subject Books by National level publishers/State and Central Government Publications with ISBN/ISSN numbers							
	Sole Author (25per publication).							

	Chapter in edited Book (5 per publication).							
	iii. Subject Books by other local publishers with ISBN/ISSN numbers.							
	Sole Author (15 per publication).							
	Chapters in edited Books (3 per publication).							
	v. Chapters contributed to edited knowledge based volumes published by International Publishers (10 per chapter)							
	vi. Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national international directories (5 per chapter).							
III.C.	RESEARCH PROJECTS							
	i. Completed / Ongoing Sponsored Projects.							
	Major Projects amount mobilized with Grants above Rs. 30 Lakhs for Science and Rs. 5 Lakhs for Others (20 per Project).							
	Major Projects amount mobilized with Grant above Rs.5 Lakhs upto 30 lakhs for Science and above Rs. 3 Lakhs upto 5 lakh for Others (15 per Project).							
	Minor Projects amount mobilized with grants above Rs. 50,000 upto 5 lakhs for Science and above Rs.25,000 upto 3 lakhs for others (10 per Project).							
	ii. Completed/Ongoing Consultancy Projects							
	With minimum of Rs.10 Lakhs for Science and with minimum of Rs.2 Lakhs for Others (10 per project).							
	iii. Completed Projects/Quality Evaluation (Accepted by funding Agency (20 / each for major project and each 10 / each for minor project)							
	iv. Projects Outcome/Output-Patent/Technology transfer/ Product/Process (for Sciences) Major Policy document of Government Bodies at Centre/State level (for Others).							
	International Level (50 per outcome/output).							
	National Level (30 per outcome/output).							
III.D	RESEARCH GUIDANCE							
	M.A./ M.Sc. (1 point per dissertation)							
	M.Phil./M.Tech (Degree awarded only) (3 per candidate).							
	M.Phil./M.Tech (Dissertation submitted) (1 per candidate).							
	Ph.D. (Degree awarded only) (10 per candidate).							
	Ph.D. Thesis submitted (7 per candidate).							

III.E	TRAINING COURSES AND CONFERENCE/SEMINAR/ WORKSHOP/PAPERS							
	i. Refresher Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes. (Max. 30 points)							
	Not less than two weeks duration (20 per course/ conference/ seminar/workshop).							
	Duration one week (10 per course/conference/ seminar/ workshop).							
	ii. Papers in Conferences/Seminars/Workshops etc.*							
	a) International conference (10 per participation/presentation)							
	b) National (7.5 per participation/presentation).							
	c) Regional/State level (5 per participation/presentation).							
	d) Local – University/college level (3 per participation/ presentation)							
	iii. Invited lectures or presentation for Conferences/Seminar/Symposia							
	a) International Level (10 per lecture)							
	b) National Level (5 per lecture)							
	Total API score							

* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III(a)) and not under presentation (III (e) (ii))

Note: It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.

Certified that the scores mentioned under all categories above are true and are supported by documentary evidences.

Signature of the Applicant with designation

Place:

Date:

Note:

1. Candidates are required to provide complete list of publications (in refereed journals, recognized and reputable journals and periodicals mentioning names of all authors. ISSN/ISBN numbers of journals and year of publications), list of seminars / symposia/conference/workshop/refresher course/faculty/skill development programmes etc. organized and attended, list of completed/on-going research and consultancy projects with amount and funding agency, list of Patent/Technology transfer/Product/Process/Major Policy document of Government Bodies at Central State level, list of M.Phil and Ph.D. supervised, list of honours/awards/recognitions. Information given in the form need not be repeated.

Candidate are required to enclose documentary evidence in favour of items mentioned above.

2 (B). *ORDINANCE RELATING TO APPOINTMENTS AND CAREER ADVANCEMENT OF TEACHERS (w.e.f. 18.07.2018).

1. SHORT-TITLE AND APPLICATION:

- 1.1 This Ordinance shall be called the “JNU Ordinance Relating to Appointments and Career Advancement of Teachers”.
- 1.2 This Ordinance shall come into force from the date of Gazette Notification of UGC Regulations, 18.07.2018.
- 1.3 The provisions of this Ordinance shall be applicable till such time as the concerned provision is modified by the appropriate regulatory authority.

2. PAY SCALES, PAY FIXATION, AND AGE OF SUPERANNUATION:

- 2.1 Pay scales as notified by the Government of India from time to time will be adopted by the University Grants Commission.
- 2.2 The age of superannuation is as notified by the UGC from time to time.
- 2.3 Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the University teacher, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

3. RECRUITMENT AND QUALIFICATIONS:

- 3.1 The direct recruitment to the posts of Assistant Professor, Associate Professor, Professor and Senior Professor in the University, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under this Ordinance. The composition of such a committee shall be as specified in this Ordinance.
- 3.2 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor and Senior Professor shall be as specified by this Ordinance.
- 3.3.1 The National Eligibility Test (NET) conducted by the University Grants Commission or Council of Scientific and Industrial Research, as the case may be, shall remain the minimum eligibility for appointment of Assistant Professor.

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor.

* Revised vide Resolution No. 6.1/EC/22.10.2018.

Provided further that the award of degree to candidates registered for the M.Phil./Ph.D.programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor subject to the fulfillment of the following conditions:

- A. The Ph.D. degree of the candidate has been awarded in regular mode only;
- B. The Ph.D. thesis has been awarded by at least two external examiners;
- C. An open Ph.D. viva voce of the candidate has been conducted;
- D. The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- E. The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

3.3.2 The clearing of NET shall not be required for candidates in such disciplines for which NET has not been conducted.

3.4 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers at any level.

Provided that a relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

Provided further that a relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree who have obtained their Master's Degree prior to 19 September, 1991.

3.5 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

3.6 The Ph.D. Degree shall be a mandatory qualification for:
(i) Appointment and promotion to the post of Professor.
(ii) Appointment and promotion to the post of Associate Professor.

- (iii) Promotion to the post of Assistant Professor (Selection Grade/Academic Level 12).
- (iv) Direct recruitment to the post of Assistant Professor with effect from 01.07.2021.

3.7 The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions.

Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/promotion.

Regular faculty members up to twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed to take study leave for pursuing Ph.D. degree.

3.8 **Qualifications:**

No person shall be appointed to the post of University teacher if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of this Ordinance.

4.0 **Direct Recruitment:**

4.1 **Assistant Professor [Eligibility 4.1(A) or 4.1(B)]**

4.1(A) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university. A relaxation of 5% marks shall be allowed as mentioned at clause no. 3.4 above.

Besides fulfilling the above qualifications, the candidate must have cleared NET conducted by the UGC or CSIR or who are have been awarded a Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for award of M.Phil/Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET.

Provided the candidates registered for Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then exiting ordinance/Bye-Laws/Regulations of the Institutions awarding the degree and such Ph.D candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent position in University subject to the fulfillment of the following conditions:

- a) The Ph.D degree of the candidate has been awarded in a regular mode
- b) The Ph.D thesis has been evaluated by at least two external examiners
- c) An open Ph.D viva voce of the candidate has been conducted
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a referred journal
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University Concerned.

NET shall also not be required for such Masters programme in disciplines for which NET is not conducted by the UGC, CSIR.

OR

4.1(B) The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:

- (i) Quacquarelli Symonds (QS);
- (ii) Times Higher Education (THE); or
- (iii) Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II.A(i) (Table 3A) shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

4.2 Associate Professor [Eligibility]

- (i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines; and
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and
- (iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry; and
- (iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals; and
- (v) A total research score of Seventy five (75) as per the criteria given in **Appendix II.A(ii) Table 2.**

4.3 Professor [Eligibility 4.3(A) or 4.3(B)]

4.3(A)

- (i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline; and
- (ii) Published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals; and
- (iii) A total research score of 120 as per the criteria given in **Appendix II.A(iii)-Table 2.**
- (iv) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

4.3(B)

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the

concerned/allied/relevant discipline, supported by documentary evidence provided s/he has ten years' experience.

4.4 **Senior Professor**

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

- (i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- (ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- (iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- (iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC-listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

5. **CONSTITUTION/COMPOSITION OF SELECTION COMMITTEES:**

5.1 **Composition of Selection Committees**

I. Assistant Professor

- A. The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :
 - i. The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii. An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii. Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - iv. Dean of the Faculty concerned, wherever applicable.
 - v. Head/Chairperson of the Centre/Special Centre/School concerned.
 - vi. An academician representing SC/ST/OBC/ Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.
- B. Four members, including two outside subject experts, shall constitute the quorum.

II. Associate Professor

- A. The Selection Committee for the post of Associate Professor in the University shall have the following composition:
 - i. The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii. An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

- iii. Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
 - iv. Dean of the faculty, wherever applicable.
 - v. Head/Chairperson of the Centre/Special Centre/School concerned.
 - vi. An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- B. At least four members, including two outside subject experts, shall constitute the quorum.

III. Professor

- A. The Selection Committee for the post of Professor in the University shall consist of the following persons :
- i. Vice-Chancellor who shall be the Chairperson of the Committee.
 - ii. An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii. Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - iv. Dean of the faculty, wherever applicable.
 - v. Head/Chairperson of the Centre/Special Centre/School concerned.
 - vi. An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- B. At least four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor

- A. The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
- (i) Vice Chancellor who shall be the Chairperson of the Committee.
 - (ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
 - (iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
 - (v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.

- (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

B. Four members, including two outside subject experts, shall constitute the quorum.

- 5.2 The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the University based on this Ordinance and UGC Regulations 2018 and as per the minimum requirement specified in **Table 1 of Appendix II.A(i)** for each of the cadre of Assistant Professor, shall recommend to the Executive Council of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.
- 5.3 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.
- 5.4 For all Selection Committees specified in this Ordinance, Chairperson of the Special Centre / Dean of the School should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

6. SELECTION PROCEDURE:

- I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on **Tables 1, 2 and 3A of Appendix II.A (i), (ii) and (iii)**, as the case may be.

The University may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in this Ordinance.

- II. In all the Selection Committees of direct recruitment of teachers in universities, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/ Minority/ Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- III. The process of selection of a Professor shall involve the inviting of the application developed by the University, based on the Assessment Criteria and Methodology guidelines set out in this Ordinance in **Appendix II.A(iii) -Tables 1 and 2** and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

- IV. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.3(B) of this Ordinance, the University's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the University knowledge system are selected.
- V. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in UGC Regulations which need to be taken up by the University while developing the Proforma for both the direct recruitment and the CAS promotion.
- VI. The Internal Quality Assurance Cell (IQAC) shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on this Ordinance and UGC Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
 - A. The Assessment of the performance of University teachers for the CAS promotion is based on the following criteria:
 - i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counseling and mentoring, additional teaching to support the University as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the University at the beginning of each Academic Semester and returning and discussing the answers in the class.
 - ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organizing seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
 - iii. **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

B. Assessment Process

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The University teachers shall submit to university an annual self-appraisal report in the prescribed Proforma designed based on **Tables 1 to 3A of Appendix II.B**. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the Chairperson of the concerned Centre/Special Centre and the Dean of the concerned School. The submission should be through the Chairperson of the concerned Centre/Special Centre and the Dean of the concerned School

Step: 2: After completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated in this Ordinance, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of this Ordinance.

6.1 Assessment Criteria and Methodology:

Tables 1 to 3A of Appendix II.A and B, as the case may be, are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities.

6.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with this Ordinance.

6.3 The criteria for promotions under Career Advancement Scheme laid down under this Ordinance shall be effective from the date of notification of UGC Regulations dated July 18, 2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing UGC Regulations, a choice may be given to them, for being considered for promotions under the UGC regulations 2010. This option can be exercised only within three years from the date of notification of UGC Regulations, 18th July 2018.

- I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university the Assessment Criteria and Methodology Proforma, as evolved by the University, supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in this Ordinance/UGC Regulations 2018. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in this Ordinance, as on and till the date UGC regulations, 18.07.2018 are notified, can be considered for promotion were notified, can be

considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.

- II. The Selection Committee specifications as contained in Clauses 5.1 to 5.4 of this Ordinance shall be applicable to all direct recruitments of faculty positions and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor.
- III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid down in **Table-1 of Appendix II.B**.
- IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Selection Committee.
- VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
 - i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
 - ii) If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in **Tables 1 and 2 of Appendix II.B** at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
 - iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:
 - (a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under UGC Regulations dated 18th July, 2018.

OR

- (b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of UGC Regulations, 18th July 2018.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of above said notification of UGC Regulations 2018 for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

- (i) Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty positions.
- (ii) Scoring in Category II and Category III for faculty positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

TABLE-A

(Minimum API requirement for the promotion of teachers under CAS in university)

Sr. No		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic Contribution (Category III)	40/ assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

6.4 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME (CAS) OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS / ASSOCIATE PROFESSORS / PROFESSORS

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of this Ordinance

B. Career Advancement Scheme (CAS) for teachers.

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- (i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the conditions mentioned at (ii), (iii) and (iv) below;
- (ii) Attended one Orientation course of 21 days duration on teaching methodology;
- (iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- (iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period, as the case may be, (as provided in **Appendix II.B-Table 1**), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.

- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale:
 - a) Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or,
 - b) Completed one MOOCs course in the relevant subject (with e-certification); or
 - c) Contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in **Appendix II.B-Table 1**) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years:
 - a) Completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or
 - b) Completed one MOOCs course (with e-certification); or
 - c) Contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development

of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in **Appendix II.B-Table 1**, and has a research score of at least 70 as per **Appendix II.B-Table 2**.
- ii) The promotion is recommended by a selection committee constituted in accordance with this Ordinance.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per **Appendix II.B-Table 2**.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per **Appendix II.B-Table 1**, and at least 110 research score, as per **Appendix II.B-Table 2**.
- ii) The promotion is recommended by a selection committee constituted in accordance with this Ordinance.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- i) Ten years' experience as a Professor.
- ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

7. INDUCTION PROGRAMME/ORIENTATION/REFRESHER COURSE:

- (i) An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the University ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT) scheme shall also organize such induction programme as per their mandate.
- (ii) These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. The Universities shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- (iii) All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNTT scheme shall be taken into consideration for fulfillment of the requirements as laid down in Career Advancement Scheme of this Ordinance.

8. ADVANCE INCREMENTS:

- (i) Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors.

- (ii) Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LLM degree. However, those entering the service as Assistant Professor, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

9. **COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS:**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and

- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

10. **INCENTIVES FOR PH.D./M.PHIL. AND OTHER HIGHER QUALIFICATION:**

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- (ii) M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- (iii) Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- (iv) (a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.
- (b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (v) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- (vi) Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- (vii) Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognized by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- (viii) Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil. at the entry level or in service once either under UGC Regulations 2018 or under the earlier

schemes/regulations shall not be entitled to the benefit of advance increments under this Ordinance.

- (ix) For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of UGC Regulations, 18th July 2018.

11. PROMOTION:

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

APPENDIX II: Formats for the following are attached herewith:

A. Direct Recruitment

- (i) Application proforma for Assistant Professor
- (ii) Application proforma for Associate Professor
- (iii) Application proforma for Professor

The above applications will be incorporated in the online application process.

B. Proforma for Career Advancement Scheme (CAS) for teachers



JAWAHARLAL NEHRU UNIVERSITY
APPLICATION FORM
(FOR THE POST OF ASSISTANT PROFESSOR)

Appendix II, A(i)

(Please fill up separate form for each post)

Advt. NoPost No.....
 Post applied for.....
 Centre/Special Centre.....
 School.....

Upload
Photograph

SECTION – A: GENERAL

GENERAL INFORMATION:

1. **Name in full** (In Block Letters) Dr./Mr./Mrs/Ms.....
2. **Date of Birth** (in words).....
3. **Father’s Name**.....
4. **Mother’s Name**.....
5. **Mailing Address**

 Pin Code

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Tel. No (with STD code).....Mobile.....E-mail ID.....

6. **Permanent Address**

 Pin Code

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7. **Gender**.....
8. **Marital Status**..... **(If married, Spouse Name)**.....
9. **Nationality**.....
10. **State of Domicile**
11. **Category:** SC/ST/OBC/PWD/General.....
 (in case of PWD category, please indicate OH/VH and upload copy of Certificate)
12. **Religion:**
13. **Present Employer (if any)**.....

**JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI**

(Please fill this proforma in block capitals. Incomplete applications are liable to be rejected.)

SECTION – B:

14. EDUCATIONAL QUALIFICATIONS:

Sl. No.	Examination/ Degree	Name of Board/ Institute/University	Discipline/ Subject(s)	Year of Passing/ award	Percentage of Marks/ Final Grade
1	Graduation				
2	Post Graduation				
3	M. Phil.				
4	M. Tech.				
5	Ph.D.				

(Please upload copies of proof in each case)

15. Whether qualified NET with JRF/NET/SLET/SET.....Qualifying date of test.....
(Upload copy of certificate)

16. Title of Ph.D. thesis:

16. (a) Date and year of award.....

17. Details of Employment: (in chronological order starting with the most recent)
(Upload evidences)

Sl. No.	Name of Employer	Status of Institute/ University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Pay Scale/ Level	Period of Employment		Nature of Duties
					From	To	

17(a). Experience:

(i) Teaching _____ Years/Months;

(ii) Research (excluding M.Phil./Ph.D. research) _____ Years/Months

(iii) Total: _____ Years/Months

(Note: Please ensure that the periods of teaching and research or any other experiences claimed do not overlap.)

SECTION – C: RESEARCH PUBLICATIONS (In Peer-Reviewed or UGC-Listed Journals)

18. Publications: (Please upload evidences)

Sl. No.	Title of Research Paper(s)/ Article(s) in journals/ Articles in conferences etc/ Book	Name of Journal including Publication location (city/ country)	Month & year of publication, volume, no. & page nos.	Whether Sole Author/ Corresponding Author or Co-author	Peer-Reviewed Journal Yes/No	Serial No. of UGC listed Journals	Whether Refereed/ Non-refereed	ISBN No./ ISSN No.	Level (Int./ Nat./ State/ Local)	Impact Factor

19. (A) Research Projects (Please upload Sanction letter(s))

Sl. No.	Title/ subjects of Research Project(s)	Name of Sponsoring/ Funding Agency	Total Grants / Funding received (Rs.)	Whether completed or ongoing	Date of Commencement	Date of Completion

19. (B) Consultancy (Please upload Sanction letter(s)/Proof)

Sl. No.	Title/ subjects/Nature of consultancy of Research Project(s)	Name of Sponsoring Agency	Date of Commencement	Date of Completion

20. Awards: (Please Upload Evidence)

Sl. No.	Name of Award/ Fellowship	International Level	National Level	State Level (Given by State Govt.)	Name of Awarding Agency	Year(s)	Upload Proof

21. Number of Research Students Supervised: (Please Upload Evidence)

- (i) **M.Phil.** (a) Submitted _____ (b) Awarded _____
- (ii) **Ph.D.** (a) Submitted _____ (b) Awarded _____

SECTION – D: Involvement in the University Students Related activities/ research activities:

22. (Please upload evidence in each case)

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.	
(b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation.	
(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events; cultural, sports, NCC, NSS and community services.	

(d) Organising seminars/ conferences/ workshops, other university activities.	
(e) Evidence of actively involved in guiding Ph.D. students.	
(f) Conducting minor or major research project sponsored by national or international agencies.	
(g) At least one single or joint publication in peer-reviewed or UGC listed Journals.	

23. Knowledge of languages, including Indian languages: _____

24. Have you undertaken any foreign travel for academic purposes? If yes, give details below:

Country/Countries visited	Institution & Dates	Years of Visit	Purpose of visit

SECTION – E:

MISCELLANEOUS DATA:

25. Are you willing to accept the minimum initial pay in the grade/Level? If not, state reasons for claiming higher starting pay.

.....

26. If selected for appointment, what notice period would you require for joining the post?

.....

27. Have you been punished/convicted during your studies at Institution/College/University, or in any unlawful activity during your service period. If so, give details.

.....

.....

28. Do you have any case pending against you in any Court of Law? If yes, give details.

.....
.....

29. Names and Addresses of two Referees with email/ mobile

(i)..... (ii).....
.....
.....
.....

30. List of Enclosures:

- (a) Copies of mark-sheets; certificate of experience; educational qualification & NET with JRF/NET/SLET/SET.
- (b) Caste Certificate
- (c) Date of Birth Certificate
- (d) List of publications etc.
- (e) Copies of other relevant certificates & documents for all other claims made in application.

Declaration:

- I hereby declare that the information given by me in the application is true, complete and correct to the best of my knowledge and belief; that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall be liable to summarily rejected/terminated without notice or compensation.
- I hereby undertake that the publications and Ph.D thesis submitted by me are free from any plagiarism and if any plagiarism is found later, I shall be held responsible, and I am aware that a serious action may be taken as per University Rules/ Regulations.

Date:

Place:

(Signature of the Applicant)

31. Forwarding letter from present employer of the applicant.

Forwarded with the remarks that Dr./Mr./Mrs./Ms. _____ is working in this organization in the capacity as _____ from _____ to _____ currently in the scale of Pay/Level/Consolidated/Emoluments _____ and the institution/organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Place: _____

Date: _____

Fax: _____

E-mail: _____

(Signature of Head of the Institution/Competent Authority)

Name: _____

Designation: _____

Address: _____

(Rubber Stamp)

Table: 3 A**Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organizations/ Government of India / Government of India recognized National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.
- (C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
Total	-	100

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only.



JAWAHARLAL NEHRU UNIVERSITY
New Delhi-110067
APPLICATION FORM FOR FACULTY POSITION
(ASSOCIATE PROFESSOR)

Appendix II.A(ii)

(FILL UP SEPARATE FORM FOR EACH POST)

(Note: Please go through instructions given in the website www.jnu.ac.in carefully before filling-up the Application Form & Self Assessment API Score Card)

Advt. NoPost No.....

Post applied for.....

Centre/Special Centre

School.....

Upload
Photograph

SECTION – A: GENERAL

GENERAL INFORMATION:

1. Name in full (In Block Letters) Dr./Mr./Mrs/Ms.....

2. Date of Birth (in words).....

3. Father’s Name.....

4. Mother’s Name.....

5. Mailing Address

.....

..... Pin Code

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Tel. No (with STD code).....Mobile.....E-mail ID.....

6. Permanent Address.....

.....

..... Pin Code

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7. Gender.....

8. Marital Status..... (If married, Spouse Name).....

9. Nationality..... 9(a) State of Domicile

10. Category: SC/ST/OBC/PWD/General
 (in case of PWD category, please indicate PH-OH/PH-HH/PH-VH and upload copy of Certificate)

11. Religion:

12. Present Employer.....

SECTION – B:

13. EDUCATIONAL QUALIFICATIONS

Sl. No.	Examination/Degree	Name of Board/ College/Institute/University	Discipline/ Subject(s)	Percentage of Marks/Final Grade	Year of Passing/ award
1.	Graduation				
2.	Post –Graduation				
3.	M. Phil				
4.	M. Tech				
5.	Ph.D				

(Please upload copies of proof in each case)

14. Whether qualified NET with JRF/NET/SLET/SET.....Qualifying date of test.....
(Upload copy of certificate)

15. (a) Title of Ph.D. thesis:

15. (b) Date and year of award

16. (a)Details of Employment Experience (Teaching/ Research): (In chronological order starting with the most recent)
(Upload evidences)

Sl. No.	Name of Employer	Status of Institute/University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Pay Scale/ Level	Period of Employment		Nature of duties
					From	To	

16 (b) Summary of experience/performance

Teaching Experience		From	To	Total	
				Years	Months
i.	Under Graduate				
ii.	Post Graduate				
iii.	Total Teaching Experience				
Research Experience					
vi.	Research Experience other than the period spent for obtaining M.Phil./Ph.D. Research Degree				

SECTION – C:

17. Involvement in the University students related activities/ research activities:

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.	
(b) Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation.	
(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community, services.	
(d) Organising seminars/ conferences/ workshops, other college/ university activities.	
(e) Evidences of actively involved in guiding Ph.D students.	
(f) Conducting minor or major research project sponsored by national or international agencies.	
(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	

SECTION – D: ACADEMIC/RESEARCH ACTIVITY

18. Research Papers Published in Peer-Reviewed or UGC listed Journals

Sl. No.	Title of Research Paper(s) / Articles	Published in Peer-reviewed Journals (Yes/No)	Serial No. of UGC Listed Journal	Whether Refereed / non-refereed	Publications of Journal city/country	Whether Sole Author or Co-author	Month & year of publication, volume, no. & page nos.	ISSN No.	Level (Int./ Nat./ State)	Impact Factor & Agency of Impact Factor

19. Publications (other than Research papers)

(a) Books authored

Sl. No.	Title of the Book (s)/ Chapter (s) in edited Book(s)		Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International	Month & year of publication	ISBN No.	Editor of Book by International/ National Publisher
	Title	Edit/Text/ Reference						

19. Translation works in Indian and Foreign Languages by qualified faculties

(b) Chapter or Research paper/ Book

Sl. No.	Title of Chapter/ Research paper(s)/ Book(s)	Title of the Book(s)	Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International	Month & year of publication	ISBN No.

20. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative pedagogy

Sl. No.	Description

20. (b) Design of new curricula and courses

Sl. No.	Description

20. (c) MOOCs

(i) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)

Sl. No.	Description

20. (c) (ii) MOOCs (developed in 4 quadrant) per module/lecture

Sl. No.	Description

20. (c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sl. No.	Description

**20. (c) (iv) Course Coordinator for MOOCs (4 credit course)
(In case of MOOCs of lesser credits 02 marks/credit)**

Sl. No.	Description

20. (d) E-Content

(i) Development of e-Content in 4 quadrants for a complete course/ e-book

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20. (d) (ii) e-Content (developed in 4 quadrants) per module

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20. (d) (iii) Contribution to development of e-content module in complete course/ paper/e-book (at least on quadrant)

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20. (d) (iv) Editor of e-content for complete course/ paper/ e-book

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

21. (a) Research guidance

Name of the Degree	Submitted	Awarded
1) Ph.D		
2) M. Phil/ P.G dissertation		

21 (b) Research Projects completed

Sl. No.	Title	Whether major or minor project	Name of Sponsoring/ Funding Agency	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

21 (c) Research Projects ongoing

Sl. No.	Title	Whether major or minor project	Name of Sponsoring/ Funding Agency	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

21 (d) Research Projects Consultancy

Sl. No.	Title/ Subjects of Research Project (S)	Name of Agency	Date of Commencement	Date of Completion

22. (a) Patents

Sl. No.	Description	International/ National

22. (b) *Policy Document

(Submitted to an International body/ organisation like UNO/UNESCO/ World Bank/ International Monetary Fund, etc. or Central Government or State Government)

Sl. No.	Details of the Policy document	International/ National / State.

22. (c) Awards/ Fellowship

Sl. No.	Name of Awards/ Fellowship	Name of academic body/ association giving Awards/ Fellowship	International/ National body	Nature of award	
				International	National

23. *Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full in conference Proceedings

(Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

Sl. No.	Title of Lecture delivered/ paper presented	Name of Seminars/ Conferences	Whether International (Abroad) or (within country)/ National/ State/ University	Name & place of institute	Duration

Note: (a) Assessment of research score will be based on evidences provided, such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University/ Funding Agency and acknowledgements for patent filing and approval letters, students' Ph.D award letter/URL of integrated e-content etc.

(a) The research score shall be from the minimum of three categories out of six categories i.e. 18 to 23.

SECTION – E:

OTHER MISCELLANEOUS INFORMATION

24. (a) Membership/Fellowship of other institutions/professional societies:

(b) Other activities/Responsibilities: (Academic/Administrative)- Additional and/or temporary

(c) Any other relevant information, if not given above:

25. (a) Have you been punished during your service or convicted by a Court of Law, If so, give details?

(b) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet.

(c) Do you have any case pending against you in any court of law? If yes, give details.

26. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.

27. If selected for appointment, what notice period would you require for joining the post?

28. Names and Addresses of Two Referees with email/ mobile:

(i)	(ii).....
.....
.....

29. Please indicate how you fulfill the essential qualifications, specialization as well as desirable qualifications (if any) prescribed in the advertisement.

Please delete whichever is not applicable

For Associate Professor

(a) Essential

(i) A good academic record, with a Ph.D. Degree in the concerned/ allied/relevant disciplines.	
(ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).	
(iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry with a minimum of 7 publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Table 2.	

(b) Desirable (if any, in the advertisement)

(i)	
(ii)	

(c) Specialization (if any, in the advertisement)

(i)	
(ii)	

30. List of Enclosures:

- (a) Copies of Mark-sheets & certificate of educational qualifications etc.
- (b) Copies of certificate of Teaching & Research experience.
- (c) Caste Certificate.
- (d) Date of Birth Certificate.
- (e) List of publications with details, reprints of papers published and acceptance letters (in case accepted papers/articles etc.)
- (f) Evidence of doctoral research guidance/guided.
- (g) Copies of other relevant certificates & documents for any other claim made.

31. DECLARATION TO BE SIGNED BY THE CANDIDATE

- I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall be liable to summarily rejected/terminated without notice or compensation.
- **I hereby undertake that the publications and Ph.D thesis, submitted by me are free from any plagiarism, and if any plagiarism is found later, I shall be held responsible, as per University/ UGC rules.**

Date: _____

Place: _____

(Signature of the Applicant)

32. Forwarding letter from present employer of the applicant.

Forwarded with the remarks that Prof./Dr./Mr./Ms. _____ is working in this organization in the capacity as _____ from _____ to _____ currently in the scale of Pay/Level/Consolidated/Emoluments _____ and the institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Place: _____

Date: _____

Fax: _____

E-mail: _____

Signature of Head of the Institution

Name: _____

Designation: _____

Address: _____

(Rubber Stamp)

Appendix-II
Table 2

Methodology for University and College Teachers for calculating Academic/ Research score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture/ Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical Education / Commerce / Management & other related disciplines	Self-appraisal score	Academic/ Research Score verified by IQAC
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
2.	Publications (other than Research papers)				
	(a) Books authored which are published by:				
	International publishers	12	12		
	National Publishers	10	10		
	Chapter in Edited Book	05	05		
	Editor of Book by International Publisher	10	10		
	Editor of Book by National Publisher	08	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03		
	Book	08	08		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05	05		
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course		
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20		
	MOOCs (developed in 4 quadrant) per module/ lecture	05	05		
	Content writer/subject matter	02	02		

	expert for each module of MOOCs (at least one quadrant)				
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08		
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12		
	e-Content (developed in 4 quadrants) per module	05	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02		
	Editor of e-content for complete course/ paper /e-book	10	10		
4	(a) Research guidance				
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted		
	M.Phil/ P.G dissertation	02 per degree awarded	02 per degree awarded		
	(b) Research Projects Completed				
	More than 10 lakhs	10	10		
	Less than 10 lakhs	05	05		
	(c) Research Projects Ongoing :				
	More than 10 lakhs	05	05		
	Less than 10 lakhs	02	02		
	(d) Consultancy	03	03		
5	(a) Patents				
	International	10	10		
	National	07	07		
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)				
	International	10	10		
	National	07	07		
	State	04	04		
	(c) Awards/Fellowship				
	International	07	07		
	National	05	05		
6.	*Invited lectures / Resource Person/ paper presentation				

	in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)				
	International (Abroad)	07	07		
	International (within country)	05	05		
	National	03	03		
	State/University	02	02		

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- | | | |
|---|---|-----------|
| i) Paper in refereed journals without impact factor | - | 5 Points |
| ii) Paper with impact factor less than 1 | - | 10 Points |
| iii) Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) Paper with impact factor between 2 and 5 | - | 20 Points |
| v) Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) Paper with impact factor >10 | - | 30 Points |

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Place:

(Signature of the Candidate)

Date:



JAWAHARLAL NEHRU UNIVERSITY
New Delhi-110067
APPLICATION FORM FOR FACULTY POSITION
(PROFESSOR)

(FILL UP SEPARATE FORM FOR EACH POST)

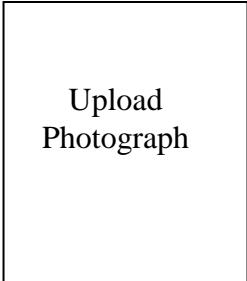
(Note: Please go through instructions given in the website www.jnu.ac.in carefully before filling-up the Application Form & Self Assessment API Score Card)

Advt. NoPost No.....

Post applied for.....

Centre/Special Centre

School.....



SECTION – A: GENERAL

GENERAL INFORMATION:

1. Name in full (In Block Letters) Dr./Mr./Mrs/Ms.....

2. Date of Birth (in words).....

3. Father’s Name.....

4. Mother’s Name.....

5. Mailing Address

.....
..... Pin Code

--	--	--	--	--	--

Tel. No (with STD code).....Mobile.....E-mail ID.....

6. Permanent Address.....

.....
..... Pin Code

--	--	--	--	--	--

7. Gender.....

8. Marital Status..... (If married, Spouse Name).....

9. Nationality..... 9(a) State of Domicile

10. Category: SC/ST/OBC/PWD/General
(in case of PWD category, please indicate PH-OH/PH-HH/PH-VH and upload copy of Certificate)

11. Religion:

12. Present Employer.....

SECTION – B:

13. EDUCATIONAL QUALIFICATIONS

Sl. No.	Examination/Degree	Name of Board/ College/Institute/University	Discipline/ Subject(s)	Percentage of Marks/Final Grade	Year of Passing/ award
1.	Graduation				
2.	Post –Graduation				
3.	M. Phil				
4.	M. Tech				
5.	Ph.D				

(Please upload copies of proof in each case)

14. Whether qualified NET with JRF/NET/SLET/SET.....Qualifying date of test.....
(Upload copy of certificate)

15. (a) Title of Ph.D. thesis:

15. (b) Date and year of award

16. (a) Details of Employment Experience (Teaching/ Research): (In chronological order starting with the most recent)
(Upload evidences)

Sl. No.	Name of Employer	Status of Institute/University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Pay Scale/ Level	Period of Employment		Nature of duties
					From	To	

16 (a) Summary of experience/performance

Teaching Experience	From	To	Total	
			Years	Months
i. Under Graduate				
ii. Post Graduate				
iii.. Total Teaching Experience				
Research Experience				
vi. Research Experience other than the period spent for obtaining M.Phil./Ph.D. Research Degree				

SECTION – C:

17. Involvement in the University students related activities/ research activities:

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.	
(b) Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation.	
(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community, services.	
(d) Organising seminars/ conferences/ workshops, other college/ university activities.	
(e) Evidences of actively involved in guiding Ph.D students.	
(f) Conducting minor or major research project sponsored by national or international agencies.	
(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	

SECTION – D: ACADEMIC/RESEARCH ACTIVITY

18. Research Papers Published in Peer-Reviewed or UGC listed Journals

Sl. No.	Title of Research Paper(s) / Articles	Published in Peer-reviewed Journals (Yes/No)	Serial No. of UGC Listed Journal	Whether Refereed / non-refereed	Publications of Journal city/country	Whether Sole Author or Co-author	Month & year of publication, volume, no. & page nos.	ISSN No.	Level (Int./ Nat./ State)	Impact Factor & Agency of Impact Factor

19. Publications (other than Research papers)

(a) Books authored

Sl. No.	Title of the Book (s)/ Chapter (s) in edited Book(s)		Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International	Month & year of publication	ISBN No.	Editor of Book by International/ National Publisher
	Title	Edit/Text/ Reference						

19. Translation works in Indian and Foreign Languages by qualified faculties

(b) Chapter or Research paper/ Book

Sl. No.	Title of Chapter/ Research paper(s)/ Book(s)	Title of the Book(s)	Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International	Month & year of publication	ISBN No.

20. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative pedagogy

Sl. No.	Description

20. (b) Design of new curricula and courses

Sl. No.	Description

20. (c) MOOCs

(i) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)

Sl. No.	Description

20. (c) (ii) MOOCs (developed in 4 quadrant) per module/lecture

Sl. No.	Description

20. (c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sl. No.	Description

**20. (c) (iv) Course Coordinator for MOOCs (4 credit course)
(In case of MOOCs of lesser credits 02marks/credit)**

Sl. No.	Description

20. (d) E-Content

(i) Development of e-Content in 4 quadrants for a complete course/ e-book

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20. (d) (ii) e-Content (developed in 4 quadrants) per module

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20. (d) (iii) Contribution to development of e-content module in complete course/ paper/e-book (at least on quadrant)

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20. (d) (iv) Editor of e-content for complete course/ paper/ e-book

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

21. (a) Research guidance

Name of the Degree	Submitted	Awarded
1) Ph.D		
2) M. Phil/ P.G dissertation		

21 (b) Research Projects completed

Sl. No.	Title	Whether major or minor project	Name of Sponsoring/ Funding Agency	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

21 (c) Research Projects ongoing

Sl. No.	Title	Whether major or minor project	Name of Sponsoring/ Funding Agency	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

21 (d) Research Projects Consultancy

Sl. No.	Title/ Subjects of Research Project (S)	Name of Agency	Date of Commencement	Date of Completion

22. (a) Patents

Sl. No.	Description	International/ National

22. (b) *Policy Document

(Submitted to an International body/ organisation like UNO/UNESCO/ World Bank/ International Monetary Fund, etc. or Central Government or State Government)

Sl. No.	Details of the Policy document	International/ National / State.

22. (c) Awards/ Fellowship

Sl. No.	Name of Awards/ Fellowship	Name of academic body/ association giving Awards/ Fellowship	International/ National body	Nature of award	
				International	National

23. *Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full in conference Proceedings
(Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

Sl. No.	Title of Lecture delivered/ paper presented	Name of Seminars/ Conferences	Whether International (Abroad) or (within country)/ National/ State/ University	Name & place of institute	Duration

Note: (a) Assessment of research score will be based on evidences provided, such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University/ Funding Agency and acknowledgements for patent filing and approval letters, students' Ph.D award letter/URL of integrated e-content etc.

(a) The research score shall be from the minimum of three categories out of six categories i.e. 18 to 23.

SECTION – E:

OTHER MISCELLANEOUS INFORMATION

24. (a) Membership/Fellowship of other institutions/professional societies:

(b) Other activities/Responsibilities: (Academic/Administrative)- Additional and/or temporary

(c) Any other relevant information, if not given above:

25. (a) Have you been punished during your service or convicted by a Court of Law, If so, give details?

(b) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet.

(c) Do you have any case pending against you in any court of law? If yes, give details.

26. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.

27. If selected for appointment, what notice period would you require for joining the post?

28. Names and Addresses of Two Referees with email/ mobile:

(ii)..... (ii).....

.....

.....

29. Please indicate how you fulfill the essential qualifications, specialization as well as desirable qualifications (if any) prescribed in the advertisement.

Please delete whichever is not applicable

For Professor

(a) Essential

(i) An eminent scholar having Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in (Table 2) .	
(ii) A minimum of ten years of teaching and/or research experience. Teaching experience in University/College as Assistant Professor/ Associate Professor/ Professor. Research experience at equivalent level at the University/ National level Institutions with evidence of having successfully guided doctoral student candidate.	

(b) Desirable (if any, in the advertisement)

(i)	
(ii)	

(c) Specialization (if any, in the advertisement)

(i)	
(ii)	

30. List of Enclosures:

- (a) Copies of Mark-sheets & certificate of educational qualifications etc.
- (b) Copies of certificate of Teaching & Research experience.
- (c) Caste Certificate.
- (d) Date of Birth Certificate.
- (e) List of publications with details, reprints of papers published and acceptance letters (in case accepted papers/articles etc.)
- (f) Evidence of doctoral research guidance/guided.
- (g) Copies of other relevant certificates & documents for any other claim made.

31. DECLARATION TO BE SIGNED BY THE CANDIDATE :

- I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall be liable to summarily rejected/terminated without notice or compensation.
- **I hereby undertake that the publications and Ph.D. thesis, submitted by me are free from any plagiarism, and if any plagiarism is found later, I shall be held responsible, as per University/UGC rules.**

Date: _____

Place: _____

(Signature of the Applicant)

32. Forwarding letter from present employer of the applicant.

Forwarded with the remarks that Prof./Dr./Mr./Ms. _____ is working in this organization in the capacity as _____ from _____ to _____ currently in the scale of Pay/Level/Consolidated/Emoluments _____ and the institution/organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Place: _____

Date: _____

Fax: _____

E-mail: _____

Signature of Head of the Institution

Name: _____

Designation: _____

Address: _____

(Rubber Stamp)

Appendix-II
Table 2

Methodology for University and College Teachers for calculating Academic/ Research score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture/ Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical Education / Commerce / Management & other related disciplines	Self-appraisal score	Academic/ Research Score verified by IQAC
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
2.	Publications (other than Research papers)				
	(a) Books authored which are published by:				
	International publishers	12	12		
	National Publishers	10	10		
	Chapter in Edited Book	05	05		
	Editor of Book by International Publisher	10	10		
	Editor of Book by National Publisher	08	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03		
	Book	08	08		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05	05		
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course		
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20		
	MOOCs (developed in 4 quadrant) per module/ lecture	05	05		
	Content writer/subject matter	02	02		

	expert for each module of MOOCs (at least one quadrant)				
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08		
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12		
	e-Content (developed in 4 quadrants) per module	05	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02		
	Editor of e-content for complete course/ paper /e-book	10	10		
4	(a) Research guidance				
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted		
	M.Phil/ P.G dissertation	02 per degree awarded	02 per degree awarded		
	(b) Research Projects Completed				
	More than 10 lakhs	10	10		
	Less than 10 lakhs	05	05		
	(c) Research Projects Ongoing :				
	More than 10 lakhs	05	05		
	Less than 10 lakhs	02	02		
	(d) Consultancy	03	03		
5	(a) Patents				
	International	10	10		
	National	07	07		
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)				
	International	10	10		
	National	07	07		
	State	04	04		
	(c) Awards/Fellowship				
	International	07	07		
	National	05	05		
6.	*Invited lectures / Resource Person/ paper presentation				

	in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)				
	International (Abroad)	07	07		
	International (within country)	05	05		
	National	03	03		
	State/University	02	02		

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- | | | |
|---|---|-----------|
| i) Paper in refereed journals without impact factor | - | 5 Points |
| ii) Paper with impact factor less than 1 | - | 10 Points |
| iii) Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) Paper with impact factor between 2 and 5 | - | 20 Points |
| v) Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) Paper with impact factor >10 | - | 30 Points |

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Place:

(Signature of the Candidate)

Date:

JAWAHARLAL NEHRU UNIVERSITY

APPLICATION FOR PROMOTION UNDER UGC'S CAREER ADVANCEMENT SCHEME

(Effective from 18 July, 2018)

FROM _____ Pay/Lave) _____ TO _____ Pay/Level _____

FROM _____ TO _____
(Post holding at present) (for promotion to next eligible post)

Present Pay Level _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name of the faculty member: _____ Employee Id: _____
(in Block Letters)

2. School/Centre/Special Centre : _____

3. Present Designation: _____ Pay Matrix/Level _____

4. Date of initial joining the University and name of post: _____

5. Date of eligibility from (present post) (_____ to promotion as _____
from Pay Level _____ to Pay Level _____

6. Area of Specialization: _____

7. Address for Correspondence: _____

Tel: No. (Office) _____ (Residence) _____ (Mobile) _____

E-mail ID _____

8. Academic Qualifications:

(a) Ph.D. (Please indicate date/year of award)

Title of Ph.D. Thesis: _____

(b) M.Phil/M.Litt/M.Tech (date of award) _____

(Subject of M.Phil/M.Litt/M.Tech) _____

(c) M.A./M.Sc/M.Tech (Subject): _____ Year of passing: _____

9. Refresher Course, Research Methodology Course, Workshop/Syllabus up-gradation Workshop/Training Teaching-Learning-Evaluation, Technology Programmes, Faculty Development Programme, MOOC's Course, Development of e-contents in from quadrants, (Please attach the Certificates)

Sl. No.	Name of Course /Workshop/ Training Programme etc. attended.	Name of Institution/ Organizing the Course	Date		Duration (No. of Weeks/Week)
			From	To	

PART – B: Assessment Criteria and Methodology for University Teachers

(Please see the attached Table 1 and Table 2 before filling the format)

CATEGORY I: TEACHING

10. (1) Teaching

Sl. No.	Course/Class(es)	Academic Year	No. of Classes taught	No. of Classes assigned	(No. of Classes taught/total classes assigned) X 100%

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

- 80% & above – Good
- Below 80 % but 70 % & above – Satisfactory
- Less than 70 % - Not satisfactory

10. (2) Involvement in the University Students related activities/research activities

(a) **Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.**

Sl. No.	Name of the activity	Academic Year	Total hours spent in a year for the activities	Self appraisal score/grading	Verified by IQAC

10. (2)

(b) **Examination and evaluation duties assigned by the university or attending the examination paper evaluation**

Sl. No.	Type of Examination duties (Paper settings, investigation and evaluation of answer scripts)	Academic Year	Total hours spent in a year	Self appraisal score/grading	Verified by IQAC

10. (2)

(c) Student related co-curricular, extension and filed based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

Sl. No.	Name of the activity	Academic Year	Total hours spent in a year for the activities	Self appraisal score/grading	Verified by IQAC

10. (2)

(d) Organising seminars/conferences/workshops, other university activities.

Sl. No.	Name of the activity	Academic Year	Total hours spent in a year for the activities	Self appraisal score/grading	Verified by IQAC

10. (2)

(e) Evidence of actively involved in guiding Ph.D students.

Sl. No.	Activity (Ph.D. guidance)	Academic Year	Total hours spent in a year for the activity	Self appraisal score/grading	Verified by IQAC

10.(2)

(f) Conducting minor or major research project sponsored by national or international agencies.

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether National or International	Whether Outcome / Outputs sent to Sponsoring Agency(s)	Whether final report published as monograph book

10.(2)

(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

Sl. No.	Title of Research Paper(s)/ Articles	Published in Peer-reviewed (yes/No)	Serial No. of UGC Listed Journal	Publications of Journal city/country	Whether Sole Author or Co-author	Month & year of publication, volume, no. & page nos.	Whether Refereed/ non-refereed	ISBN No.	Level (Int./ Nat./ State/ Local)	Impact Factor

Category II: Methodology for University Teachers for calculating Academic/ Research Score

11. Research Papers in Peer-Reviewed or UGC listed Journals

Sl. No.	Title of Research Paper(s) / Articles	Published in Peer-reviewed or UGC listed Journals	Serial No. of UGC Listed Journal	Publications of Journal city/country	Whether Sole Author or Co-author	Month & year of publication, volume, no. & page nos.	Whether Refereed/ non-refereed	ISBN No.	Level (Int./ Nat./ State/ Local)	Impact Factor

12. Publications (other than Research papers)

(a) Books authored

Sl. No.	Title of the Book (s)/ Chapter (s) in edited Book(s)		Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International Publisher	Editor of Book by International/ National Publisher	Month & year of publication	ISBN No.
	Title	Edit/Text/ Reference						

12. Translation works in Indian and Foreign Languages by qualified faculties

(b) Chapter or Research paper/ Book

Sl. No.	Title of Chapter or Research paper(s)	Title of the Book(s)	Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International Publisher	Month & year of publication	ISBN No.

13. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative pedagogy

Sl. No.	Description

13.(b) Design of new curricula and courses

Sl. No.	Description

13. (c) MOOCs

(i) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)

Sl. No.	Description

13.(c) (ii) MOOCs (developed in 4 quadrant) per module/lecture

Sl. No.	Description

13.(c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sl. No.	Description

**13.(c) (iv) Course Coordinator for MOOCs (4 credit course)
(In case of MOOCs of lesser credits 02 marks/credit)**

Sl. No.	Description

13. (d) E-Content

(i) Development of e-Content in 4 quadrants for a complete course/ e-book

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

13. (d)

(ii) e-Content (developed in 4 quadrants) per module

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

13. (d)

**(iii) Contribution to development of e-content module in complete course/ paper/e-book
(at least on quadrant)**

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

13.(d)

(iv) Editor of e-content for complete course/ paper/ e-book

Sl. No.	Name of the module	Subject	Organization which it was developed for	Period of development (with dates)	Level for which it is developed UG/PG/etc.

14. (a) Research guidance

Name of the Degree	Submitted	Awarded
1) Ph.D		
2) M. Phil/ P.G dissertation		

14. (b) Research Projects completed

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether National or International	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

14. (c) Research Projects Ongoing

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether National or International	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

14.(d) Research Projects Consultancy

Sl. No.	Title/Subject of Research Project(s)	Date of Commencement	Date of Completion	Name of Agency

15. (a) Patents

Sl. No.	Description	International	National

15. (b) *Policy Document

(Submitted to an International body/ organisation like UNO/UNESCO/ World Bank/ International Monetary Fund, etc. or Central Government or State Government)

Sl. No.	Details/description of the Policy document	International Body	National / State Level Body.

15. (c) Awards/ Fellowship

Sl. No.	Name of Awards/ Fellowship	Name of academic body/ association given Awards/ Fellowship	International body	National body	Nature of award	
					International	National

16. *Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once).

Sl. No.	Name of Seminars/ Conferences	Title of Lecture delivered/ paper presented	Whether International (Abroad) or (within country)/ National/ State/ University	Name & place of institute	Duration

Note: (a) Assessment of research score will be based on evidences produced by the teacher, such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.

(e) The research score shall be from the minimum of three categories out of six categories i.e. 11 to 16.

PART C:

17. OTHER RELEVANT INFORMATION:

Please give details of any other credentials, significant contributions, awards received etc. not mentioned earlier.

Sl. No.	Details (Mention Year, value, etc. where relevant)

DECLARATION

- I certify that the information provided is correct to the best of my knowledge and as per records available with the University and/or documents enclosed along with the duly filled PBAS proforma.
- I hereby undertake that the publications and Ph.D thesis, submitted by me are free from any plagiarism, and if any plagiarism is found later, I shall be held responsible, as per University/ UGC rules.

Date: _____

Place: _____

Signature of the faculty member

Signature of Chairperson of the Centre
(with Rubber Stamp)

Dean of the School
(with Rubber Stamp)

NOTE: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for promotion under CAS will be verified by the University and information filed with the Internal Quality Assurance Cell

Table 1

Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
<p>Overall Grading:</p> <p>Good: Good in teaching and satisfactory or good in activity at Sl.No.2.</p> <p>Or</p> <p>Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading</p> <p>Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITY THROUGH CAS

Sl. No.	Promotion of Teachers through CAS	Eligibility	CAS promotion criteria
1.	Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)	<ul style="list-style-type: none"> (i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil./PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions: (ii) Attended one Orientation course of 21 days duration on teaching methodology; (iii) Any one of the following: Completed Refresher/Research Methodology Course/ Workshop/Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants/MOOC's course during the assessment period; and (iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period. 	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/ four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and; (ii) The promotion is recommended by the Screening-cum- Evaluation Committee.
2.	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)	<ul style="list-style-type: none"> (i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale. (ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline. (iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course/ programme from amongst the categories of Refresher Courses/ Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a 	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> (i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and; (ii) The promotion is recommended by the Screening-cum-Evaluation Committee.

		<p>course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>(iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.</p>	
3.	<p>Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)</p>	<p>(i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.</p> <p>(ii) A Ph.D Degree in the subject concerned/allied/relevant discipline.</p> <p>(iii) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/Research Methodology Workshops/ Syllabus Up-gradation Workshop/Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>(iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</p> <p>(v) Evidence of having guided at least one Ph.D. candidate.</p>	<p>A teacher shall be promoted if;</p> <p>(i) He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.</p> <p>(ii) The promotion is recommended by a Selection Committee constituted in accordance with this Ordinances.</p>
4.	<p>Associate Professor (Academic Level 13A) to Professor (Academic Level 14)</p>	<p>(i) An Associate Professor who has completed three years of service in Academic Level 13 A.</p> <p>(ii) A Ph.D degree in the subject concerned/allied/relevant discipline.</p> <p>(iii) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</p> <p>(iv) Evidence of having successfully guided doctoral candidate.</p> <p>(v) A minimum of 110 Research Score as per Appendix II, Table 2.</p>	<p>A teacher shall be promoted if;</p> <p>(i) He/she gets ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table I, and atleast 110 research score, as per Appendix II, Table 2.</p> <p>(ii) The promotion is recommended by a Selection Committee constituted in accordance with this Ordinances.</p>
5.	<p>Professor (Academic Level 14) to Senior Professor</p>	<p>(i) Ten years’ experience as a Professor.</p> <p>(ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals</p>	<p>A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review</p>

	(Academic Level 15)	and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.	from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with this Ordinances.
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Appendix-II

Table 2

Methodology for University and College Teachers for calculating Academic/Research score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture/ Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical Education / Commerce / Management & other related disciplines	Self-appraisal score	Academic/ Research Score verified by IQAC
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
2.	Publications (other than Research papers)				
	(a) Books authored which are published by:				
	International publishers	12	12		
	National Publishers	10	10		
	Chapter in Edited Book	05	05		
	Editor of Book by International Publisher	10	10		
	Editor of Book by National Publisher	08	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03		
	Book	08	08		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05	05		
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course		
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20		
	MOOCs (developed in 4 quadrant) per module/ lecture	05	05		
	Content writer/subject matter	02	02		

	expert for each module of MOOCs (at least one quadrant)				
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08		
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12		
	e-Content (developed in 4 quadrants) per module	05	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02		
	Editor of e-content for complete course/ paper /e-book	10	10		
4	(a) Research guidance				
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted		
	M.Phil/ P.G dissertation	02 per degree awarded	02 per degree awarded		
	(b) Research Projects Completed				
	More than 10 lakhs	10	10		
	Less than 10 lakhs	05	05		
	(c) Research Projects Ongoing :				
	More than 10 lakhs	05	05		
	Less than 10 lakhs	02	02		
	(d) Consultancy	03	03		
5	(a) Patents				
	International	10	10		
	National	07	07		
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)				
	International	10	10		
	National	07	07		
	State	04	04		
	(c) Awards/Fellowship				
	International	07	07		
	National	05	05		
6.	*Invited lectures / Resource Person/ paper presentation				

	in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)				
	International (Abroad)	07	07		
	International (within country)	05	05		
	National	03	03		
	State/University	02	02		

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- | | | |
|---|---|-----------|
| i) Paper in refereed journals without impact factor | - | 5 Points |
| ii) Paper with impact factor less than 1 | - | 10 Points |
| iii) Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) Paper with impact factor between 2 and 5 | - | 20 Points |
| v) Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) Paper with impact factor >10 | - | 30 Points |

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Place:

(Signature of the Candidate)

Date:

**3. *ORDINANCE FOR REGULATING LEAVE TO TEACHERS OF THE UNIVERSITY
(w.e.f. 18.07.2018).**

1. SHORT-TITLE AND APPLICATION:

- 1.1 This Ordinance shall be called the “JNU Ordinance for Regulating Leave to Teachers”.
- 1.2 This Ordinance shall come into force from the date of Gazette Notification of UGC Regulations, 18.07.2018.
- 1.3 The provisions of this Ordinance shall be applicable till such time as the concerned provision is modified by the appropriate regulatory authority.

2. THE FOLLOWING KINDS OF LEAVE WOULD BE ADMISSIBLE TO PERMANENT TEACHERS:

- (i) **Leave treated as duty-**
Casual Leave
Special Casual Leave
Duty Leave
- (ii) **Leave earned by duty-**
Earned Leave
Half-pay Leave
Commutated Leave
- (iii) **Leave not earned by duty-**
Extraordinary Leave
Leave not due
- (iv) **Leave not debited to leave account**
(a) Leave for academic pursuits -
Study leave
Sabbatical leave
(b) Leave on grounds of health -
Maternity Leave
Paternity Leave
Adoption Leave
Quarantine Leave
Child Care Leave
- (v) The Executive Council/Syndicate may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

3. DUTY LEAVE:

- (i) Duty leave upto 30 days in an academic year may be granted for the following purposes:
- (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university;
- (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor;

*Revised vide Resolution No. 6.1/EC/22.10.2018.

- (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
 - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
 - (e) For performing any other duty assigned to s/he by the university.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
 - (iii) The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, s/he may be sanctioned duty leave on reduced pay and allowances.
 - (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
 - (v) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

4. STUDY LEAVE:

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by the University. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that s/he does not take up any other remunerative jobs, like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. S/he may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by the University.
- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor (other than as Associate Professor or Professor who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education, giving full plan of the work.
- iv. The study leave shall be granted by the Executive Council on the recommendation of the Chairperson of the Centre/Special Centre and the Dean of the School concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

- v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University on the expiry of his/her study leave, and serve the University for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled, the teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- xiii. A teacher -
 - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
 - (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
 - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
 - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under this Ordinance.

Notwithstanding the above provision, the Executive Council may order that nothing in this Ordinance shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under this Ordinance.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause (x) to (xiii) above.
- xv. The teacher on study leave shall submit to the Registrar of his/her parent University six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Vice-Chancellor and the Dean/Chairperson are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University in the long run.
- xviii. *The amount of scholarship, fellowship or other financial assistance that a teacher who has been granted leave will not preclude his/her being granted study leave with pay and allowances, but the scholarship, etc., so received, shall be taken into account in determining the pay and allowance on which the study leave may be granted. Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which may be determined from time to time. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary shall not be paid during the fellowship. Study leave may be granted on full pay upto 2 years extendable by one year at the discretion of the University.
- xix. *The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research guide. Care should be taken that the number of teachers given study leave, does not exceed the 20% of teacher's strength in any Centre/School.

*Added vide Resolution No. 6.1/EC/30.07.2019.

- xx. *A teacher granted study leave shall, on his/her re-joining the service of the University, be eligible for the benefit of the annual increment(s) which s/he would have earned if s/he had not proceeded on study leave S/he shall not, however, be eligible to receive arrears of increments.

***Note:** While regulating the salary of a teacher during the period of his/her study leave/sabbatical leave etc., spent abroad, the net emoluments rather than the gross emoluments be taken into consideration and that the deduction made by the granting agency on account of tax as well as the payment made by the teacher on accommodation during the course of leave spent abroad, may be deducted from the gross emoluments while deciding the payment of JNU salary to him/her.

No teacher proceeding on study leave shall be allowed to resign from his/her employment, unless s/he all financial and other claims of University outstanding against him/her.

5. SABBATICAL LEAVE:

- i) The permanent, whole-time teachers of the university who have completed seven years' of service as an Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

#The second spell of one year of sabbatical leave may be granted to Professor/Associate Professor on completion of seven years of service after availing first tenure of one year sabbatical leave.

- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of one year duration or more.

- iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. S/he may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

- v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

***Note:** While regulating the salary of a teacher during the period of his/her study leave/sabbatical leave etc., spent abroad, the net emoluments rather than the gross emoluments be taken into consideration and that the deduction made by the granting agency on account of tax as well as the payment made by the teacher on accommodation during the course of leave spent abroad, may be adjusted from the gross emoluments while deciding the payment of JNU salary to him/her.

Note1: The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

Note2: On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

#Note3: Centres/Special Centres/Schools should plan the leave of faculty members well in advance so that teaching and research activities are not affected adversely.

#Note4: The sabbatical leave requests of faculty members may be forwarded for approval only after ensuring that teaching and research activities of the Centre/Special Centre/School are not affected adversely.

*Added vide Resolution No. 6.1/EC/30.07.2019.

#Added vide Resolution No. 6.4/EC/30.07.2019.

6. CASUAL LEAVE:

- (i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

7. SPECIAL CASUAL LEAVE:

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a University/Public Service Commission/Board of Examination or any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board or to do such other work as may be approved by the Vice-Chancellor.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

8. EARNED LEAVE:

- (i) Earned leave admissible to a teacher shall be:
 - (a) 1/30th of the actual service, including vacation; *plus*
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, training, leave with medical certificate, or when the entire leave/a portion thereof is spent outside India.

For removal of doubt, it may be clarified:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government.

9. **HALF-PAY LEAVE:**

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

Explanation:

A "completed year of service" means the continuous service of a specified duration in the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

Note : Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India.

- *(a) The leave shall be credited to the half pay leave account at the rate of 5/3 days for each completed calendar month of service of the year in which the teacher is appointed.
- *(b) The credit for the year in which a teacher is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.
- *(c) When a teacher is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the preceding calendar month in which s/he is removed or dismissed from service or dies while in service.

10. **COMMUTED LEAVE:**

Commutated leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

Provided that no commuted leave shall be granted under this Ordinance, unless the competent authority has reason to believe that the teacher would return to duty on its expiry.

- (iv) *Where a teacher who has been granted commuted leave resigns from service or at his/her request is permitted to retire voluntarily without returning to duty. The commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the teacher for further service or in the event of his/her death.

*Added vide Resolution No. 6.1/EC/30.07.2019.

11. EXTRAORDINARY LEAVE:

- (i) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on the basis of medical grounds by providing medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

(iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

(v) *The Executive Council may grant on the request from the institution concerned and on application of the teacher, extra-ordinary leave to hold an appointment or a fellowship under a Govt., a University, a Research Institute or other HEIs of repute, if in the opinion of the Executive Council, such leave does not prejudice the interest of the University. This leave may be allowed only to a teacher who has been confirmed in the post held by him/her and has served the University for a period of at least two years:

Provided further that such leave shall not be granted until after the expiry of five years after return from a previous spell of extraordinary leave sanctioned under this sub-clause and sub-clause (vi) below.

Provided further that the applicability of five years gap not be applied in the case of faculty members who proceed on EOL up to one month and further that in case a faculty member proceeds on EOL for more than one month and less than one year s/he will not be eligible for grant of EOL for a period of three years. A faculty member who proceeds on EOL for a period of one year or more shall not be eligible for grant or EOL for a period of 5years.

The application for such leave shall be sent through Centre Chairperson/Dean of the School concerned who shall give his/her recommendation taking into account the strength of teaching staff of the particular subject. At no time more than 20% of the strength of teachers on rolls of a Centre shall be allowed to be absent on extraordinary leave, study leave and/or sabbatical leave.

In case of his/her failure to return to duty immediately at the end of the period of leave sanctioned to him/her the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him/her.

(vi) *The Executive Council may also grant, at its discretion, extraordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research Institute or other HEIs of repute:

Provided s/he has served the University for a period of at least two years and the application was sent through proper channel and forwarded to the University. The leave in such cases shall not exceed a maximum period of two years.

Notwithstanding any other leave which may be due to a teacher, the entire period for which the teacher holds the appointment outside the University shall be without pay. The period so spent shall count for seniority. The period shall not count for pensionary/contributory provident fund benefits unless the pensionary contributory provident fund contributions are paid by the teacher or the foreign employer.

- (vii) *Subject to the provisions of sub-clauses (iii), (v) and (vi) above, the total amount of extraordinary leave granted to a teacher shall not exceed five years during his/her entire service.

12. LEAVE NOT DUE:

- (i) 'Leave not due', may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or s/he refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council.

Provided that the Executive Council may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

13. MATERNITY LEAVE:

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

*Added vide Resolution No. 6.1/EC/30.07.2019.

14. CHILD-CARE LEAVE:

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University may appoint a part-time / guest substitute teacher with intimation to the UGC.

15. PATERNITY LEAVE:

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

16. ADOPTION LEAVE:

Adoption leave may be provided as per the rules of the Central Government.

17. SURROGACY LEAVE:

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

***18. GENERAL CONDITIONS APPLICABLE TO ALL CATEGORIES OF TEACHERS:**

(i) Leave how earned

Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.

(ii) Right to leave

(a) No leave shall be claimed as matter of right. Leave of any kind may be varied, refused or revoked by the competent authority empowered to grant it without assigning any reason, if that authority considers such action to be in the interest of the University.

(b) No leave shall be granted to a teacher whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher who is under suspension.

(iii) Maximum period of absence from duty on leave

(a) No teacher shall be granted leave of any kind for a continuous period exceeding five years.

(b) Where a teacher does not resume duty after remaining on leave for a continuous period of five years or where a teacher after the expiry of his leave remains absent from duty, other than on foreign service or on account of suspension, for any period which together with the period of leave granted to him/her exceeds five years, s/he shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.

*Added vide Resolution No. 6.1/EC/30.07.2019.

(iv) Application for leave

Leave should always be applied for in advance and the sanction of the competent authority must be obtained before it is availed of, except in cases of emergency and for satisfactory reasons.

Note: Faculty member should not leave station till the order sanctioning leave has been issued by the University.

It may be noted that staying away from duty without prior sanction of leave OR overstaying the period of sanctioned leave will attract action as per rules.

(v) Commencement and termination of leave

(a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day the teacher resumes her/his duty.

(b) Sundays and other recognized holidays may be prefixed and/or suffixed to the leave with the permission of the authority competent to sanction the leave.

(vi) Rejoining of duty before the expiry of the leave

A teacher may return to duty before the expiry of the leave granted to him/her, with the permission of the competent authority.

Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the Executive Council.

(vii) Leave on medical grounds to be supported by medical certificates

A teacher who applies for leave on medical grounds shall support his/her application with a medical certificate from a Registered Medical Practitioner. Leave or extension of leave on the basis of a medical ground by providing a medical certificate shall not be granted beyond the date on which a teacher is pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

(viii) Rejoining duty on return from leave on medical grounds

No teacher who has been granted leave (other than casual leave) on medical grounds shall be allowed to return to duty without producing a certificate of fitness.

(ix) Employment during leave

A teacher on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached:

Provided that this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/Institutions or to any literary work or publication or radio or extension lectures, or with the permission of the Vice-Chancellor to any other academic work.

The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

(x) Absence without leave or overstay on leave

A teacher who absents himself/herself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence, such period shall be debited against his leave account as leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

(xi) Conversion of one kind of leave to another

At the request of the teacher concerned, the University may convert retrospectively any kind of leave including extraordinary leave into leave of a different kind which was admissible to him at the time the leave was originally taken, but s/he cannot claim such conversion as a matter of right.

Provided that no such request shall be considered unless received by the leave sanctioning authority within a period of 30 days of joining his/her duty on the expiry of the relevant spell of leave availed by him/her.

If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

(xii) Increment during leave

If increment of pay falls during any leave other than casual leave, special casual leave, duty leave, or sabbatical leave, the effect of increase of pay shall be given from the date the teacher resumes duty without prejudice to the normal date of his/her increment, except in those cases where the leave does not count for increment.

(xiii) Leave Year

For the purpose of these Ordinances, unless otherwise specified, the term 'year' shall mean a calendar year.

*Added vide Resolution No. 6.1/EC/30.07.2019.

19. AUTHORITIES EMPOWERED TO SANCTION LEAVE:

The authorities specified in column (2) of the table below, are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the teacher concerned.

Sr. No.	Leave Type	Sanctioning Authority	Extent of Powers
i.	Casual/Special Casual to:		
	Deans of the School	Vice-Chancellor/Rector	Full
	Chairpersons of the Centre/Deptts./Program/Cells	Deans of the School	Full
	Other Teachers	Chairpersons of the Centre/Deans of the Schools	Full
ii.	Duty Leave to		
	Deans of the School	Vice-Chancellor/Rector	Full
	Other Teachers	Chairpersons of the Centre/Deans of the Schools	Upto 10 days including interfix
		Vice-Chancellor/Rector	Beyond 10 days (full)
iii.	Earned Leave/Half Pay Leave/Commutated Leave/Maternity Leave/Child Care Leave/Paternity Leave/Adoption Leave to		
	Deans of the School	Vice-Chancellor/Rector	Full
	Chairpersons of the Centres	Dean of the School	Upto 90 days
		Vice-Chancellor/Rector	Beyond 90 days
	Other Teachers	Chairpersons of the Centre/Deans of the School	Upto 90 days
		Vice-Chancellor/Rector	Beyond 90 days
iv.	Sabbatical Leave/Study Leave	Vice-Chancellor/Rector	Full
v.	Extraordinary Leave		
	Deans of the School/Chairperson of the Centre	Vice-Chancellor/Rector	Upto 90 days
		Executive Council	Beyond 90 days
	Teacher	Deans of the School	Upto 30 days
		Vice-Chancellor/Rector	Upto 90 days
		Executive Council	Beyond 90 days
Provided that where leave involves visit abroad, the competent authority shall be the Vice-Chancellor/Rector.			

***20. LEAVE SALARY:**

- (i) A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not interrupted.

*Added vide Resolution No. 6.1/EC/30.07.2019.

- (ii) A teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- (iii) A teacher on commuted leave is entitled to leave salary equal to the salary admissible under sub-clause 25(ii).
- (iv) A teacher on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-clause 25(ii).
- (v) A teacher on extraordinary leave shall not be entitled to any leave salary.
- (vi) A teacher on Maternity leave/Paternity leave is entitled to draw the same pay as s/he may be drawing at the time of proceeding on leave.
- (vii) Payment of dearness and house rent allowance during the leave shall be governed by the provisions of the rules regarding the payment of those allowances.
- (viii) During the period of re-employment, the leave salary shall be based on the pay drawn by him/her exclusive of the pension and pension equivalent of other retirement benefits.

***21. CASH PAYMENT IN LIEU OF LEAVE:**

- (i) On Superannuation

Where a teacher superannuates on attaining the normal age prescribed for superannuation under the terms and conditions governing his service, the authority competent to grant leave shall suo-moto authorize encashment of Earned Leave, if any, at the credit of the teacher on the date of his superannuation, subject to a maximum of 300 days.

- (ii) Retirement while under suspension

A teacher, who superannuates on attaining the age of superannuation while under suspension, shall become eligible for the benefit of cash equivalent of Earned leave at his/her credit on the date of his/her retirement, on conclusion of the proceedings against him/her, if the competent authority decides to re-instate him/her in service and holds that the suspension was wholly unjustified.

- (iii) Retirement before superannuation

A teacher who retires or is retired from service may be granted suo-moto, by the authority competent to grant leave, cash equivalent of leave salary in respect of Earned leave at his/her credit subject to maximum of 300 days and also in respect of all the half pay leave at his/her credit provided this period does not exceed the period between the date on which he/she so retired or is retired from service and the date on which he/she would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the salary as admissible for half pay leave plus dearness allowance admissible on that leave salary for the first 300 days, at the rates in force on the date the University employee so retires or is retired from service. The pension and pension equivalent of other retirement benefits and adhoc relief graded relief on pension shall be deducted from the leave salary paid for the period

*Added vide Resolution No. 6.1/EC/30.07.2019.

of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lump-sum as a one time settlement. No House Rent Allowance shall be payable.

Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

Provided further that a teacher who is retired by University by giving him/her pay and allowances in lieu of notice, cash equivalent of leave salary shall be allowed only for the period of leave excluding that period for which pay and allowances in lieu of notice have been allowed.

(iv) Resignation/Termination

(a) Resignation

If a teacher resigns or quits service, he/she may be granted suo-moto by the authority competent to grant leave cash equivalent in respect of earned leave at his/her credit on the date of cessation of service, to the extent of half of such leave at his/her credit, subject to a maximum of 150 days.

(b) Termination

Where the services of a teacher are terminated by notice or by payment of pay and allowances, in lieu of notice, or otherwise in accordance with the terms and conditions of his/her appointment, he/she may be granted, suo-moto by the authority competent to grant leave, cash equivalent in respect of earned leave at his/her credit on the date on which he/she ceases to be in service subject to maximum of 300 days.

(v) Calculation of cash equivalent of leave

The cash equivalent of leave shall be calculated as under and shall be payable in one lump-sum as a one-time settlement. No House Rent Allowances shall be payable.

$$\begin{array}{l}
 \text{Cash equivalent} = \\
 \text{Pay admissible on} \\
 \text{The date of retirement} \\
 \text{Plus dearness allowance} \\
 \text{Admissible on that date}
 \end{array}
 \left. \vphantom{\begin{array}{l} \text{Pay admissible on} \\ \text{The date of retirement} \\ \text{Plus dearness allowance} \\ \text{Admissible on that date} \end{array}} \right\} \times \left. \vphantom{\begin{array}{l} \text{Number of days of} \\ \text{Utilized earned leave} \\ \text{At credit on the date} \\ \text{To a maximum of 300 days} \end{array}} \right\}$$

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(vi) Leave encashment when permanently incapacitated

A teacher who is declared by a medical authority to be completely and permanently incapacitated for further service may be granted, suo-moto, by the authority competent to grant leave, cash equivalent of leave salary in respect of earned leave due and admissible on the date of his/her invalidation from service. The cash equivalent thus payable shall be equal to the leave salary as calculated under clause (v) above.

(vii) Dismissal/Removal

When a teacher is dismissed or removed from service, he/she shall not be eligible for leave encashment.

(viii) Leave encashment of a teacher who dies while in harness

In case a teacher dies in harness, the cash equivalent of the leave salary that the deceased teacher would have got, had he/she gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary for 300 days shall be paid to his/her family.

***22. MAKING OF RULES AND PRESCRIBING THE PROCEDURE TO BE FOLLOWED UNDER THIS ORDINANCE:**

The Vice-Chancellor may make rules under this Ordinance prescribing the procedure to be followed in-

- (i) Submission of application for leave and for permission to return to duty before the expiry of the leave;
- (ii) Granting leave and submission of medical certificate while proceeding or returning from leave;
- (iii) The payment of leave salary;
- (iv) The maintenance of records of service; and
- (v) The maintenance of leave accounts.

23. GENERAL:

UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 and its amendments, in future, shall be applicable in all other matters wherein this Ordinance is silent.

*Added vide Resolution No. 6.1/EC/30.07.2019.

4. ORDINANCE RELATING TO SELECTION COMMITTEE PROCEDURE.

1. The meeting of a Selection Committee shall be convened by the Vice-Chancellor.
2. The Vice-Chancellor shall preside at the meetings of a Selection Committee.
3. The Registrar, and while the office of the Registrar is vacant, the Deputy Registrar nominated by the Vice-Chancellor for the purpose, shall be the ex-officio Secretary.
4. Ordinarily a week's notice of a meeting shall be given.
5. * Four members, including two outside experts shall constitute the quorum as per Clause (2) of Statute 27.
6. The Chairman shall be entitled to vote at the meeting and shall have and exercise a casting vote in the case of an equality of votes.
7. The meeting of every Selection Committee shall be held at New Delhi or at such other place as the Vice-Chancellor may decide.
8. The Selection Committee shall consider and submit to the Executive Council recommendations as to the appointment referred to it.
9. The Chairman shall have the power to lay down the procedure in respect of any matter not mentioned in these Ordinances.

* Amended vide Resolution No. 6.18/EC/3.9.1976 and revised vide Resolution No. 6.1/EC/22.10.2018.

5 @ORDINANCE RELATING TO TERMS AND CONDITIONS OF SERVICE OF THE VICE-CHANCELLOR.

The Vice-Chancellor shall be entitled to following facilities:

1. have water, power, rent free furnished residential accommodation with such furniture as may be approved by the University. The premises of his/her lodging will be maintained by the University.
2. the facility of a free official car. He/She shall also be entitled to mobile phone and telephone service (with STD/ISD facility) at his/her residence as per ceiling fixed from time to time.
3. one cook and one attendant at his/her residence.

5 (A). *ORDINANCE RELATING TO TERMS AND CONDITIONS OF SERVICE OF RECTOR (PRO-VICE CHANCELLOR).

1. *Emoluments:

The revised scale of pay for the post of Rector (Pro-Vice Chancellor) shall be Rs.37,400-67,000/- with AGP of Rs.10,000/- or Rs.12,000/- as the case may be plus such allowance as may be admissible to other University employees from time to time: Provided that where a Professor of the University is appointed to discharge the duties of a Rector (Pro-Vice Chancellor) in addition to his/her own duties as a Professor, he/she will receive his/her pay in the substantive post plus a special allowance of Rs.4000/- per month besides other benefits which he/she may be entitled to subject to the condition that sum of total of pay in the Pay Band, the Academic Grade pay and the Special Allowance shall not exceed Rs.80,000/-.

2. **Leave:

- 2.1 Every Rector (Pro-Vice Chancellor) shall be entitled to Casual Leave for 8 days in a year and, in addition, to leave:
 - (a) On full pay for one eleventh of the period spent by him/her on active service;
 - (b) On medical grounds or otherwise than on medical grounds without pay for a period not exceeding three months during the term of his/her office provided that such leave may be converted into leave on full pay to the extent to which he/she will be entitled to, under Sub-Clause (a).

* Approved vide Resolution No. 5.1/EC/5.9.1977 & 4.5/EC/10-07-2009

** Amended vide Resolution No. 6.10/EC/19.7.2001

@ Approved vide Resolution No. 6.5/EC/18.11.2013

- 2.2 Where a person already in the service of the University is appointed as a Rector (Pro-Vice Chancellor), he/she shall be entitled to carry forward the leave at his/her credit on the date of such appointment:

Provided that when a Professor is appointed to discharge the duties of a Rector (Pro-Vice Chancellor) in addition to his/her own duties as a Professor, he/she shall continue to be governed by leave rules applicable to him/her as Professor.

3. Provident Fund:

- 3.1 Every Rector (Pro-Vice Chancellor) shall be entitled to opt for either of the two retirement benefit schemes provided in Statute 40 of the Statutes of the University.
- 3.2 If a person already in the Service of the University is appointed as Rector (Pro-Vice Chancellor), he/she will be entitled to continue to subscribe to the Provident Fund at the same rate at which he would have continued to subscribe but for his/her appointment as Rector.

4. Seniority:

If there are two or more Rectors (Pro-Vice Chancellors), the Rector (Pro-Vice Chancellor) who has the longest continuous period of service as Rector (Pro-Vice Chancellor) shall be the senior most:

Provided that if the continuous length of service of two or more Rectors (Pro-Vice Chancellors) is equal, their seniority shall be determined on the basis of their continuous length of service as Professor in the University.

Provided further that if the continuous length of service of two or more Rectors (Pro-Vice Chancellors) as Professor is equal, their seniority shall be determined on the basis of their age.

5. The Rector (Pro-Vice Chancellor) shall be entitled to following facilities:

1. Unfurnished residential accommodation for which he/she shall pay prescribed licence fee and also be entitled to mobile phone and telephone service (with STD/ISD facility) at his/her residence as per ceiling fixed from time to time.
2. The facility of a staff car for journey performed between Office and his/her Residence.

6. * ORDINANCE RELATING TO THE CREATION OF SCHOOLS/CENTRES OF STUDIES, SPECIAL CENTRES AND SPECIALISED LABORATORIES.

1. Short title:

This Ordinance may be called the Jawaharlal Nehru University Ordinance, 1970.

2. School of International Studies to be a School of Studies:

The Indian School of International Studies (hereinafter referred to as the School), a School maintained by a society having the same name, shall, on and from the date of its incorporation with the University, be a School of the University, and shall be renamed as the School of International Studies.

3. Continuance of certain rules framed by the School:

The Rules, framed by the School and in force immediately before its incorporation in the University relating to :

(a) the admission of students, the courses of study, the fees therefore, the qualifications pertaining to degrees, diplomas, certificates and other academic distinctions and the conditions for the grant of fellowships and awards; and

(b) the conduct of examinations, including the terms of the appointment of examiners, the conditions of residence of students and their general discipline :

shall in so far as they are not inconsistent with the provisions of the Act and the Statutes of the University, continue to apply to the School in respect of the matters dealt with in the said rules to the same extent and in the same manner, as they applied to the School before such incorporation.

4. Establishment of Schools of Studies:

The following Schools of Studies shall be established, namely:

(i) the School of Social Sciences

(ii) ** the School of Language, Literature & Culture Studies

(iii) the School of Life Sciences

(iv) the School of Computer and Systems Sciences

(v) *** the School of Environmental Sciences

(vi) **** the School of Arts and Aesthetics

(vii) @ the School of Physical Sciences

(viii) @@ the School of Computational and Integrative Sciences

(ix) @@@ the School of Biotechnology

(x) # the School of Engineering

(xi) #the School of Management and Entrepreneurship (Now Atal Bihari Vajpayee School of Management & Entrepreneurship).

(xii) ## the School of Sanskrit & Indic Studies

(xiii) ###the School of Indian Traditional Music and Dance

* Approved vide Resolution No. 3/EC/26.7.1970 and its title was amended vide Resolution No. 5.7/E.C/30.10.1985.

** Amended vide Resolution No. 5.2/E.C/18.3.1998

*** The words "Theoretical and" appearing before "Environmental" were deleted vide Resolution No. 6.10(ii)/EC/3.9.1976.

**** Amended vide Resolution No. 5.8/EC/28.10.1986.

@ Added vide Resolution No. 6.11(2)/EC/3.9.1976.

@@ Added vide Resolution No. 4.8/EC/30.10.2000 and amended vide Resolution No. 6.7/EC/6.4.2010

@@@ Earlier the name was Special Centre of Biotechnology as created by EC vide Resolution No. 5.7/EC/30.10.1985 and subsequently upgraded as School of Biotechnology vide Resolution No. 6.2/EC/29.11.2006.

Added vide Resolution No. 1/EC/15.12.2017 of School of Engineering/Atal Bihari Vajpayee School of Management and Entrepreneurship and further renaming of School of Management & Entrepreneurship as Atal Bihari Vajpayee School of Management and Entrepreneurship amended vide Resolution No. 6.1/EC/23.08.2018.

Earlier the name was Special Centre for Sanskrit Studies and subsequently upgraded as School of Sanskrit and Indic Studies vide Resolution No. 1/EC/15.12.2017.

Added vide Resolution No. 6.1/EC/13.11.2019.

5. Creation of Centres of Studies and their assignments:

- 1(a) The following Centres of Studies shall be created and assigned to the School of Social Sciences, namely:
- (i) Centre for Study of Social Systems
 - (ii) Centre for Political Studies
 - (iii) Centre for the Study of Regional Development
 - (iv) Centre of Social Medicine and Community Health
 - (v) Centre for Historical Studies
 - (vi) Zakir Hussain Centre for Educational Studies
 - (vii) Centre for Studies in Science Policy
 - (viii) Centre for Economic Studies and Planning
 - (ix) * Centre for Philosophy
 - (x) @@@ Centre for Media Studies
 - (xi) @@@ Centre for Informal Sector & Labour Studies
 - (xii) ### Centre for the Study of Social Exclusion and Inclusive Policy
 - (xiii) ### Centre for Women's Studies
- 1(b) In addition to a Centre each for the Study of Regional Development and of Social Medicine and Community Health on the University Campus in Delhi, the Vice-Chancellor may, with the approval of the Executive Council, decide on the location of other Regional Centre or Centres at such place(s) as may be specified by him.
- 2(a) The following Centres shall be created and assigned to the School of Languages, namely:
- (i) ** Centre for French & Francophone Studies
 - (ii) Centre of German Studies
 - (iii) *** Centre of Spanish, Portuguese, Italian and Latin American Studies
 - (iv) @ Centre for Japanese Studies
 - (v) Centre of Arabic and African Studies
 - (vi) @@ Centre for Persian and Central Asian Studies
 - (vii) Centre for Indian Languages
 - (viii) # Centre for Linguistics
 - (ix) # Centre for English Studies
 - (x) ## Centre for Chinese and South East Asian Studies
 - (xi) Centre of Russian Studies
 - (xii) ### Centre for Korean Studies

* Added vide Resolution No. 6.3/EC/29.11.1999.

** Amended vide Resolution No. 6.2/EC/5.11.1998.

*** Amended vide Resolution No. 6.2/EC/11.5.2004.

@ Added vide Resolution No. 6.12/EC/28.1.1986 & amended vide Resolution No. 6.1/EC/14.7.2006 & 6.1/EC/10.05.2013

@@ Amended vide Resolution No. 7.11/EC/27.9.1995.

@@@ Added vide Resolution No. 6.1/EC/12.1.2010, 6.7/EC/6.4.2010 & amended vide Resol. No.6.1/EC/27.03.2012

Added vide Resolution No.9.7/EC/16.5.1978 & 6.2/EC/5.12.2005.

Added vide Resolution No. 6.12/EC/28.1.1986 & amended vide Resolution No. 5.2/EC/12.9.1994 and 7.11/EC/27.9.1995.

Earlier the name was Centre for the Study of Discrimination & Exclusion added vide Resol. No.6.1/EC/27.03.2012 and subsequently change in nomenclature as Centre for the Study of Social Exclusion and Inclusive Policy as per UGC Scheme during XIth Plan, vide Resolution No. 6.1/EC/25.06.2018.

**** Added vide Resol. No. 6.1/EC/10.05.2013

Added vide Resol. No. 6.1/EC/10.05.2013

6. School of International Studies:

The School of International Studies shall consist of the following Centres, namely:

- (i) * Centre for International Politics, Organization and Disarmament.
- (ii) **** Centre for International Trade and Development.
- (iii) ** Centre for South Asian Studies.
- (iv) Centre for East Asian Studies.
- (v) @@@ Centre for West Asian Studies.
- (vi) **** Centre for Canadian, US and Latin American Studies.
- (vii) *** Centre for Russian and Central Asian Studies.
- (viii) **** Centre for European Studies.
- (ix) **** Centre for International Legal Studies.
- (x) @@@@ Centre for African Studies.
- (xi) @@@@ Centre for Comparative Politics and Political Theory
- (xii) # Centre for Inner Asian Studies
- (xiii) # Centre for Indo Pacific Studies

7. * Establishment of Special Centres and Specialized Laboratories:

- (i) @ Centre for Molecular Medicine.
- (ii) @@ Centre for the Study of Law and Governance
- (iii) @@@@ Centre for Nano Sciences
- (iv) ## Centre for Disaster Research
- (v) ### Centre for E-Learning
- (vi) ##### Centre for National Security Studies
- (vii) ##### Centre for the Study of North East India
- (viii) ##### Centre for Systems Medicine
- (ix) ##### Centre for Tamil Studies

Note: Special Centres were renumbered after upgradation of Special Centre of Biotechnology as a School of Biotechnology vide Resolution No. 6.2/EC/29.11.2006 and Special Centre for Sanskrit Studies as School of Sanskrit and Indic Studies vide Resolution No. 1/EC/15.12.2017.

*	Amended vide Resolution No. 5.7/EC/30.10.1985.
**	Amended vide Resolution No. 5.10/EC/14.3.1987 & 6.1/EC/10.05.2013.
***	Amended vide Resolution No. 6.9/EC/29.9.1997 and 6.1/EC/2.6.2005.
****	Amended/Added vide Resolution No.6.1/EC/2.6.2005.
@	added vide Resolution No. 6.3//EC/29.11.1999
@@	Added vide Resolution No. 4.8/EC/30.10.2000
@@@	Amended vide Resolution No. 6.1/EC/10.7.2009
@@@@	Added vide Resolution No. 6.1/EC/10.7.2009
@@@@@	Added vide Resolution No. 6.1/EC/12.1.2010
#	Added vide Resol. No. 6.1/EC/10.05.2013
##	Added vide Resol. No. 6.1(A)/EC/30.06.2017
###	Added vide Resol. No. AoM No. 7/EC/23.11.2017
####	Added vide Resol. No. 6.1/EC/25.06.2018
#####	Added vide Resol. No. 5.2/EC/25.11.2020
#####	Added vide Resol. No. 6.1/EC/03.02.2023

7. * ORDINANCE RELATING TO THE BOARDS OF SCHOOLS OF STUDIES.

1. Nominated Members (In terms of Statute 18(3) (vi):

**Five persons who have special knowledge in respect of the subjects assigned to the School and who are not employees of the University shall be nominated by the Academic Council as members of the Board of the School.

2. Powers and functions:

The powers and functions of the Board shall be:

- (a) to coordinate the teaching and research work in the Departments and Centres assigned to the School;
- (b) to appoint committees to organize the teaching and research work in subjects or areas which are of interest to more than one Department or Centre of the School, or which do not fall within the sphere of any Department or Centre, and to supervise the work of such Committees: the composition, powers and functions of such committees shall be prescribed by Regulations;
- (c) to approve the Course of Study;
- (d) to recommend to the Academic Council names of examiners and moderators (except in respect of research degrees);
- (e) to recommend to the Academic Council the names of examiners for the evaluation of theses after considering proposals received from the Committee for Advanced Studies and Research in that regard;
- (f) to recommend to the Academic Council the creation and abolition of teaching posts after considering proposals received from Departments/Centres and Committees mentioned in clause (b) above;
- (g) to frame general rules for the evaluation of sessional work;
- (h) to approve, on the recommendation of the Committee for Advanced Studies and Research, the award of research degrees to candidates who have been adjudged to be fit to receive such degrees, in accordance with the Ordinances framed in that behalf;
- (i) to consider schemes for the advancement of the standards of teaching and research, and to submit such proposals to the Academic Council;

* Approved vide Resolution No. 16.1/EC/17.11.1970

** Amended vide Resolution No. 6.2/EC/6.7.2000

- (j) to promote research within the School and to submit reports on research to the Academic Council;
- (k) to frame the general time-table of the School;
- (l) to consider any proposals regarding the welfare of the students of the School which the Council of students' Affairs may submit;
- (m) to perform all other functions which may be prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor.
- (n) to delegate to the Dean, or any other member of the Board or to a Committee such general or specific powers as may be decided upon by the Board from time to time.

3. Meetings :

- (a) Meetings of the Board shall either be ordinary or special.
- (b) Ordinary meetings shall be held in the months of August and November in the Monsoon Semester and in January and April in the Winter Semester.
- (c) Special meetings may be called by the Dean at his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Board.

4. Quorum :

The quorum for the meeting of the Board shall be one-third of its total members.

5. Notice of Meeting :

Notice for a meeting of the Board, other than special meeting, shall ordinarily be issued at least 10 days before the day fixed for the meeting. A special meeting shall ordinarily be fixed at least at 5 days notice.

6. Rules of conduct of the meeting :

Rules of conduct of the meeting of the Board shall be prescribed by the Regulations.

7. Chairman and Convener :

The Dean of the School shall be Convener and Chairman of the Board and his powers and duties shall be those specified in the Ordinances made under Clause (2) of Statute 7.

8. *ORDINANCE RELATING TO THE COMMITTEE FOR ADVANCED STUDIES AND RESEARCH.

1. Membership of the Committee :

1.1 Each School of Studies shall have a Committee for Advanced Studies and Research consisting of the following members :

- (a) Dean of the School (Convenor and Chairman)
- (b) Heads of Centres and Departments in the School :
- (c) One Professor/Senior Fellow, one Associate Professor/Fellow and one Assistant Professor/Associate Fellow from amongst the members of the Board of the School by rotation in order of seniority.

1.2 The Professor or Senior Fellow concerned with any particular item on the agenda, who is not a member of the Committee, shall be invited to attend the meeting and if there are two or more such Professors or Senior Fellows in a Department/Centre concerned with any particular item of agenda who are not members, they shall all be invited to attend the meeting;

Provided that no person so invited shall have the right to vote

2. Power of the Committee as Admission Committee :

The Committee for Advanced Studies and Research which is the Committee for the admission of students to the Ph.D degree under Clause (viii) of Statute 16, shall consider applications for admission to the course of research leading to the Ph.D degree and select candidates for admission thereto.

3. Duties of the Committee :

The duties of the Committee for Advanced Studies and Research shall be :

- (a) to appoint Supervisors or Advisors for students enrolled for the Ph.D. Course on the recommendation of the Department/Centre concerned;
- (b) to recommend examiners for the research work submitted by candidates for research degrees;

* Approved vide Resolution No. 16.1/EC/17.11.1970.

- (c) to consider reports of the examiners appointed for the research work submitted by candidates for research degrees and make suitable recommendations;
- (d) to consider applications from the teachers of the School for study leave;
- (e) to advise the Board of the School regarding any schemes or projects of research or of advanced studies which the Board may refer to it for its consideration;
- (f) to perform such duties as may be assigned to it by the Academic Council or the Board of the School.

4. Approval of the Proceedings of the Committee :

- 4.1 The Proceedings of the Committee for Advanced Studies and Research shall be placed before the Board of the School concerned for consideration and approval.
- 4.2 The Board may cause such items of the proceedings of the Committee to be placed before the Academic Council as the Board may deem expedient and necessary with its remarks.

5. Term of Office :

The term of the members under Clause 1.1(c) shall be two years.

6. Quorum :

Five members of the Committee shall form the quorum.

7. Rules of conduct of the Meetings :

The rules of conduct of the meetings of the Committee shall be prescribed by Regulations.

9. *ORDINANCE RELATING TO CENTRE/DEPARTMENT OF STUDIES AND HEAD OF THE CENTRE/DEPARTMENT.

1. Members nominated under Statute 18(2)(b)(iv) :

- (1) Two teachers of the University who are experts in allied or cognate subject dealt with in the Department or Centre to be nominated by the Academic Council for a period of two years, provided that no such teacher shall be nominated as a member of more than two Departments or Centres.
- (2) Not more than two persons, not engaged in teaching in the University and having expert knowledge of the subject or subjects dealt within the Department or Centre, may be nominated as members **by the Board of the School** concerned for a period of two years.

2. Duties of the Department or Centre :

The Duties of a Department or a Centre shall be:

- (a) to recommend to the Board of the School concerned names of examiners and moderators in respect of the subject or subjects dealt with by the Department or Centre as the case may be;
- (b) to recommend to the admissions Committee (Committee for Advanced Studies and Research) applications for candidates for admission to the research degree alongwith details of the subjects to be assigned to the candidates and the names of the teachers in the Department or Centre to be appointed as Supervisor;
- (c) to approve the subjects for dissertations at the Master's level;
- (d) to approve the pattern and schedule of sessional evaluation for each course offered by the Department or Centre;
- (e) to allocate teaching work to the teachers and frame the time-table in accordance with the general time-table of the School or Schools concerned and the University;
- (f) to make proposals regarding the creation and abolition of teaching posts;
- (g) to make proposals to the Committee for Advanced Studies and Research regarding research projects to be taken up by the members of the Department or Centre, as the case may be, either individually or in groups;

* Approved vide Resolution No. 16.2/EC/17.11.1970

- (h) to recommend to the Board concerned courses of studies;
- (i) to approve syllabi and prescribe text-books for the courses of study;
- (j) to appoint from amongst its teachers advisers to students; and
- (k) to perform such other functions as may be assigned to it by the School concerned.

3. Quorum :

The quorum for a meeting of a Department or Centre shall be one-third of the total members of the Department or Centre, as the case may be.

4. * Powers and Duties of the Head of the Department or Centre :

The Head of the Department or Centre shall convene and preside over meetings of the Department or Centre, as the case may be, and shall, under the general supervision of the Dean and with the concurrence of the Centre -

- (a) organize the teaching and research work in the Department or Centre;
- (b) maintain discipline in the class rooms and laboratories through teachers;
- (c) assign to the teachers in the Department or Centre such duties as may be necessary for the proper functioning of the Department or Centre;
- (d) perform such other duties as may be assigned to him by the Dean, the Board of the School concerned, the Academic Council, the Executive Council and the Vice-Chancellor.

* Amended vide Resolution No. 4.15/EC/9.1.1979

10. * ORDINANCE RELATING TO THE POWERS AND DUTIES OF THE DEAN OF THE SCHOOL OF STUDIES.

Every Dean of a School of Studies shall :

- (a) coordinate and generally supervise the teaching and research work in the School through Heads of the Departments and Centres;
- (b) maintain discipline in the class rooms and laboratories through the Heads of the Departments and Centres;
- (c) keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials; seminars or practical, when these are prescribed;
- (d) arrange for the examination of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council; and
- (e) perform such other academic duties as may be assigned to him by the Academic Council, the Executive Council or the Vice-Chancellor.

* Approved vide Resolution No. 16.1/EC/17.11.1970

11. * ORDINANCE RELATING TO THE POWERS AND FUNCTIONS OF THE DEAN OF STUDENTS.

1. The Dean of Students in the University shall look after the general welfare of the students as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the class-room which contribute to their growth and development as mature and responsible human beings.
2. **The Dean of Students shall be the Head of the Department so far as Hostels, Sports, Health Centre, University Cultural Committee and Day Scholars are concerned.
3. The Dean of Students, inter-alia, will arrange for the guidance of and advice to the students of the University in matters relating to :
 - (i) organization and development of students' bodies;
 - (ii) counseling and Students' guidance facilities;
 - (iii) liaison with Students' Affairs Committee;
 - (iv) extra-curricular and sports activities of students;
 - (v) promotion of students' participation in co-curricular and social activities;
 - (vi) students financial aid;
 - (vii) student-faculty and students-administration relationship;
 - (viii) career advice services;
 - (ix) health and medical services for the students;
 - (x) residential life of the students;
 - (xi) arranging facilities for educational tours and excursion for students;
 - (xii) securing facilities for students for further studies in the country and/or abroad;
 - (xiii) alumni activities.
4. The Dean of Students will exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to him from time to time by the Vice-Chancellor.

* Approved vide Resolution No. 21/EC/2.1.1972

** Added vide Resolution No. 6.12/EC/28.1.1986

12. *ORDINANCE RELATING TO THE TERMS AND CONDITIONS OF APPOINTMENT AND DUTIES OF PROVOSTS/SENIOR WARDENS/ WARDENS APPOINTED FOR THE HOSTELS MAINTAINED BY THE UNIVERSITY.

- 1.1 The Provost of the University Hostels shall be appointed by the Executive Council on the recommendations of the Vice-Chancellor.
- 1.2 The tenure of the Office of the Provost shall ordinarily be for a period of two years.
- 1.3 The Provost shall be responsible for the over-all management of a hall of residence consisting of three Hostels for 600 to 800 students.
- 1.4 **The Provost shall be entitled to an honorarium of Rs.2500/- per month during the tenure of his/her appointment.
- 1.5 The Wardens for Hostels shall be appointed by the Vice-Chancellor on the recommendation of the Provost to the Dean of Students for a period of two years in the first instance. The term would be renewable on the recommendation of the Provost to the Dean of Students. The Vice-Chancellor may, however, terminate the assignment of the Warden by giving atleast one month's notice.
- 1.6 There shall be four Wardens for each hostel for two hundred or three hundred students.
- 1.7 ** The Warden shall be entitled to an honorarium of Rs.2000/- per month during the tenure of his/her office. He/She shall be required to stay in the Warden's quarter during the tenure of his/her office and will be required to pay House Rent as per rules.

Note: Only those persons who are considered to have aptitude and competence for this post shall be appointed as Wardens.

- 1.8 On the expiry of their term or on the termination of their appointment, the Wardens shall be required to vacate their flats immediately. The Warden shall also be required to vacate the flat before proceeding on leave for a period exceeding 90 days during his tenure, unless he is granted special permission by Vice-Chancellor on the recommendation of the Provost concerned for retaining the flat.

* Approved vide Resolution No. 14/EC/20.6.1975 and subsequently revised vide Resolution No. 5.15/EC/30.4.1986

** Amended vide Resolution No. 5.10/EC/2.3.1988, 6.4/EC/17.8.1998 and 6.9/EC/10.7.2009

2. Duties and Responsibilities of the Provost :

- 2.1 He will supervise the Hostels in his or her Khand in matters relating to the Hostels' overall functioning, the resident students' welfare, and discipline.
- 2.2 He will periodically visit the Hostels and be in contact with the Wardens, staff, and students.
- 2.3 He will encourage sports, cultural and other activities at the Khand level so as to promote inter-Hostel cooperation.
- 2.4 He can permit stay of any guest for more than 14 days according to Hostel Rules.
- 2.5 He can impose fines (upto Rs.200/-) or waive fines and take other disciplinary action including the ordering of eviction of a resident from the Hostel.
- 2.6 * The Provost in consultation with the Senior Warden will make recommendations for the distribution of work between Wardens in a Hostel.
- 2.7 He will sanction leave for Wardens in the Khand.

3. Duties and Responsibilities of Senior Wardens/Wardens :

The Senior Wardens/Wardens of Hostels shall perform such duties as are assigned to them by the Provost from time to time and they shall function under the over-all charge of the Provost. In addition to specific duties assigned by the Provost, the Senior Wardens/Wardens shall perform the following duties:

- 3.1 The Wardens shall be responsible for the health, hygiene and general life of the students residing in the Hostels and those who are specifically assigned to him. Each Warden shall ensure that the students in his/her charge observe the rules framed for their guidance and maintenance of decorum.
- 3.2 He shall have the right to inspect Hostel Rooms.
- 3.3 He shall attend to all matters of health, sickness, diet, sanitation and cleanliness of the concerned Hostel in accordance with the advice of the Medical Officers and Health Officers.
- 3.4 The Wardens, functioning under the over-all charge of the Senior Warden will be individually and collectively responsible for the smooth functioning of the Hostels.

* Amended vide Resolution No. 5.2/EC/12.9.1994

- 3.5 Each Warden will be responsible for the assigned resident students.
- 3.6 Each Warden shall ensure that the residents in his or her charge observe the Hostel rules properly and maintain discipline and decorum and shall promptly report to the Senior Warden all cases of misbehaviour, indiscipline, and sickness of the residents in her or his charge.
- 3.7 The Warden can impose fines (upto Rs.50/-) upon resident students.
- 3.8 The Wardens should be available in the hostel office every day at specified hours to attend the office business and to residents problems.
- 3.9 The Warden will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.
- 3.10 Warden's Leave
- (a) The Provost's prior approval is necessary for a Warden to go on leave. When applying to agencies for fellowships etc., the Warden should simultaneously inform the Provost of the probable need for leave.
 - (b) The Warden will coordinate their leave so that atleast three-fourth of them are in residence during semester time and half during holidays, unless a particular hostel is closed during holidays.
 - (c) *A Warden may be granted leave upto three months at a time. In exceptional circumstances, leave may be given for an additional month but will not exceed one semester at a time under any condition and no Warden can avail this facility more than once in six years.
 **Provided that Sabbatical Leave may be granted for two semesters in exceptional cases, based on his/her seniority in the Hostel.
 - (d) When a Warden is on level, his/her portfolio and Wing will be distributed between other Wardens for the duration of his/her absence.
- 3.11 Senior Warden
- (a) The Provost in consultation with the Dean of Students will designate one of the Wardens in a Hostel as Senior Warden (SW) for one year on the basis of the person's all round experience in running a Hostel and person's capacity to cope with diverse contingencies subject to the provision that the Senior Warden will not ordinarily hold the office for successive terms.

* Amended vide Resolution No. 5.2/EC/12.9.1994

** Added vide Resolution No. 6.2/EC/5.11.1998

- (b) SW will supervise all matters concerning the functioning of the Hostel, and will also hold charge of one of the portfolios given below :
- (i) SW will chair the meetings of the Wardens in the Hostel which will be held regularly.
 - (ii) SW can impose fine (upto Rs.100/-) or waive fines.
 - (iii) SW can transfer a resident from one wing of the Hostel to another.
 - (iv) SW can permit the stay of a resident's guest for more than 7 days but upto 14 days according to Hostel Rules.
 - (v) SW will regulate expenditure out of the authorized Hostel budget.
 - (vi) SW will be responsible for the maintenance of imprest accounts and for the custody of imprest money.
 - (vii) SW can sanction payment of security deposit to suppliers for goods to be supplied or service rendered.
 - (viii) SW can sanction refund of all kinds of security money.
 - (ix) SW will secure the timely completion of and will examine the bank reconciliation statement of all accounts pertaining to the Hostel.
 - (x) SW can sanction repairs to furniture in emergent cases.
 - (xi) SW will be responsible for proper pursuance of complaints relating to civil/electrical works repairs/replacement of furniture, fittings etc.
 - (xii) SW can sanction overtime in accordance with rules.
 - (xiii) *SW will take action for the eviction of resident students in consultation with the Provost.

3.12 Warden (Administration)

- (a) He or she will allot Hostel Rooms and guest rooms and supervise them.

* Amended vide Resolution No. 5.2/EC/12.9.1994

- (b) Will check the resident student's register and the guest room register.
- (c) Can permit stay of a resident student's guest upto a period of 7 days.
- (d) Will take disciplinary action for keeping any unauthorized guest.
- (e) Will order double-locking of rooms of resident student and their re-opening, when required.
- (f) Will be responsible for the overall security of the hostel and will coordinate his responsibility with the Security Officer of the University.
- (g) *Will periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture.

3.13 Warden (Recreation)

- (a) **He or She will be responsible for general matters relating to health with the advice of the Chief Medical Officer (CMO). He or she will look after the common room and the sports and cultural programme of the hostel and will regulate disbursements out of the hostel's recreation grant.
- (b) Will advise in the selection of Newspapers and Magazines.
- (c) Will check the bills prepared by the Caretaker for purchase of Newspapers and Magazines.
- (d) Will arrange disposal of old newspapers and magazines.
- (e) Will ensure maintenance of discipline and decorum in the common room.
- (f) Can permit the common room to stay open beyond the prescribed hour on a special occasion.
- (g) Will pursue, at appropriate level, all complaints relating to common room items like television.

* Renumbered as Clause (f) & (g) from clause (g) & (i) after deleting clause (f) vide Resolution No. 5.2/EC/12.9.1994

** Amended vide Resolution No. 5.2/EC/12.9.1994

3.14 *Warden (Sanitation and Maintenance)

- (a) *He or she will be responsible for all matters relating to hygiene, sanitation and cleanliness of the Hostel in consultation with the advice of the Chief Medical Officer (CMO).
- (b) Will supervise the work of the sanitation staff and keep a control over their attendance and maintenance the attendance register.
- (c) Can grant casual leave to the sanitation staff and recommend regular leave.

3.15 Warden (Mess)

- (a) With the assistance of the Mess Committee he will supervise the functioning of the mess and the working of the Mess Managers, cooks and helpers under his charge.
- (b) Will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- (c) Will conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals.
- (d) Will enforce discipline and decorum in the dining hall.
- (e) Will supervise the system of purchases of mess stores provision etc.
- (f) Will ensure the correctness of receipts and issues of mess stores, crockery etc. and of the stock balance and will attest all entries in the relevant stock register. Will check the valuation of the closing stock.
- (g) Will ensure that stores are kept in good and efficient condition.
- (h) Will check and certify the bills received from suppliers with reference to the stock register.
- (i) Will investigate cases of shortage/excess of stores.
- (j) Will be responsible for drawal of temporary advance when necessary and for keeping watch over its adjustment.

* Amended vide Resolution No. 5.2/EC/12.9.1994

- (k) Will examine the monthly income and expenditure statement of the Mess.
- (l) Can sanction mess rebate and lunch rebate in accordance with mess rules.
- (m) Will stop mess facilities in respect of residents defaulting payment of Mess Bills or those who have vacated the Hostel or have been evicted.
- (n) Will supervise the deployment of cooks and helpers on daily wage and over-time when necessary.
- (o) Will make recommendations about refund of mess security.
- (p) Will arrange disposal of empties, crockery etc.
- (q) Can grant casual leave to Mess Managers, cooks and helpers and recommend regular leave in the case of cooks and helpers.
- (r) *Can approve extra duty allowance to Mess Managers.

4. Breach of Discipline on the part of Students :

4.1 In the event of breach of discipline and or misconduct/mis-behaviour on the part of a student or a group of students :

A. The Provost shall have the powers –

- (i) ** To impose a fine of Rs.2000/- at a time on student/students for keeping unauthorized guest in their rooms.
- (ii) To remove a student or students residing in the Hostels of the University, and for keeping the Hostels out of bounds from such student/students during the period of suspension; and
- (iii) To transfer a student from one Hostel to another.

B. The Senior Warden shall have the powers –

- (i) **To impose a fine of Rs.1000/- at a time on student/students for keeping unauthorized guest in their rooms.
- (ii) To transfer a student from one wing to the Hostel to another.

* Amended vide Resolution No. 5.2/EC/12.9.1994

** Amended vide Resolution No. 6.7/EC/16.10.2003

C. The Warden shall have the powers –

- (i) * To impose a fine of Rs.250/- at a time on student/students for keeping unauthorized guest in their rooms.
- (ii) To transfer a student from one room to another room in his/her Hostel wing.

4.2 If there is a serious breach of discipline or any other serious infringement of the rules of conduct or propriety and the Provost feels that the action called for against such a student would be in excess of the powers vested in him, he shall recommend such action as he deems necessary to the Chief Proctor.

4.3 * Fine for keeping unauthorized guest(s) in the hostels rooms :

- 1. Rs.1000/- (first time offence)
- 2. Rs.2000/- (second time offence)
- 3. Withdraw the hostel facilities (third time offence)

* Amended / Added vide Resolution No. 6.7/EC/16.10.2003

13. *ORDINANCE RELATING TO THE AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY, 2016.

1. Definitions :

- 1.1 “Course” means a Semester Course
- 1.2 “Credit” (C) is the weightage assigned to a course in terms of Contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 1.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$CGPA = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots + (g_n \times c_n)}{n}$$

Total number of credits offered by the student upto and including the semester for which cumulative index is required.

- 1.6 “Final Grade Point average” FGPA is the final index of a student in the courses.
- 1.7 The final grade point average of students in the courses be worked out on the basis of the formula indicated below:

$$FGPA = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- c_i = Credit of the ith course
- g_i = Grde point secured by the student in the ith course
- n = Total number of courses prescribed for the student
- FGPA = Final Grade point Average of the student concerned.

* Approved vide Resolution No. 15.1/E.C/20.3.1971 and revised vide Resolution No. 5.5 (i)/E.C/11.5.1984

2. * A Candidate shall be eligible for admission to a course of research leading to the Degree of Doctor of Philosophy (Ph.D) if he/she had taken the ****Master's degree with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7- point scale** of the University or a degree recognized by the University for this purpose as its equivalent.
****Provided further that a relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled category, or for those who had obtained their Master's degree prior to 19th September, 1991. The relaxation of 5% is based only on the qualifying marks without including the grace mark procedure.**
****Provided further that candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph.D. degree in the same Institution in an integrated programme. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled categories of candidates. However, candidates seeking admission direct to the Ph.D Programme will be governed by Clause 6(iv) of the Ordinance.**
- 3.1 ***The procedure for receiving applications for admission to the course shall be laid down from time to time by the Committee for Advanced Studies and Research of the School concerned.
- 3.2 **The University shall admit Ph.D. students through an Entrance Test conducted at the level of the University. The University may decide separate terms and conditions for Ph.D. Entrance Test for those students who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder or have passed M.Phil. programme.**
- 3.3.1 **The number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) and all other relevant information will be notified in the University website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language.**
- 3.3.2 **The admission shall be based on the criteria notified/Advertised by the University, and taking into account the reservation policy of the Central Government from time to time.**
- 3.4 **The University shall admit candidates by a two stage process through:**
- 3.4.1 **An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific.**
- 3.4.2 **An interview/viva-voce to be organized by the University when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee.**
- 3.5 **The interview/viva voce shall also consider the following aspects, viz. whether:**
- 3.5.1 **the candidate possesses the competence for the proposed research;**
- 3.5.2 **the research work can be suitably undertaken at the Institution/College;**
- 3.5.3 **the proposed area of research can contribute to new/additional knowledge**
4. *****The application shall be considered by the Department/Centre concerned and allocation of supervisor will be made at the time of interview/viva-voce which in turn shall then be forwarded to the Committee for Advanced Studies and Research.**
- 5 (a) The Committee for Advanced Studies and Research shall satisfy itself:
- i. that research on the proposed subject can be profitably pursued;
 - ii. that the research work can be suitably undertaken at the University; and
 - iii. that the candidate possesses the competence for the proposed research.
- (b) If the Committee is so satisfied, it may subject to confirmation by the Board of the School, admit the candidate provisionally to the course leading to the award of the Ph.D degree, and, on the recommendation of the Department/Centre concerned, appoint a *****full time teacher of the University as an Adviser or Supervisor (s) ***who was allocated at the time of interview/viva voce**, to guide and supervise the work of the candidate.
#Provided that a full time regular Professor of the University with at least five research publications in refereed journals and a full time regular Associate/Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition.
Provided that the Committee for Advanced Studies and Research may, on the recommendation of the Department/Centre concerned #with the approval of the Research Advisory Committee, appoint Joint Supervisors in any particular case.
#Provided further that in case of topics which are of inter-disciplinary nature, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor/Joint Supervisor from outside the Department/Institution.
Provided further that in case a Supervisor, under whose guidance a thesis has been prepared in part or in full, ceases to be a teacher of the University he/she may subject to his/her availability and recommendation of the Department/Centre be continued by the Committee for Advanced Studies and Research as Joint Supervisor of the student concerned.
#In case of relocation of an 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 University/ 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.

* Amended vide Resolution No. 5.8/EC/4.10.1991 and 5.9/EC/13.2.1991.

** Added vide Resolution No. 6.1/EC/03.01.2017

Revsed vide Resolution No. 6.1/EC/03.01.2017

*** Revised vide Resolution No. 6.1/EC/30.06.2017

*6.1 The candidate shall be considered for confirmation by the Committee for Advanced Studies and Research on the basis of the following :

- (i) Completion of **##M.Phil.** of the University with a minimum CGPA/FGPA of 6.00 including grade of dissertation/field work and courses (5.5 in case of SC/ST/**#OBC (non-creamy layer)/differently-abled**).

Provided that confirmation in Ph.D. programme of a student who has completed the course requirement of the **##M.Phil.** programme and **#whose ##M.Phil. dissertation/field work has been evaluated and the result of viva voce is pending** may be considered provisional and made final only after the result is known and he/she has secured the required CGPA/FGPA.

- (ii) ****Completion of all the prescribed M.Phil./M.Tech./MPH #course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (50% or an equivalent grade to SC/ST/OBC(non-creamy layer)/differently-abled).**

- (iii) & (iv) **#Completion of the courses of Ph.D programme of the University with a minimum CGPA of 5.0 (4.5 in case of SC/ST/OBC(non-creamy layer)/differently-abled). Provided that the course work shall be treated as prerequisite for ##Ph.D. programme. ##Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc.**

##Provided further that Every pre-requisite course work, shall carry such credit as may be approved by the Board of Studies of the School/Special Committee of the School//Special Centre on the recommendation of the Centre/Department.

Provided further if a student has taken more courses than the prescribed number of courses and has secured the grade higher than F in each course then in that case the best grades of the required number of courses shall be taken into account for calculation of CGPA for the purpose of deciding his/her case for confirmation to the Ph.D. programme.

* Amended vide Resolution No 5.4/EC/6.10.1989, 6.2/EC/6.7.2000, 6.1/EC/2.6.2005, 6.1/EC/14.07.2006 and 6.1/EC/4.1.2008

** Amended vide Resolution No 6.1/EC/10.7.2009

*** Amended vide Resolution No. 6.1/EC/11.05.2015.

Added vide Resolution 6.1/EC/03.01.2017

Revised vide Resolution No. 6.1/EC/30.06.2017

*6.2 A student admitted to the Ph.D. Programme under 6.1 (iii) and 6.1 (iv) above shall be required to clear the course work within the first two consecutive semesters. In any course where an end semester examination is prescribed, a student clears the course only if he/she has participated in the sessional work and appeared in the end semester examination and secured #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.**

#Provided that the Department shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee.

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

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

In no case shall a student be allowed to repeat a course either in the event of failure or for improving the performance. However, after having registered in a semester, a student with the permission of the Centre/Department concerned be allowed to add, drop or substitute course(s) within a period of three weeks from the commencement of the semester.

**6.3 A student shall be graded in each course on a ten point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note:

1. There shall be no rounding off of SGPA/CGPA/ FGPA.
2. The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

6.4 The name of a student admitted to **##Ph.D. programme under (iii) and (iv) of Clause 6.1 above may be removed from the roll of the University at the discretion of the Committee for Advanced Studies and Research if the student;

- (i) fails to clear at least 50% of the course work of the programme in the first semester ; or
- (ii) fail to secure CGPA of **#5.0 in the course work (4.5 in the case of SC/ST/ OBC(non-creamy layer)/differently-abled)in order to be eligible to continue in the programme and submit the thesis.**
- (iii) lacks interest and motivation for research after completion of course work

Note: The above (amended), clause shall apply to students admitted to the Ph.D. Programme from July, 1989 onwards.

***7. Consequent upon the confirmation of admission of the candidate the Committee for Advanced Studies and Research/Special Committee of the School/Special Centre, shall on the recommendation of the Centre/School concerned, approve the Ph.D. synopsis/broad area of work plan leading to award of Ph.D. degree with a provision that the process of approval is completed within four semesters (two years) from the date of submission of M.Phil. dissertation or four semesters (two years) from the date of admission to the Direct Ph.D. programme

* Amended vide Resolution No. 5.8/EC/4.10.1991, 5.9 /EC/13.12.1991 and 6.2/EC/6.7.2000

** Amended vide Resolution No. 6.2/EC6.7.2000.

*** Amended vide Resolution No. 6.1/EC/20.11.2012

Revised vide Resolution No. 6.1/EC/03.01.2017

Revised vide Resolution No. 6.1/EC/30.06.2017

- **8.1 No candidate shall be permitted to submit his/her thesis for the Ph.D. degree, unless he/she has pursued the said programme of research at the University for not less than two years after confirmation of his/her admission **###or three years from the date of submission of M.Phil. dissertation.**

Provided further that in the case of students directly admitted to the Ph.D. programme the residency period of two years shall be counted from the date of successful completion of course work in case course work is **pre-requisite**, and, in other cases, **@@where a student is exempted from Ph.D. course work** the residency period **of three years** shall be counted from the date of their admission to the Ph.D. programme.

Provided further that a student in employment may be given provisional registration to a maximum period of two semesters in order to enable him/her to get study leave from his/her employer. In case he/she fails to get study leave his/her admission will be cancelled. However, the residency period of two years in such cases will be reckoned from the beginning of study leave.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and/or hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/ year shall not be counted for calculation of the total duration of the programme in case of such a student.

#Provided further that in case of a foreign student who is compelled to leave the programme in between for getting their student visa/research visa extended such period shall not be counted for the purpose of calculation of duration of the programme.

- ***8.2 A student shall be permitted to de-register from the Ph.D. programme only after completion of residency period as prescribed in Clause 8.1

- *9 (a) The name of the candidate shall stand automatically removed from the rolls of the University if he/she;
- (i) fails in any course prescribed for Ph.D programme.
 - (ii) fails to secure a **##CGPA of 5.0 (4.5 CGPA to SC/ST/OBC(non-creamy layer)/differently-abled) in the course work for @@Ph.D Programme.**
 - (iii) fails to secure the requisite CGPA/FGPA in M.Phil, if he/she was provisionally admitted to Ph.D programme pending the result of his/her M.Phil dissertation.
 - (iv) fails to submit his/her thesis within **@Eight** years of the date of his/her initial admission to the M.Phil Programme, or **@five** years from the date of his/her confirmation to the Ph.D Programme, **@@or six years from the date his/her admission to the Ph.D. programme**, whichever is earlier.

Provided, however, that in respect of candidates who had discontinued after obtaining their M.Phil and who are re-admitted to the programme by the Centre/School, the period for which such candidates had discontinued shall not be counted while calculating the period of **@eight** years as above.

##Provided that women students and persons with disability (more than 40 percent disability) may be allowed relaxation of two semesters in the maximum duration of the course after completion of the course work. In addition, the women students would be eligible for maternity leave/child care leave for up to 240 days once in the entire duration of the **@@M.Phil./Ph.D.** course.

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- * Amended vide Resolution No. 6.2/EC/6.7.2000 & 6.3/EC/19.7.2001
** Amended vide Resolution No. 6.2/EC/06.07.200, 6.3/EC/19.07.2001 & 6.1/EC/20.11.2012
*** Added vide Resolution No. 6.1/EC/20.11.2012 & Revised vide Resolution No. 6.1/EC/03.01.2017
Added vide Resolution No. 6.1/EC/18.11.2013
Revised vide Resolution No. 6.1/EC/22.11.2016 & 6.1/EC/03.01.2017
Added vide Resolution No. 6.1/EC/22.11.2016 & Revised vide Resolution No. 6.1/EC/03.01.2017
Revised vide Resolution No. 6.1/EC/03.01.2017
@ Revised vide Resolution no. 6.1/EC/03.01.2017
@@ Revised vide Resolution No. 6.1/EC/30.06.2017.

9(b) #The Committee for Advanced Studies and Research on the recommendations of the concerned Centre/Department may, however, subsequently accept the request of a candidate whose name has been removed from the rolls of the University under sub-clause 9(a) (iv) above, to get re-enrolled if the request is received within/up to **ten years from the date of his/her de-registration or date of removal of his/her name** and become eligible for submission of his/her thesis, provided that he/she submits his/her thesis within one year from the date of his/her re-enrollment.

If such a request is received after a gap of ten [10] years, the recommendation of CASR if any on the merit of each case, will be placed before AC for its consideration for re-enrollment provided that the candidate submits his/her thesis within one year from the date of his/her re-enrollment.

*10 Before completing the minimum period prescribed in clause 8, no candidate admitted to course of research for the Ph.D degree shall:

(a) Undertake any employment:

Provided that those engaged in teaching and research in recognized institution located in Delhi may be exempted from the limitation of this sub-clause;

Provided further that in no School/Centre should this category exceed 12-1/2% of the number enrolled for M.Phil/Ph.D.

(b) Join any other course of study; or

(c) Appear in any other examination other than those prescribed by the Department/Centre concerned without the prior permission of the Committee for Advanced Studies and Research.

Note: The above (amended) clause shall apply to students admitted to the Ph.D programme from July 1989 onwards.

11 The Committee for Advanced Studies and Research may cancel the admission of a candidate for a breach of the provisions of clauses 9 and 10 or on account of his/her unsatisfactory progress, in the manner prescribed in Regulations.

12 A candidate shall submit his/her thesis for the Ph.D.degree in the manner prescribed by Regulations. Any original paper(s) pertaining to the area of specialization published by the candidate during the course of work leading to the Ph.D. degree and/or the dissertation submitted by him/her for the Master of Philosophy degree may be submitted as subsidiary or supporting material in favour of his/her candidature for the award of the Ph.D degree.

***Provided that Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

***While submitting for evaluation, the 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.

13 The thesis submitted by the candidates for the award of Ph.D degree shall be examined by ***his/her Research Supervisor and at least two external examiners of whom one examiner may be from outside the country and** appointed by the Academic Council and the Executive Council on the recommendations of the Committee for Advanced Studies and Research and the Board of the School, from amongst those who are not on the staff of the University and/or on the Committee of the Centre/Board of the School concerned.

Provided further that in case an examiner to whom the thesis has been sent for evaluation fails to forward the report to the University **@@within THREE months from the date of dispatch** of the thesis, the University may appoint another examiner out of the panel approved by the Vice-Chancellor to evaluate the thesis.

* Amended vide Resolution No. 5.4/EC/6.10.1989

** Amended vide Resolution No. 6.1/EC/20.11.2012

Amended vide Resolution No. 6.1/EC/18.11.2013

*** Added vide Resolution No. 6.1/EC/03.01.2017

@@ Revised vide Resolution No. 6.1/EC/30.06.2017.

- 14 Each Examiner, after examining the thesis submitted by the candidate for the award of the Ph.D. degree, shall submit a report to the Dean of the School concerned containing a clear recommendation whether, in his/her opinion; ***(a) the viva-voce examination of the candidate should be held; or (b) the degree of Ph.D. is recommended subject to the condition that the correction/modification suggested by the examiner are carried out in the thesis and certified by the Supervisor and Dean at the time of viva-voce; or (c) the thesis should be referred back to the candidate for carrying out revision in the light of the comments in the report. The revised thesis should be referred back for re-adjudication to the examiner; (d) it should be rejected.**

The examiner shall not recommend that the viva-voce examination be held unless he/she is certifies that the thesis constitutes a contribution to knowledge characterized either by the discovery of new facts or by reinterpretation of known facts or development of new techniques and that the methodology pursued by the candidate is sound and its literary presentation satisfactory.

- 15 (a) If the Dean of the School is satisfied that the examiners have unanimously recommended that the viva-voce examination of the candidate he held, he/she shall accordingly arrange to hold it.
- (b) In case the Dean of the School notes that the examiners of the thesis have not recommended unanimously that the viva-voce examination of the candidate be held or if/she is satisfied that in the course of either report an adverse opinion of a substantive nature has been expressed materially affecting the validity of the same examiner's otherwise positive recommendation, then the Dean shall place the reports of the examiners before the Committee for Advanced Studies and Research for further action.
- (c) The Committee for Advanced Studies and Research may, at its discretion and shall, if the recommendation of one examiner is positive and that of the other negative, recommend to the Academic Council for the appointment of a third examiner, one not in the service of the University and/or on the Committee of the Centre/Board of the School concerned to examine the thesis and act according to the recommendations of the third examiner;

Provided that the recommendation is not to be considered negative if a revision is recommended and this revised thesis is accepted by the examiner;

Provided, further, that if the thesis after revision is not accepted by the examiner, the original and the revised version of the thesis shall be sent to the third examiner as per (c) above and the version approved by the third examiner shall be considered as final.

Note 1: No thesis shall earn a degree unless there are two positive recommendations;

- 2:** Where one recommendation is positive and the other asks for revision, the Committee shall ordinarily get the revision carried out and revised thesis sent to the same examiner.

* Revised vide Resol. No. 6.1/EC/21.06.2016

- *16 The viva-voce examination of candidate **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**. Provided, where neither of the examiners, who evaluated the thesis, is in a position to conduct the viva-voce examination, another examiner shall be appointed in his/her place.

Provided that where the Supervisor is unable to be present within a reasonable time to participate in the viva-voce examination, the Committee for Advanced Studies and Research may recommend another member of the faculty in his/her place.

- 17 (a) At the viva-voce examination, the viva-voce Board shall satisfy itself; (i) that the thesis submitted by the candidate is his/her own work, and (ii) that the grasp of the candidate of the broad field of his/her study is satisfactory.
- (b) The viva-voce Board may, on the basis of the unanimous opinion of its external members, recommend either: (i) that the candidate be awarded the Ph. D degree or (ii) that the thesis be referred back to the candidate for revision; or (iii) that the thesis be rejected and the candidate be not awarded the Ph.D. degree.
- 18 The manner in which the viva-voce examination is to be conducted shall be prescribed by the Regulations.
- 19 (a) In case the committee for Advanced Studies and Research is satisfied that the viva -voce Board recommend that the candidate be awarded the Ph.D degree, it shall recommend that the candidate be awarded the Ph.D degree, it shall recommend to the Academic Council through the Board of the School that the Ph.D degree may be awarded to the candidate.
- (b) In case the viva-voce Board recommend that the thesis of the candidate be rejected, the Committee for Advanced Studies and Research shall direct accordingly.
- (c) In case the recommendation of one external member of the viva-voce Board is positive and of the other negative, the Board shall refer the case to the Committee for Advanced Studies and Research for its consideration and decision.

* Amended vide Resolution No. 6.2/EC/6.7.2000 and revised vide Resolution No. 6.1/EC/03.01.2017

20 A candidate whose thesis has been referred back for revision shall be permitted to re-submit it for the award of the degree not later than one year of the intimation of the decision of the University to him/her.

Provided that, in exceptional cases, the Academic Council may, on the recommendations of the Committee for Advanced Studies and Research extend the period by another year.

21 A thesis which has been re-submitted shall normally be examined by the original examiner(s) unless any one of them is, or both of them, are unable or unwilling to act as such, in which case another examiner(s) may be appointed.

22 No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D degree more than once.

23 A member of the teaching staff of the University may submit his/her thesis for the award of the Ph.D Degree of the University in the following manner:

(i) He/she shall intimate to the Department/Centre the topic of his/her research work leading to the award of the Ph.D degree;

(ii) If the Department/Centre concerned is satisfied that: (a) research on the proposed topic can be profitably pursued and (b) research work can be suitably undertaken at the University, it shall (1) recommend to the Committee for Advanced Studies and Research that he/she may be permitted to submit his/her thesis for the award of the Ph.D degree of the University. (2) prescribe for him/her course or courses, if necessary as a partial requirement for the award of the Ph.D degree. (3) appoint an Advisor(s) generally guide him/her in completion of his/her thesis.

(iii) the Committee for Advanced Studies and Research, if so satisfied, shall subject to confirmation by the Board of the School concerned, permit him/her to submit his/her thesis in not less than two years from the date of his/her obtaining the permission to undertake research work leading to the award of the Ph.D degree.

(iv) the viva-voce Board, as provided in clause 16 shall in the case of those submitting their thesis for the award of the Ph.D degree under this clause include his/her Adviser in lieu of the Supervisor who has been appointed for him /her by the Board.

Explanation: For purpose of this clause, Research Assistant shall be deemed to members of the teaching staff.

*24 Notwithstanding what is contained in the Ordinance, the Academic Council may in exceptional circumstances and on the recommendations of the Committee for Advanced Studies and Research concerned or an appropriate Committee and the Board of the School as well as on the merits of each individual case consider, at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA requirements.

25 No Candidate shall be eligible to register for the programme/course if he/she is already registered for any full time programme of study of this University or in any other University/Institution.

26 *Research Advisory Committee

26.1. There shall be a Research Advisory Committee for each M.Phil. and Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

26.1.1 To review the research proposal and finalize the topic of research;

26.1.2 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.

26.1.3 To periodically review and assist in the progress of the research work of the research scholar.

26.2 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 University with a copy to the research scholar.

26.3 Prior to the submission of the 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 thesis in consultation with the Research Advisory Committee.

26.4 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 University with specific reasons for cancellation of the registration of the research scholar.

* Amended vide Resolution No. 6.2/EC/6.7.2000

** Added vide Resolution No. 6.1/EC/03.01.2017

13 (A). ORDINANCE RELATING TO THE AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY, 2018.

1. Short-title and Application

- 1.1 This Ordinance shall be called the “JNU Ordinance Relating to the Award of the Degree of Doctor of Philosophy”.
- 1.2 **This Ordinance shall come into effect from the date of commencement of the Monsoon Semester 2018. All students who were admitted prior to this date shall continue to be governed by the then existing Ordinances.

2. Definitions

- 2.1 “Course” refers to an individual subject, either compulsory or optional, taught during the academic semester.
- 2.2 “Credit” (C) is the weightage assigned to a course in terms of contact hours.
- 2.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 2.4 “Grade point” (G) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 2.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits opted by the student upto and including the semester for which cumulative index is required.}}$$

- 2.6 “Final Grade Point Average” (FGPA) is the final index of a student in the courses (including, where ever it refers to FGPA in M.Phil., dissertation grades). It shall be calculated on the basis of the formula indicated below:

$$\text{FGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits opted by the student in all the semesters.}}$$

- 2.7 “Foreign Educational Institution” means an institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

*Revised vide Resolution No. 1/EC/13.03.2018.

**Amended vide Resolution No. 6.1/EC/25.06.2018.

- 2.8 “Semester Grade Point Average” (SGPA) is the semester index grade point average of a student calculated in the following manner:

$$\text{SGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits opted by the student in any particular semester for which cumulative index is required.}}$$

3. Eligibility Criteria for Admission:

- 3.1 **Eligibility for provisional admission directly to Ph.D programme:** A Candidate shall be eligible for provisional admission to a programme of research leading to the Degree of Doctor of Philosophy (Ph.D) if he/she has:

3.1.1 M. Phil. Degree from any Indian University recognized by the University Grants Commission or from a Foreign Educational Institution; OR

3.1.2 Master’s degree or a professional degree declared equivalent to the Master’s degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed); or an equivalent degree from a foreign educational Institution.

Provided that a relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled category, or for those who had obtained their Master's degree prior to 19th September, 1991. The relaxation of 5% is based only on the qualifying marks without including the grace mark procedures.

Explanation: Any issue relating to equivalence of a foreign degree with an Indian degree shall be referred to the Equivalence Committee established by the University for the time being.

3.1.3 In addition to the qualifications mentioned above, the Centre or School/Special Centre may, with the previous approval of the Board of Studies prescribe additional requisites for seeking admission directly to Ph.D. Programme.

3.2 **Eligibility Criteria for Provisional Admission to Ph.D. in Integrated M.Phil - Ph.D Programme:** Candidates who have been admitted to Integrated M.Phil. - Ph.D. programme shall be eligible for provisional admission to a programme of research leading to the Degree of Doctor of Philosophy (Ph.D.) in the same Centre or School/Special Centre, as the case may be, if he/she has:

3.2.1 Passed the M.Phil. course work with at least 5.00 CGPA [4.5 CGPA in case of candidates belonging to SC/ST/OBC(non-creamy layer)/differently-abled categories];

Provided that if a student has taken more courses than the prescribed number of courses and has secured the grade higher than F in each course then in that case the best grades of the required number of courses shall be taken into account for calculation of CGPA for the purpose of deciding his/her case for provisional admission to the Ph.D. programme. AND

3.2.2 Submitted Dissertation in partial fulfillment for the award of M. Phil. degree, the evaluation and the viva voce of which are pending.

4. Procedure for Admission directly to the Ph. D. Programme

4.1 The University shall issue admission notification and prospectus, well in advance, which shall contain, *inter alia*, intake (number of seats) in each Centre, School/Special Centre; criteria for admission; reservation of seats as per the applicable policy, procedure for admission; examination centre(s) and all other relevant information.

4.2 The intake (number of seats) in each Centre, School/Special Centre shall be determined, on an annual basis, by the concerned Centre or School/Special Centre keeping in view the number of available Research Supervisors, the norms regarding the scholar- teacher ratio (as indicated in clause 6.4) and other academic and physical facilities available including laboratory, where necessary. The intake so determined shall be forwarded to the Admission Branch to be placed before the Academic Council for its consideration and approval.

4.3 The admission notification and prospectus containing the details mentioned in Clause 4.1 shall be uploaded on the website of the University and the admission notification shall be published in at least two national newspapers, of which at least one shall be in the regional language.

4.4 Admissions to the programme shall be made through two stage process consisting of Entrance Examination and interview/viva - voce.

4.4.1 An Entrance Examination, conducted by the University, for admission to the programme shall be qualifying with fifty per cent as qualifying marks. The format of entrance examination shall be as recommended by the Committee for Advanced Studies and Research or its equivalent body of the School or Special Centre concerned. The syllabus of the entrance examination, recommended by the said Committee, shall consist of topics from both research methodology and specific subject(s) in the relevant area of specialization in equal proportion.

The Committee for Advanced Studies and Research or its equivalent body, as the case may be, of the School or Special Centre concerned may recommend separate terms and conditions for Ph.D. Entrance Examination for those candidates who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder or have M.Phil. Degree.

4.4.2 The eligible candidates, who have secured the minimum qualifying marks in the entrance examination, may be shortlisted for the interview/viva-voce based on the marks secured in the entrance examination.

However, the ratio of shortlisted candidates, ideally, shall not be less than 1:3 candidates for every seat.

4.4.3 The interview/*viva-voce* of the candidates qualified in the entrance examination shall be conducted by the Admission Committee of the Centre or School/Special Centre concerned, where the candidates are required to discuss their research interest/area through a presentation. The Admission Committee shall consider the following aspects, *viz.*

- (i) The competence of the candidate to undertake the proposed research;
- (ii) The suitability of the research topic/area at the Centre or School/Special Centre concerned;
- (iii) The potential of the proposed research to contribute new/additional knowledge.

4.5 The admission shall be based on the criteria notified/Advertised 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 Central Government from time to time.

5. Duration of the Programme

5.1 In case of candidates directly admitted to Ph. D. Programme, the duration of the Programme shall be four years from the date of admission to the Programme.

However, the Research Advisory Committee may, if it finds the research progress satisfactory and the thesis ready for submission, permit the Research Scholar to submit the thesis earlier provided he/she has pursued the said programme of research at the University for not less than three years, including the course work, from the date of admission. Three years shall be the minimum residency period.

5.2 In case of candidates admitted to Ph. D. Programme after submission of M. Phil dissertation in an Integrated M.Phil. - Ph.D. programme, the duration of the Programme shall be three years from the date of submission of M.Phil. dissertation.

However, the Research Advisory Committee may, if it finds the research progress satisfactory and the thesis ready for submission, permit the candidate to submit the thesis earlier provided he/she has pursued the said Programme of research at the University for not less than two years from the date of provisional admission to Ph.D. Programme. Two years shall be the minimum residency period.

5.3 Notwithstanding anything in Clauses 5.1 and 5.2, the Research Advisory Committee, on receipt of the request for extension in writing by the candidate, may recommend to the Committee for Advanced Studies and Research or its equivalent body, as the case may be, for extension of time for submission of thesis.

The Committee for Advanced Studies and Research or its equivalent body, as the case may be, shall have the authority to grant an extension for such period, as it may deem fit, but not exceeding two years beyond the period prescribed in clauses 5.1 and 5.2. However, in case of women candidates and Persons with Disability (more than 40% disability) extension may be allowed upto four years.

- 5.4 The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of the Programme for up to 240 days.

However, if a candidate, in an M.Phil. – Ph.D. Integrated programme, has already availed Maternity Leave/Child Care leave during M. Phil. Programme, she will not be entitled to avail the leave under this Ordinance.

6. Appointment of Research Supervisor

- 6.1 The Research Supervisor for a Research Scholar shall be appointed by the Committee for Advanced Studies and Research or its equivalent body, as the case may be, on the recommendation of the Centre or School/Special Centre concerned.
- 6.2 The Centre or School/Special Centre concerned shall recommend only a full time regular member of the faculty of the Centre or School/Special Centre (who is not reaching the age of superannuation in the next three academic years) as Research Supervisor and shall, while making the recommendation, bear in mind the following:
- (i) The number of scholars per Research Supervisor as specified in clause 6.4
 - (ii) The specialization of the available Research Supervisors
 - (iii) The research interests of the scholars as indicated by them at the time of interview/*viva voce*.
- 6.3 In case of topics which are of inter-disciplinary nature where the Centre or School/Special Centre concerned feels that the expertise in the Centre or School/Special Centre has to be supplemented, such Centre or School/Special Centre may recommend for appointing a Co-Supervisor from within or outside the Centre, School/Special Centre or University on such terms and conditions as may be specified and agreed upon by the consenting Institutions/University.
- 6.4 A Research 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 six Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to four Ph.D. scholars.
- 6.5 In cases a Research Supervisor, under whose guidance a thesis has been prepared in part or in full, ceases to be a teacher of the University he/she may, subject to his/her availability and recommendation of the Centre or School/Special Centre, be continued by the Committee for Advanced Studies and Research or its equivalent body as Co-Supervisor of the Research Scholar concerned. In such cases, the Research Scholars shall be allotted a new Research Supervisor from amongst the full time regular member of the faculty of the Centre or School/Special Centre concerned.

However, while counting the intake of the Research Supervisor under clause 6.4, the Research Scholars so allotted to him/her under this clause shall not be included. They shall be treated as supernumerary.

- 6.6 In case of insuperable difficulties, either the Research Scholar or the Research Supervisor/Co-supervisor may request in writing for change of supervision arrangement. Such request shall be addressed to the Chairperson of the Centre or School/Special Centre, who shall place it before the Faculty Committee. The Faculty Committee may, if it is considered to be appropriate, feasible and in the best interests of all, recommend to the Committee for Advanced Studies and Research or its equivalent body, as the case may be, for change of Research Supervisor/Co-supervisor. The Committee for Advanced Studies and Research or its equivalent body may appoint, in such case, different Research Supervisor/Co-supervisor ***and the same shall be forwarded to the Competent Authority for approval.**
- 6.7 While recommending appointment of a different Research Supervisor as provided under clause 6.6, the provisions contained in clause 6.2 shall be adhered to.

7. Course work

- 7.1 The Centre or School/Special Centre shall prescribe the course work to be completed by all candidates admitted to the Programme. It shall be treated as prerequisite for Ph.D. preparation. The duration of the course work shall be one year divided into two semesters.
- 7.2 The Centre or School/Special Centre shall, with the approval of the Board of Studies decide the number of credits to be assigned to the course work and to each course.
- 7.2.1 Provided that they shall not assign less than eight credits and more than sixteen credits to the course work.
- 7.2.2 A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas, *inter alia*, quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for doctoral research.
- 7.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Board of Studies of the concerned School or Special Centre.
- 7.4 The Centre or School/Special Centre where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated under Clause 13.1 below, of the research scholar.
- 7.4.1 The Centre or School/Special Centre may, on the recommendation of the Research Advisory Committee, allow the Research Scholar to add, drop or substitute course(s) within a period of two weeks from the commencement of the semester.
- 7.5 All Research Scholars admitted to the Ph.D. Programme shall be required to complete the course work in the initial two semesters only. In no case shall a Research Scholar be allowed to repeat any course either in the event of failure or for improving the grades.

*Revised vide Resolution No. 6.1/EC/23.08.2018.

7.6 A student shall be graded, in each course, on a ten point scale, which is as follows:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

7.7 Grades in each course shall be awarded, after the assessment, by the concerned course teacher(s) and the grades so awarded in all the courses, including research methodology courses, shall be finalized after a combined review by the Research Advisory Committee and the Centre, School or Special Centre, as the case may be, in each semester of the course work and the final grades shall be communicated to the University.

7.8 There shall be no rounding off of SGPA/CGPA/FGPA. The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

7.9 Candidates already holding M.Phil. degree and admitted to the Ph.D. programme may be exempted by the Centre or School/Special Centre, in its discretion, from the Ph.D. course work. The decision to grant exemption shall have the approval of the Board of Studies of the School or Special Centre concerned.

Candidates who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated M.Phil. – Ph.D. programme shall be exempted from the Ph.D. course work.

8. Approval of synopsis

8.1 The candidates admitted to the direct Ph.D. programme shall have their research proposal/synopsis approved by the Faculty Committee of the Centre or School/Special Centre within two semesters (one year) from the date of completion of their course work.

8.2 The candidates provisionally admitted to the Ph.D. Programme in integrated M.Phil. – Ph.D. programme shall have their research proposal/synopsis approved by the Faculty Committee of the Centre or School/Special Centre within two semesters (one year) from the date of submission of M.Phil. dissertation.

8.3 The research proposal/synopsis approved by the Faculty Committee shall be presented before the Committee for Advanced Studies and Research or its equivalent body, as the case may be, for ratification.

9. Confirmation of Admission

9.1 The Committee for Advanced Studies and Research or its equivalent body, as the case may be, of the School or Special Centre concerned shall confirm the admission of the candidates, who fulfill the eligibility criteria for confirmation in the Ph.D. Programme as Research Scholar.

9.2 The candidates provisionally admitted to the Ph.D. Programme in an Integrated M. Phil. – Ph. D. Programme shall be eligible for confirmation in the Ph.D. Programme as Research Scholar, if he or she has:

- (i) Completed the M. Phil. Programme with overall minimum FGPA of 6.00 [5.5 CGPA in case of candidates belonging to SC/ST/OBC(non-creamy layer)/differently-abled categories] including the grades of dissertation and the course work, and

Provided that if a student has taken more courses than the prescribed number of courses during the course work and has secured the grade higher than F in each course, then in that case the best grades of the required number of courses shall be taken into account for calculation of FGPA for the purpose of deciding his/her case for confirmation to the Ph.D. programme. And

- (ii) His or her research proposal/synopsis approved as stipulated under clause 8.

9.3 The candidates provisionally admitted directly to the Ph.D. Programme shall be eligible for confirmation in the Ph.D. Programme as Research Scholar, if he or she has:

- (i) Completed the course work with minimum CGPA of 5.0 [4.5 CGPA in case of candidates belonging to SC/ST/OBC(non-creamy layer)/differently-abled categories].

Provided that if a student has taken more courses than the prescribed number of courses and has secured the grade higher than F in each course, then in that case the best grades of the required number of courses shall be taken into account for calculation of CGPA for the purpose of deciding his/her case for confirmation to the Ph.D. programme. And

- (i) His or her research proposal/synopsis approved as stipulated under clause 8.

10. Removal of name/Cancellation of Registration

10.1 The name of the candidate provisionally admitted to Ph.D. programme shall stand automatically removed from the rolls of the University if he or she:

- (i) Fails to fulfill the eligibility criteria specified for confirmation of admission under clause 9.

- (ii) Fails to submit his/her thesis, in case of candidates admitted directly to the Ph.D. Programme, within the period of four years from the date of admission or within the extended period, where extension has been granted under clause 5.3.
- (iii) Fails to submit his/her thesis, in case of candidates admitted to Ph.D. Programme in integrated M. Phil. – Ph.D. Programme, within the period of three years or within extended period, where extension has been granted under clause 5.3.

10.2 The Committee for Advanced Studies and Research or its equivalent body may remove, at its discretion, the name of the candidate admitted directly to the Ph. D. Programme, who is undergoing Course Work, from the rolls of the University if he or she:

- (i) Fails to clear all the courses prescribed in the first semester of the Course Work; or
- (ii) Fails to secure SGPA of 5.0 in the first semester course work (4.5 in the case of SC/ST/ OBC(non-creamy layer)/differently-abled) in order to be eligible to continue in the Programme.

10.3 The Committee for Advanced Studies and Research or its equivalent body may, in its discretion, cancel the registration of the Candidate/Research Scholar if:

- (i) The Research Advisory Committee recommends for cancellation under clause 13.4.
- (ii) For breach of provisions contained in clause 10.4 and clause 10.5 below.

10.4 Before completing the minimum residency period prescribed in clause 5, no candidate/Research Scholar shall:

- (i) Undertake any employment;

Provided if the candidate is in employment at the time of admission to the Programme, he or she shall obtain a study leave from the concerned organization and submit to the University, at the time of admission or at such later date, as may be prescribed by the Academic Council, the leave sanction letter.

Provided that those engaged in teaching or research in a recognized institution or university may, after completion of the course work, be exempted from the limitation of this sub-clause.

An application seeking such exemption shall be made to the Chairperson of the Centre or School/Special Centre who shall forward the same to the Research Advisory Committee of the Research Scholar concerned for its consideration and views.

The Chairperson, after obtaining the views of the Research Advisory Committee, shall place it before the Committee for Advanced Studies and Research or its equivalent body.

The Committee for Advanced Studies and Research or its equivalent body may, after duly considering the application of the Research Scholar and the views of the Research Advisory Committee, grant exemption subject to the following conditions:

- (a) the candidate shall be allowed to simultaneously pursue the Ph.D. programme in a part-time mode only, and
 - (b) All other provisions of this ordinance shall be duly complied with.
- (ii) Join any other course of study;
 - (iii) Appear in any other examination other than those prescribed by the Centre, School or Special Centre concerned without the prior permission of the Committee for Advanced Studies and Research or its equivalent body.

10.5 No Candidate shall be eligible to register for the Programme if he/she is already registered for any full time programme of study of this University or in any other University/Institution. The selected candidate is required to make a declaration to the effect that he is not pursuing any full time programme of this University or any other University at the time of admission.

11. *De-registration

11.1 No Research Scholar can apply for de-registration from the Ph.D. Programme unless his or her:

- (i) Admission has been confirmed under clause 9; and
- (ii) He or she has completed minimum residency period.

11.2 The University may, by notification, specify the grounds on which de-registration may be permitted.

Provided that no such notification shall be issued without the prior approval of the Academic Council of the University.

11.3 An application seeking de-registration shall be addressed to the Chairperson of the Centre or School/Special Centre who shall forward the same to the Research Advisory Committee of the Research Scholar concerned for its consideration and views.

11.4 The Chairperson, after obtaining the views of the Research Advisory Committee, shall place it before the Committee for Advanced Studies and Research or its equivalent body, which may, after duly considering the application of the Research Scholar and the views of the Research Advisory Committee, permit the candidate to de-register.

***Clause No. 11 of the Ordinance applicable from the Monsoon Semester 2018 stands deleted as per EC Resolution No. 6.1/EC/30.07.2019**

Provided that, if the University has issued notification specifying the grounds on which de-registration may be permitted, no candidate shall be permitted to de-register on any other ground(s).

11.5 Details of permission granted for de-registration, during the academic semester/year, in every Centre, School/Special Centre shall be sent to the Evaluation Branch to be reported in the Academic Council.

12. ****Re-registration**

12.1 A Research Scholar who has de-registered from the Ph.D. Programme or whose name has been removed from the rolls of the University for non-submission of thesis under clause 10.1 (ii) or (iii), may apply for seeking permission to re-register for the programme within five (5) years from the date of de-registration or removal, as the case may be.

12.2 On receipt of the application seeking permission to re-register, the Chairperson of the Centre or School/Special Centre shall forward the same to the Research Advisory Committee of the Candidate concerned.

12.3 On receipt of the application forwarded to it, the Research Advisory Committee shall require the Research Scholar to make presentation of the progress of his/her research work and assess the preparedness of the research scholar to submit the thesis and send the report of the same to the Chairperson.

12.4 The application seeking re-registration along with the report of the Research Advisory Committee shall be placed before the Committee for Advanced Studies and Research or its equivalent body, which may, after duly considering the same, permit the Research Scholar to re-register.

12.5 Details of permission granted for re-registration, during the academic semester/year, in every Centre, School/Special Centre shall be sent to the Evaluation Branch to be reported in the Academic Council.

12.6 *The Research Scholar, who has been permitted to re-register, shall submit the thesis within **the semester concerned, as per schedule mentioned in Academic Calendar.**

13. **Research Advisory Committee**

13.1 There shall be a Research Advisory Committee constituted by the Committee for Advanced Studies and Research or its equivalent body, as the case may be, on the recommendation of Centre, School or Special Centre, for each Ph. D. Scholar. The Research Supervisor shall be the Convener of this Committee.

The power of the Committee for Advanced Studies and Research or its equivalent body to constitute Research Advisory Committee, on the recommendation of Centre, School or Special Centre, shall include the power to re-constitute it, if and whenever required.

* Amended vide Resolution No. 6.1/EC/30.07.2019

****Clause No. 12 of the Ordinance applicable from the Monsoon Semester 2018 stands deleted as per EC Resolution No. 6.1/EC/30.07.2019**

13.2 The Research Advisory Committee, in addition to the responsibilities imposed under the other provisions of this Ordinance, shall also 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.

13.3 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 Committee for Advanced Studies and Research or its equivalent body with a copy to the research scholar.

13.4 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 within reasonable time, the Research Advisory Committee may recommend to the Committee for Advanced Studies and Research or its equivalent body, as the case may be, with specific reasons for cancellation of the registration of the research scholar.

14. Submission of Thesis

14.1 Upon confirmation of the admission, the Research Scholar shall be required to undertake research work and produce a draft thesis within the duration of the Programme or within the extended period, where extension has been granted under clause 5.3.

14.2 Prior to the submission of the thesis, the Research Scholar shall make a presentation in the Centre or School/Special Centre before the Research Advisory Committee, 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 thesis in consultation with the Research Advisory Committee.

14.3 The Research Scholar, before the submission of the thesis for adjudication, shall publish at least one research paper in refereed journal and make two presentations in conferences, seminar etc. and produce, at the time of submission, evidence for the same in the form of reprints or photocopy of the paper published or acceptance letter and certificates of paper presentation.

14.4 The Research Scholar, before the submission of the thesis for adjudication, shall submit a soft copy of the thesis to a designated functionary of the Dr. B.R. Ambedkar Central Library of the University for plagiarism verification.

The plagiarism verification shall be carried out in accordance with the guidelines formulated by the Academic Council of the University. The software and gadgets to be used to detect plagiarism and other forms of academic dishonesty shall also be indicated in the said guidelines. The Academic Council may formulate, based on the recommendations of the Committee for Advanced Studies and Research or its equivalent body, as the case may be, of each School or Special Centre, separate guidelines to be adopted in each Centre or School/Special Centre.

The designated functionary of the University shall issue the certificate of Plagiarism Check called the Plagiarism Verification Certificate, certifying and authenticating the check performed. This certificate has to be submitted to the Evaluation Branch at the time of submission of the thesis for evaluation and adjudication.

- 14.5 While submitting for evaluation, the Research Scholar shall include in the thesis a Declaration 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 this University, or to any other Institution/University in India or abroad. The declaration of the Candidate shall be countersigned by the Research Supervisor/Co-supervisor.

15. Evaluation and Adjudication

- 15.1 The Ph.D. thesis submitted by a Research Scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, of whom one examiner may be, but not necessarily, from outside the country.

- 15.2 The external examiners shall be appointed by the Vice-Chancellor from amongst the panel of external examiners approved and recommended by the Committee for Advanced Studies and Research or its equivalent body, as the case may be, and the Board of Studies of the School or Special Centre concerned. No person who is in employment of the University or its recognized institutions and/or on the Board of Studies or Special Committee of the School or Special Centre concerned shall be included in the panel of external examiners. Provided that in case an external examiner to whom the thesis has been sent for evaluation fails to forward the report to the University within three months from the date of dispatch of the thesis, the Vice-chancellor may appoint another examiner out of the same panel or, if necessary, ask for another panel to be recommended.

- 15.3 The external examiner, after examining the thesis, shall prepare and forward a report to the University, which shall contain a clear recommendation as to whether, in his or her opinion:

- (i) The thesis should be accepted and the viva-voce examination of the Research Scholar should be held; or
- (ii) The thesis should be referred back to the Research Scholar for revision; or
- (iii) The thesis should be rejected.

The examiner shall not recommend that the viva-voce examination be held unless he/she is of the opinion that the thesis contributes new/additional knowledge and that the methodology adopted by the candidate is sound and the format of presentation satisfactory.

- 15.4 The reports of the external examiners shall be forwarded to the Dean of the School or the Chairperson of the Special Centre concerned, who, if satisfied that the examiners have unanimously recommended that the viva-voce examination of the Research Scholar be held, shall accordingly arrange to hold the viva-voce.
- 15.5 In case the Dean of the School or the Chairperson of the Special Centre, as the case may be, notes that both the external examiners of the thesis have not recommended unanimously that the thesis be accepted and the viva-voce examination of the Research Scholar be held or if he/she is of the opinion that in either report, an adverse opinion of a substantive nature has been expressed, materially affecting the validity of the same examiner's otherwise positive recommendation, then the Dean or the Chairperson shall place the reports of the examiners before the Committee for Advanced Studies and Research or its equivalent body for further action.
- 15.6 The Committee for Advanced Studies and Research or its equivalent body, where the Dean or Chairperson has placed evaluation reports before it with a noting expressing opinion that in either report, an adverse opinion of a substantive nature has been expressed, materially affecting the validity of the same examiner's otherwise positive recommendation, may, after duly considering the reports, either recommend to the Dean or Chairperson to arrange to hold the viva-voce or recommend to the Vice-chancellor for appointing another examiner from the approved panel of external examiners to evaluate the thesis.
- 15.7 The Committee for Advanced Studies and Research or its equivalent body shall, where either or both the examiners have referred the thesis back for revision, direct the Research Scholar to carryout necessary revisions in consultation with the Research Advisory Committee and re-submit the thesis for evaluation.
- 15.7.1 The Research Scholar shall resubmit the thesis, after carrying out necessary revisions, within six months from the date of communication of the recommendation of the external examiner.
- Provided that, in exceptional cases, the Academic Council may, on the recommendation of the Committee for Advanced Studies and Research or its equivalent body, as the case may be, extend the period by another six months.
- 15.7.2 The Research Scholar shall obtain a fresh Plagiarism Verification Certificate at the time of resubmission after carrying out revision.
- 15.7.3 A thesis which has been re-submitted shall normally be examined by the original examiner(s) unless any one of them is, or both of them, are unable or unwilling to act as such, in which case another examiner(s) may be appointed.

Provided that, if the thesis, after revision, is not accepted by the examiner, both the original and the revised theses shall be sent to the third examiner for evaluation.

- 15.8 The Committee for Advanced Studies and Research or its equivalent body, as the case may be, shall, if both the external examiners have clearly recommended in their respective evaluation reports that the thesis be rejected, recommend to the University that the thesis be rejected and the research scholar be declared ineligible for the award of the degree.
- 15.9 The Committee for Advanced Studies and Research or its equivalent body shall, where only one of the external examiners has recommended in his/her evaluation report that the thesis be rejected, recommend to the Vice Chancellor to send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 15.10 In no case, the viva-voce examination shall be held unless two external examiners have recommended that the viva-voce be held.
- 15.11 The viva-voce examination, based among other things, on the critique given in the evaluation reports, 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 Centre, School/Special Centre concerned, other research scholars and interested experts/researchers.

Provided, where neither of the external examiners, who evaluated the thesis, is in a position to conduct the viva-voce examination, another examiner may be appointed in his/her place.

Provided further that where the Research Supervisor is unable to be present within a reasonable time to conduct the viva-voce examination, the Committee for Advanced Studies and Research or its equivalent body, as the case may be, may recommend another member of the faculty in his/her place to conduct the viva – voce examination.

- 15.12 In the viva-voce examination, the examiners shall also satisfy themselves:
- (i) That the thesis submitted by the Research Scholar is his/her own work, and
 - (ii) That the grasp of the candidate of the broad field of his/her study is satisfactory.
- 15.13 The examiners, after conducting the viva–voce examination, shall recommend clearly that:
- (i) The candidate be awarded the Degree of Doctor of Philosophy (Ph. D.), or
 - (ii) The thesis be referred back to the candidate for revision; or
 - (iii) The thesis be rejected and the candidate be not awarded the Degree.
- 15.14 In case the Committee for Advanced Studies and Research or its equivalent body, as the case may, is satisfied that the examiners who conducted the viva –voce examination have

recommended that the candidate be awarded the Ph.D degree, it shall recommend to the Academic Council through the Board of Studies of the School or Special Centre concerned that the Ph.D degree may be awarded to the candidate.

15.15 In case the examiners who conducted the viva –voce examination have unanimously recommended that the thesis of the candidate be rejected, the Committee for Advanced Studies and Research or its equivalent body, as the case may be, shall recommend to the Academic Council through the Board of Studies of the School or Special Centre concerned that the thesis be rejected and the research scholar be declared ineligible for the award of the degree.

15.16 In case the recommendation of one external member of the viva-voce Board is positive and of the other negative, the Board shall refer the case to the Committee for Advanced Studies and Research or its equivalent body, as the case may be, for its consideration and decision.

In case the examiners who conducted the viva –voce examination have recommended that the thesis be referred back for revision, it shall be referred back for revision and resubmission in accordance with the provisions in clause 15.7.

15.17 No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree more than once.

16. Award of Degree and Issue of Compliance Certificate

16.1 Following the recommendation of the Committee for Advanced Studies and Research or its equivalent body for the award of the Degree, the Academic Council shall award the Degree of the Doctor of Philosophy (Ph. D.) to the Research Scholar.

16.2 Prior to the actual award of the degree, the Dean of School or Chairperson of the Special Centre concerned shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016.

17. Miscellaneous Provisions

17.1 The University shall maintain and publish the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

17.2 Following the resolution of the Academic Council to award the Degree and before the announcement of the award of the Ph.D. degree or Issuance of the Degree Certificate, the University 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/Universities.

17.3 In a School or Special Centre, where the Committee for Advanced Studies and Research does not exist, all the powers and functions of the said Committee under this Ordinance shall be exercisable or carried out by such School or Special Centre concerned. They shall be considered equivalent to the Committee for Advanced Studies and Research under this Ordinance.

The report of every decision made or action taken by the School or Special Centre, while acting as equivalent to the Committee for Advanced Studies and Research, shall be placed before the Special Committee of such School or Special Centre for consideration and ratification.

17.4 In a School or Special Centre, where the Board of Studies does not exist, all the powers and functions of the said Board under this Ordinance shall be exercisable or carried out by the Special Committee of the School or Special Centre concerned. The Special Committee of such Schools or Special Centres shall be considered equivalent to Board of Studies under this Ordinance.

17.5 The Autonomous Programmes in a School or Special Centre may also be authorized by the competent body of the University to offer Ph.D. Programme under this Ordinance.

17.6 In case of relocation of any 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 this Ordinance are followed in letter and spirit and the research work does not pertain to the project secured by the University/supervisor from any funding agency. The Research Scholar will, however, give due credit to the original Research Supervisor and the University for the part of research already done.

The detailed procedure regarding relocation/transfer of Ph.D. Woman scholar may be laid down by the Academic Council of the University.

17.7 The Academic Council, either on the recommendation of any of the statutory bodies or otherwise, is competent to take decision on issues not covered under this Ordinance and to interpret and clear ambiguities, if any, in the Ordinance.

The decision of the Academic Council shall be consistent with and not in derogation of any of the provisions of this Ordinance.

The power of the Academic Council under this clause shall be without prejudice to the power of the competent statutory bodies of the University to amend this Ordinance.

13 (B). *ORDINANCE RELATING TO THE AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY, 2022.

1. Short-title and Application

- 1.1 This Ordinance shall be called the “JNU Ordinance Relating to the Award of the Degree of Doctor of Philosophy”.
- 1.2 This Ordinance shall apply to the students admitted to the Degree of Doctor of Philosophy in the Academic Session 2022-2023 onwards.

2. Definitions

- 2.1 “Course” refers to an individual subject, either compulsory or optional, taught during the academic semester.
- 2.2 “Credit” (C) is the weightage assigned to a course in terms of contact hours.
- 2.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 2.4 “Grade point” (G) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 2.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits opted by the student upto and including the semester for which cumulative index is required.}}$$

Total number of credits opted by the student upto and including the semester for which cumulative index is required.

- 2.6 “Final Grade Point Average” (FGPA) is the final index of a student in the courses (including, where ever it refers to FGPA in M.Phil., dissertation grades). It shall be calculated on the basis of the formula indicated below:

$$\text{FGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits opted by the student in all the semesters.}}$$

Total number of credits opted by the student in all the semesters.

- 2.7 “Foreign Educational Institution” means an institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

2.8 “Semester Grade Point Average” (SGPA) is the semester index grade point average of a student calculated in the following manner:

$$\text{SGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits opted by the student in any particular semester for which cumulative index is required.}}$$

3. Eligibility criteria for admission to the Ph.D. Programme.-The following are eligible to seek admission to the Ph.D. programme:

3.1 Candidates who have completed:

- (i) 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.

3.2 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.

Note: Any issue relating to equivalence of a foreign degree with an Indian degree shall be referred to the Equivalence Committee constituted by the University.

4. Procedure for admission -

4.1 The admission shall be based on the criteria notified by the institution, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.

4.2 Admission to the Ph.D. programme shall be made using the following methods:

- a) The University shall admit students who qualify for fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/CEED and similar National level tests based on an interview.

And/or

- b) The University shall admit students through an Entrance Test. The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be subject-specific.
- c) Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.
- d) 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.
- e) The University may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available. However, the ratio of shortlisted candidate ideally shall not be less than 1:3 candidates for every seat.
- f) Provided that for the selection of candidates based on the entrance test conducted by the University, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.

4.3 The University shall:

- a) Notify a prospectus 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;
- b) Adhere to the National Reservation Policy of Govt. of India, as applicable.

- 4.4 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.

5. Duration of the Programme-

- (i) Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme. However, a student admitted in Ph.D. may de-register subject to the following conditions:
- (a) The student has been confirmed in the Ph.D. Programme and,
 - (b) The student has completed minimum residency period of three (3) years from the date of admission.
- (ii) A maximum of an additional two (2) years can be availed through a process of re-registration. However, 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.

Any such extension will be granted by CASR/Equivalent Body of the concerned School/Spl. Centre/Centre on the recommendation of RAC of the Ph.D. student.

- (iii) 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.

6. Appointment of Research Supervisor

- 6.1 The Research Supervisor for a Research Scholar shall be appointed by the Committee for Advanced Studies and Research or its equivalent body, as the case may be, on the recommendation of the Centre or School/Special Centre concerned.
- 6.2 The Centre or School/Special Centre concerned shall recommend only a full time regular member of the faculty of the Centre or School/Special Centre (who is not reaching the age of superannuation in the next three academic years) as Research Supervisor and shall, while making the recommendation, bear in mind the following:

- (i) The number of scholars per Research Supervisor as specified in clause 6.4
- (ii) The specialization of the available Research Supervisors
- (iii) The research interests of the scholars as indicated by them at the time of interview/*viva voce*.

- 6.3 In case of topics which are of inter-disciplinary nature where the Centre or School/Special Centre concerned feels that the expertise in the Centre or School/Special Centre has to be supplemented, such Centre or School/Special Centre may recommend for appointing a Co-Supervisor from within or outside the Centre, School/Special Centre or University on such terms and conditions as may be specified and agreed upon by the consenting Institutions/University.
- 6.4 A Research 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 six Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to four Ph.D. scholars.
- 6.5 In addition, each Supervisor can guide up to two international research scholar on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 6.4 above. The admission of these scholars shall be made as per admission policy of the University.
- 6.6 At any point the total number of Ph.D. scholars under a faculty member either as a supervisor or a co-supervisor shall not exceed the number as prescribed in clause 6.4 and clause 6.5.
- 6.7 In cases a Research Supervisor, under whose guidance a thesis has been prepared in part or in full, ceases to be a teacher of the University he/she may, subject to his/her availability and recommendation of the Centre or School/Special Centre, be continued by the Committee for Advanced Studies and Research or its equivalent body as Co-Supervisor of the Research Scholar concerned but not after attaining the age of 70 years. In such cases, the Research Scholars shall be allotted a new Research Supervisor from amongst the full time regular member of the faculty of the Centre or School/Special Centre concerned.

However, while counting the intake of the Research Supervisor under clause 6.4, the Research Scholars so allotted to him/her under this clause shall not be included. They shall be treated as supernumerary.

- 6.8 In case of insuperable difficulties, either the Research Scholar or the Research Supervisor/Co-supervisor may request in writing for change of supervision arrangement. Such request shall be made within minimum residency period of three years from the date of admission to the Ph.D. Programme and shall be addressed to the Chairperson/Dean of the Centre or School/Special Centre, who shall place it before the Faculty Committee. The Faculty Committee may, if it is considered to be appropriate, feasible and in the best interests of all, recommend to the Committee for Advanced Studies and Research or its equivalent body, as the case may be, for change of Research Supervisor/Co-supervisor. The Committee for Advanced Studies and Research or its equivalent body may appoint, in such case, different Research Supervisor/Co-supervisor.
- 6.9 While recommending appointment of a different Research Supervisor as provided under clause 6.6, the provisions contained in clause 6.2 shall be adhered to.

7. Course work

- 7.1 The Centre or School/Special Centre shall prescribe the course work to be completed by all candidates admitted to the Programme. It shall be treated as prerequisite for Ph.D. preparation. The duration of the course work shall be one year divided into two semesters.
- 7.2 The Centre or School/Special Centre shall, with the approval of the Board of Studies decide the number of credits to be assigned to the course work and to each course.
- 7.3 Provided that they shall not assign less than a minimum of twelve credits including a “Research and Publication Ethics” course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019 and a research methodology course.
- 7.4 A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas, *inter alia*, quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for doctoral research.
- 7.5 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Board of Studies of the concerned School or Special Centre.
- 7.6 The Centre or School/Special Centre where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated under Clause 13.1 below, of the research scholar.
- 7.7 The Centre or School/Special Centre may, on the recommendation of the Research Advisory Committee, allow the Research Scholar to add, drop or substitute course(s) within a period of two weeks from the commencement of the semester.
- 7.8 All Research Scholars admitted to the Ph.D. Programme shall be required to complete the course work in the initial two semesters only. In no case shall a Research Scholar be allowed to repeat any course either in the event of failure or for improving the grades.

7.9 A student shall be graded, in each course, on a ten point scale, which is as follows:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

7.10 Grades in each course shall be awarded, after the assessment, by the concerned course teacher(s) and the grades so awarded in all the courses, including research methodology courses, shall be finalized after a combined review by the Research Advisory Committee and the Centre, School or Special Centre, as the case may be, in each semester of the course work and the final grades shall be communicated to the University.

7.11 A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

7.12 There shall be no rounding off of SGPA/CGPA/ FGPA. The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

7.13 Candidates already holding M. Phil. degree and admitted to the Ph.D. programme may be exempted by the Centre or School/Special Centre, in its discretion, from the Ph.D. course work. The decision to grant exemption shall have the approval of the CASR/Equivalent Body of the Centre/Special Centre/School concerned.

8. Approval of synopsis

- a) The candidates admitted to Ph.D. programme shall have their research proposal/synopsis approved by the Faculty Committee of the Centre or School/Special Centre within two semesters (one year) from the date of completion of their course work.
- b) The research proposal/synopsis approved by the Faculty Committee shall be presented before the Committee for Advanced Studies and Research or its equivalent body, as the case may be, for ratification.

9. Confirmation of Admission

9.1 The Committee for Advanced Studies and Research or its equivalent body, as the case may be, of the School or Special Centre concerned shall confirm the admission of the candidates, who fulfill the eligibility criteria for confirmation in the Ph.D. Programme.

9.2 The candidates provisionally admitted to Ph.D. Programme shall be eligible for confirmation in the Ph.D. Programme, if he or she has:

- (i) Completed the course work with minimum CGPA of 5.0 [4.5 CGPA in case of candidates belonging to SC/ST/OBC (non-creamy layer)/differently-abled categories].

Provided that if a student has taken more courses than the prescribed number of courses and has secured the grade higher than F in each course, then in that case the best grades of the required number of courses shall be taken into account for calculation of CGPA for the purpose of deciding his/her case for confirmation to the Ph.D. programme.

- (ii) His or her research proposal/synopsis approved as stipulated under clause 8.

10. Removal of name/Cancellation of Registration

10.1 The name of the candidate provisionally admitted to the Ph.D. programme shall stand automatically removed from the rolls of the University if he or she:

- (i) Fails to fulfill the eligibility criteria specified for confirmation of admission under clause 9.
- (ii) Fails to submit his/her thesis, in case of candidates admitted directly to the Ph.D. Programme, within the period of six years from the date of admission or within the extended period, where extension has been granted under clause 5.

10.2 The Committee for Advanced Studies and Research or its equivalent body may remove, at its discretion, the name of the candidate admitted directly to the Ph. D. Programme, who is undergoing Course Work, from the rolls of the University if he or she:

- (i) Fails to clear all the courses prescribed in the first semester of the Course Work; or
- (ii) Fails to secure SGPA of 5.0 in the first semester course work (4.5 in the case of SC/ST/ OBC (non-creamy layer)/differently-abled) in order to be eligible to continue in the Programme.

10.3 The Committee for Advanced Studies and Research or its equivalent body may, in its discretion, cancel the registration of the Candidate/Research Scholar if:

- (i) The Research Advisory Committee recommends for cancellation under clause 11.4.
- (ii) For breach of provisions contained in clause 10.4 and clause 10.5 below.

10.4 Before completing the minimum residency period prescribed in clause 5, no candidate/Research Scholar shall:

- (i) Undertake any employment;

Provided that the candidate complies to clause 15 of this ordinance for seeking such exemption.

An application seeking such exemption shall be made to the Chairperson of the Centre or School/Special Centre who shall forward the same to the Research Advisory Committee of the Research Scholar concerned for its consideration and views.

The Chairperson, after obtaining the views of the Research Advisory Committee, shall place it before the Committee for Advanced Studies and Research or its equivalent body.

The Committee for Advanced Studies and Research or its equivalent body may, after duly considering the application of the Research Scholar and the views of the Research Advisory Committee, grant exemption subject to the following conditions:

- (c) the candidate shall be allowed to simultaneously pursue the Ph.D. programme in a part-time mode only, and
- (d) All other provisions of this ordinance shall be duly complied with.

- (ii) Join any other course of study;
- (iii) Appear in any other examination other than those prescribed by the Centre, School or Special Centre concerned without the prior permission of the Committee for Advanced Studies and Research or its equivalent body.

10.5 No Candidate shall be eligible to register for the Programme if he/she is already registered for any full time programme of study of this University or in any other University/Institution. The selected candidate is required to make a declaration to the effect that he/she is not pursuing any full time programme of this University or any other University at the time of admission.

11. Research Advisory Committee (RAC)

11.1 There shall be a Research Advisory Committee constituted by the Committee for Advanced Studies and Research or its equivalent body, as the case may be, on the recommendation of Centre, School or Special Centre, for each Ph. D. Scholar. The composition of RAC shall be as under:-

- a) Research Supervisor as Convener of the Committee.
- b) One internal expert from the concerned Centre/Spl Centre/School (where no centres exist).
- c) One external expert from outside the concerned centre/Spl Centre/School (where no centres exist) but from within the university.

The power of the Committee for Advanced Studies and Research or its equivalent body to constitute Research Advisory Committee, on the recommendation of Centre, School or Special Centre, shall include the power to re-constitute it, if and whenever required.

11.2 The Research Advisory Committee, in addition to the responsibilities imposed under the other provisions of this Ordinance, shall also 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.

11.3 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 Committee for Advanced Studies and Research or its equivalent body with a copy to the research scholar.

11.4 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 within reasonable time, the Research Advisory Committee may recommend to the Committee for Advanced Studies and Research or its equivalent body, as the case may be, with specific reasons for cancellation of the registration of the research scholar.

12. Submission of Thesis

- 12.1 Upon confirmation of the admission, the Research Scholar shall be required to undertake research work and produce a draft thesis within the duration of the Programme or within the extended period, where extension has been granted under clause 5.
- 12.2 Prior to the submission of the thesis, the Research Scholar shall make a presentation in the Centre or School/Special Centre before the Research Advisory Committee, 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 thesis in consultation with the Research Advisory Committee.
- 12.3 The Research Scholar, before the submission of the thesis for adjudication, shall submit a soft copy of the thesis to a designated functionary of the Dr. B.R. Ambedkar Central Library of the University for plagiarism verification.

The plagiarism verification shall be carried out in accordance with the existing guidelines formulated by the University. The software and gadgets to be used to detect plagiarism and other forms of academic dishonesty shall also be indicated in the said guidelines. The Academic Council may formulate, based on the recommendations of the Committee for Advanced Studies and Research or its equivalent body, as the case may be, of each School or Special Centre, separate guidelines to be adopted in each Centre or School/Special Centre.

The designated functionary of the University shall issue the certificate of Plagiarism Check called the Plagiarism Verification Certificate, certifying and authenticating the check performed. This certificate has to be submitted to the Evaluation Branch at the time of submission of the thesis for evaluation and adjudication.

- 12.4 While submitting for evaluation, the Research Scholar shall include in the thesis a Declaration 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 this University, or to any other Institution/University in India or abroad. The declaration of the Candidate shall be countersigned by the Research Supervisor/Co-supervisor.

13. Evaluation and Adjudication

- 13.1 The Ph.D. thesis submitted by a Research Scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, of whom one examiner may be, but not necessarily, from outside the country.

13.2 The external examiners shall be appointed by the Vice– Chancellor from amongst the panel of external examiners approved and recommended by the Committee for Advanced Studies and Research or its equivalent body, as the case may be, and the Board of Studies of the School or Special Centre concerned. No person who is in employment of the University or its recognized institutions and/or on the Board of Studies or Special Committee of the School or Special Centre concerned shall be included in the panel of external examiners.

Provided that in case an external examiner to whom the thesis has been sent for evaluation fails to forward the report to the University within three months from the date of dispatch of the thesis, the Vice-chancellor may appoint another examiner out of the same panel or, if necessary, ask for another panel to be recommended.

13.3 The external examiner, after examining the thesis, shall prepare and forward a report to the University, which shall contain a clear recommendation as to whether, in his or her opinion:

- (i) Recommend the granting of the Degree of Doctor of Philosophy to the candidate subject to his/her passing the Viva-Voce Examination
- (ii) Recommend the granting of the Degree of Doctor of Philosophy to the candidate subject to the condition that the corrections/modifications suggested by the examiner are carried out in the thesis and duly certified by the Supervisor and the Dean at the time of commencement of the Viva-Voce Examination.
- (iii) Recommend that the Thesis be sent back to the candidate for carrying out revision in the light of the comments in the examiner’s report. The revised thesis may be referred back to the examiner for re-adjudication.
- (iv) Recommend that the Thesis be rejected.

The examiner shall not recommend that the viva-voce examination be held unless he/she is of the opinion that the thesis contributes new/additional knowledge and that the methodology adopted by the candidate is sound and the format of presentation satisfactory.

13.4 The reports of the external examiners shall be forwarded to the Dean of the School or the Chairperson of the Special Centre concerned, who, if satisfied that the examiners have unanimously recommended that the viva-voce examination of the Research Scholar be held, shall accordingly arrange to hold the viva-voce to be conducted online.

13.5 In case the Dean of the School or the Chairperson of the Special Centre, as the case may be, notes that both the external examiners of the thesis have not recommended unanimously that the thesis be accepted and the viva-voce examination of the Research Scholar be held or if he/she is of the opinion that in either report, an adverse opinion of a substantive nature has been expressed, materially affecting the validity of the same examiner’s otherwise positive recommendation, then the Dean

or the Chairperson shall place the reports of the examiners before the Committee for Advanced Studies and Research or its equivalent body for further action.

13.6 The Committee for Advanced Studies and Research or its equivalent body, where the Dean or Chairperson has placed evaluation reports before it with a noting expressing opinion that in either report, an adverse opinion of a substantive nature has been expressed, materially affecting the validity of the same examiner's otherwise positive recommendation, may, after duly considering the reports, either recommend to the Dean or Chairperson to arrange to hold the viva-voce or recommend to the Vice-chancellor for appointing another examiner from the approved panel of external examiners to evaluate the thesis.

13.7 The Committee for Advanced Studies and Research or its equivalent body shall, where either or both the examiners have referred the thesis back for revision, direct the Research Scholar to carryout necessary revisions in consultation with the Research Advisory Committee and re-submit the thesis for evaluation.

a) The Research Scholar shall resubmit the thesis, after carrying out necessary revisions, within six months from the date of communication of the recommendation of the external examiner.

Provided that, in exceptional cases, the Academic Council may, on the recommendation of the Committee for Advanced Studies and Research or its equivalent body, as the case may be, extend the period by another six months.

b) The Research Scholar shall obtain a fresh Plagiarism Verification Certificate at the time of resubmission after carrying out revision.

c) A thesis which has been re-submitted shall normally be examined by the original examiner(s) unless any one of them is, or both of them, are unable or unwilling to act as such, in which case another examiner(s) may be appointed.

Provided that, if the thesis, after revision, is not accepted by the examiner, both the original and the revised theses shall be sent to the third examiner for evaluation.

13.8 The Committee for Advanced Studies and Research or its equivalent body, as the case may be, shall, if both the external examiners have clearly recommended in their respective evaluation reports that the thesis be rejected, recommend to the University that the thesis be rejected and the research scholar be declared ineligible for the award of the degree.

13.9 The Committee for Advanced Studies and Research or its equivalent body shall, where only one of the external examiners has recommended in his/her evaluation report that the thesis be rejected, recommend to the Vice Chancellor to send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

13.10 In no case, the viva-voce examination shall be held unless two external examiners have recommended that the viva-voce be held.

13.11 The viva-voce examination, based among other things, on the critique given in the evaluation reports, 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 Centre, School/Special Centre concerned, other research scholars and interested experts/researchers. Provided, where neither of the external examiners, who evaluated the thesis, is in a position to conduct the viva-voce examination, another examiner may be appointed in his/her place.

Provided further that where the Research Supervisor is unable to be present within a reasonable time to conduct the viva-voce examination, the Committee for Advanced Studies and Research or its equivalent body, as the case may be, may recommend another member of the faculty in his/her place to conduct the viva-voce examination.

13.12 In the viva-voce examination, the examiners shall also satisfy themselves:

- (iii) That the thesis submitted by the Research Scholar is his/her own work, and
- (iv) That the grasp of the candidate of the broad field of his/her study is satisfactory.

13.13 The examiners, after conducting the viva-voce examination, shall recommend clearly that:

- (i) The candidate be awarded the Degree of Doctor of Philosophy (Ph. D.), or
- (ii) The thesis be referred back to the candidate for revision; or
- (iii) The thesis be rejected and the candidate be not awarded the Degree.

13.14 In case the Committee for Advanced Studies and Research or its equivalent body, as the case may be, is satisfied that the examiners who conducted the viva-voce examination have recommended that the candidate be awarded the Ph.D. degree, it shall recommend to the Academic Council through the Board of Studies of the School or Special Centre concerned that the Ph.D. degree may be awarded to the candidate.

13.15 In case the examiners who conducted the viva-voce examination have unanimously recommended that the thesis of the candidate be rejected, the Committee for Advanced Studies and Research or its equivalent body, as the case may be, shall recommend to the Academic Council through the Board of Studies of the School or Special Centre concerned that the thesis be rejected and the research scholar be declared ineligible for the award of the degree.

13.16 In case the recommendation of one external member of the viva-voce Board is positive and of the other negative, the Board shall refer the case to the Committee for Advanced Studies and Research or its equivalent body, as the case may be, for its consideration and decision.

In case the examiners who conducted the viva-voce examination have recommended that the thesis be referred back for revision, it shall be referred back for revision and resubmission.

13.17 No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree more than once.

14. Award of Degree and Issue of Compliance Certificate

14.1 Following the recommendation of the Committee for Advanced Studies and Research or its equivalent body for the award of the Degree, the Academic Council shall award the Degree of the Doctor of Philosophy (Ph.D.) to the Research Scholar.

14.2 Prior to the actual award of the degree, the Dean of School or Chairperson of the Special Centre concerned shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC (Minimum Standards and Procedure for Award of Ph.D. degrees) Regulations, 2022.

15. Ph.D. through Part Time Mode

- (1) Ph.D. programmes through part-time mode will be permitted up to 12.5% of the Ph.D. intake of respective School/Centre/Spl. Centre at the time of admission to Ph.D. Programme provided all the conditions stipulated in these Regulations are fulfilled.
- (2) The candidates seeking admission to Part Time Ph.D. programme should be employed in a Government/UGC recognized institutions/organizations/university/colleges in the Delhi/NCR region.
- (3) The University shall obtain a “No Objection Certificate” from the candidate for a Part-Time Ph.D. programme issued by the appropriate authority in the organization where the candidate is employed, 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.

16. Miscellaneous Provisions

- 16.1 The University shall maintain and publish the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.
- 16.2 Following the resolution of the Academic Council to award the Degree and before the announcement of the award of the Ph.D. degree or Issuance of the Degree Certificate, the University 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/Universities.
- 16.3 In a School or Special Centre, where the Committee for Advanced Studies and Research does not exist, all the powers and functions of the said Committee under this Ordinance shall be exercisable or carried out by such School or Special Centre concerned. They shall be considered equivalent to the Committee for Advanced Studies and Research under this Ordinance.

The report of every decision made or action taken by the School or Special Centre, while acting as equivalent to the Committee for Advanced Studies and Research, shall be placed before the Special Committee of such School or Special Centre for consideration and ratification.

- 16.4 In a School or Special Centre, where the Board of Studies does not exist, all the powers and functions of the said Board under this Ordinance shall be exercisable or carried out by the Special Committee of the School or Special Centre concerned. The Special Committee of such Schools or Special Centres shall be considered equivalent to Board of Studies under this Ordinance.
- 16.5 A School or Special Centre may also be authorized by the competent body of the University to offer domain specific Ph.D. Programme under this Ordinance.
- 16.6 In case of relocation of any 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 this Ordinance are followed in letter and spirit and the research work does not pertain to the project secured by the University/ supervisor from any funding agency. The Research Scholar will, however, give due credit to the original Research Supervisor and the University for the part of research already done.

The detailed procedure regarding relocation/transfer of Ph.D. Woman scholar may be laid down by the Academic Council of the University.

16.7 The Academic Council, either on the recommendation of any of the statutory bodies or otherwise, is competent to take decision on issues not covered under this Ordinance and to interpret and clear ambiguities, if any, in the Ordinance.

The decision of the Academic Council shall be consistent with and not in derogation of any of the provisions of this Ordinance.

The power of the Academic Council under this clause shall be without prejudice to the power of the competent statutory bodies of the University to amend this Ordinance.

14. *ORDINANCE RELATING TO THE AWARD OF DEGREE OF MASTER OF PHILOSOPHY.

1. Short-title and Application

- 1.1 This Ordinance shall be called the “JNU Ordinance Relating to the Award of the Degree of Master of Philosophy”.
- 1.2 **“This Ordinance shall come into effect from the date of commencement of the Monsoon Semester 2018”. All students who were admitted prior to this date shall continue to be governed by the then existing Ordinances.

2. Definitions

- 2.1 “Course” refers to an individual subject, either compulsory or optional, taught during the academic semester.
- 2.2 “Credit” (C) is the weightage assigned to a course in terms of contact hours.
- 2.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 2.4 “Grade point” (G) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 2.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\underline{CGPA = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits opted by the student upto and including the semester for which cumulative index is required.}}}$$

Total number of credits opted by the student upto and including the semester for which cumulative index is required.

- 2.6 “Final Grade” is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of award of the degree.

[Note: *Approved the discontinuation of M.Phil. programme from the Academic Year 2021-2022 as per New Education Policy Guidelines approved by the Union Cabinet on 29th July, 2020 regarding discontinuation of M.Phil. programme.]**

*Revised vide Resolution No. 1/EC/13.03.2018.

**Amended Vide Resolution No. 6.1/EC/25.06.2018.

***Approved vide Resol. No.5.1/EC/26.03.2021

- 2.7 “Final Grade Point average” (FGPA) is the final index of a student at the time of award of a degree. It shall be calculated in the following manner:

$$\underline{FGPA = (g1 \times c1) + (g2 \times c2) + \dots}$$

Total number of credits opted by the student in the entire programme (all courses and dissertation)

- 2.8 “Foreign Educational Institution” means an institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

- 2.9 “Semester Grade Point Average” (SGPA) is the semester index grade point average of a student calculated in the following manner:

$$\underline{SGPA = (g1 \times c1) + (g2 \times c2) + \dots}$$

Total number of credits opted by the student in any particular semester.

3. Eligibility Criteria for Admission:

- 3.1 A Candidate shall be eligible for admission to a programme of research leading to the Degree of Master of Philosophy (M. Phil) if he/she has Master’s degree or a professional degree declared equivalent to the Master’s degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed); or an equivalent degree from a foreign educational Institution.

Provided that a relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled category, or for those who had obtained their master's degree prior to 19th September, 1991. The relaxation of 5% is based only on the qualifying marks without including the grace mark procedures.

Explanation: Any issue relating to equivalence of a foreign degree with an Indian degree shall be referred to the Equivalence Committee established by the University for the time being.

4. Procedure for Admission to the Programme

- 4.1 The University shall issue admission notification and prospectus, well in advance, which shall contain, *inter alia*, intake (number of seats) in each Centre, School/Special Centre; criteria for admission; reservation of seats as per the applicable policy, procedure for admission; examination centre(s) and all other relevant information.

- 4.2 The intake (number of seats) in each Centre, School or Special Centre shall be determined, on an annual basis, by the concerned Centre, School or Special Centre keeping in view the number of available Research Supervisors, the norms regarding the scholar- teacher *ratio* (as indicated in clause 6.4) and other academic and physical facilities available including laboratory, where necessary. The intake so determined shall be forwarded to the Admission Branch to be placed before the Academic Council for its consideration and approval.
- 4.3 The admission notification and prospectus containing the details mentioned in Clause 4.1 shall be uploaded on the website of the University and the admission notification shall be published in at least two national newspapers, of which at least one shall be in the regional language.
- 4.4 Admissions to the programme shall be made through two stage process consisting of Entrance Examination and interview/viva - voce.
- 4.4.1 An Entrance Examination, conducted by the University, for admission to the programme shall be qualifying with fifty per cent as qualifying marks. The format of entrance examination shall be as recommended by the Committee for Advanced Studies and Research or its equivalent body of the School or Special Centre concerned. The syllabus of the entrance examination, recommended by the said Committee, shall consist of topics from both research methodology and specific subject(s) in the relevant area of specialization in equal proportion.

The Committee for Advanced Studies and Research or its equivalent body, as the case may be, of the School or Special Centre concerned may recommend separate terms and conditions for M.Phil. Entrance Examination for those candidates who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder.

- 4.4.2 The eligible candidates, who have secured the minimum qualifying marks in the entrance examination, may be shortlisted for the interview/viva-voce based on the marks secured in the entrance examination.

However, the ratio of shortlisted candidates, ideally, shall not be less than 1:3 candidates for every seat.

- 4.4.3 The interview/*viva-voce* of the candidates qualified in the Entrance Examination shall be conducted by the Admission Committee of the Centre, School or Special Centre concerned, where the candidates are required to discuss their research interest/area through a presentation. The Admission Committee shall consider the following aspects, *viz.*
- (i) The competence of the candidate to undertake the proposed research;
 - (ii) The suitability of the research topic/area at the Centre, School or Special Centre concerned;
 - (iii) The potential of the proposed research to contribute new/additional knowledge.

- 4.5 The admission shall be based on the criteria notified/Advertised 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 Central Government from time to time.

5. Duration of the Programme

- 5.1 The duration of the M. Phil. Programme shall be four consecutive semesters/two years.
- 5.2 Notwithstanding anything in Clause 5.1 but subject to the conditions as may be laid down by the Academic Council, the women research scholars and persons with disability (more than forty percent disability) may, on receipt of the request for extension in writing, be allowed an extension by the Committee for Advanced Studies and Research or its equivalent body, as the case may be, for such period as it may deem fit, but not exceeding one year beyond the duration prescribed in clause 5.1.
- 5.3 The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Programme for up to 240 days.

6. Appointment of Research Supervisor

- 6.1 The Research Supervisor for a Research Scholar shall be appointed by the Committee for Advanced Studies and Research or its equivalent body, as the case may be, on the recommendation of the Centre or School/Special Centre concerned.
- 6.2 The Centre, School or Special Centre concerned shall recommend only a full time regular member of the faculty of the Centre, School or Special Centre (who is not reaching the age of superannuation in the next two academic years) as Research Supervisor and shall, while making the recommendation, bear in mind the following:
- (i) The number of scholars per Research Supervisor as specified in clause 6.4
 - (ii) The specialization of the available Research Supervisors
 - (iii) The research interests of the scholars as indicated by them at the time of interview/viva voce.
- 6.3 In case of topics which are of inter-disciplinary nature where the Centre or School/Special Centre concerned feels that the expertise in the Centre or School/Special Centre has to be supplemented, it may recommend for appointing a Co-Supervisor from within or outside the Centre, School/Special Centre or University on such terms and conditions as may be specified and agreed upon by the consenting Institutions/University.
- 6.4 A Research Supervisor who is a Professor, at any given point of time, cannot guide more than three M. Phil. scholars. An Associate Professor as Research Supervisor can guide up to two M. Phil. scholars and an Assistant Professor as Research Supervisor can guide one M. Phil. scholar.
- 6.5 In case a Research Supervisor, under whose guidance a dissertation has been prepared in part or in full, ceases to be a teacher of the University he/she may, subject to his/her availability and recommendation of the Centre or School/Special Centre concerned, be continued by the Committee for Advanced Studies and Research or its equivalent body as Co-Supervisor of the Research Scholar concerned. In such cases, the Research Scholars shall be allotted a new Research Supervisor from amongst the full time regular member of the faculty of the Centre or School/Special Centre concerned.

However, while counting the intake of the Research Supervisor under clause 6.4, the Research Scholars so allotted to him/her under this clause shall not be included. They shall be treated as supernumerary.

- 6.6 In case of insuperable difficulties, either the Research Scholar or the Research Supervisor/Co-supervisor may request in writing for change of supervision arrangement. Such request shall be addressed to the Chairperson of the Centre or School/Special Centre, who shall place it before the Faculty Committee. The Faculty Committee may, if it is considered to be appropriate, feasible and in the best interests of all, recommend to the Committee for Advanced Studies and Research or its equivalent body, as the case may be, for change of Research Supervisor/Co-supervisor. The Committee for Advanced Studies and Research or its equivalent body may appoint, in such a case, different Research Supervisor/Co-supervisor ***and the same shall be forwarded to the Competent Authority for approval.**
- 6.7 Appointment of a different Research Supervisor under clause 6.6 shall be made in conformity with provisions contained in clause 6.2.

7. Credit requirements

- 7.1 Subject to clause 7.2, the Centre or School/Special Centre, as the case may be, shall with the approval of the Board of Studies, decide the overall minimum credit requirements for the award of the M.Phil. Degree.

Provided that the overall minimum credit requirement, including the credit assigned for the course work, for the award of the M.Phil. Degree shall not be less than twenty-four credits.

Provided, further, that the minimum credit assigned either to the course work or to the dissertation shall not be less than eight.

8. Course work

- 8.1 The Centre or School/Special Centre shall prescribe the course work to be completed by all candidates admitted to the Programme. The duration of the course work shall be one year divided into two semesters.
- 8.2 The Centre or School/Special Centre shall, with the approval of the Board of Studies decide the number of credits to be assigned to the course work and to each course.
- 8.2.1 Provided that they shall not assign less than eight credits and more than sixteen credits to the course work.
- 8.2.2 A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas, *inter alia*, quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for research.

*Revised vide Resolution No. 6.1/EC/23.08.2018.

- 8.3 All courses prescribed for M.Phil. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Board of studies of the concerned School or Special Centre.
- 8.4 The Centre, School or Special Centre where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee of the research scholar, as stipulated under Clause 11.2.
- 8.4.1 The Centre, School/Special Centre may, on the recommendation of the Research Advisory Committee, allow the Research Scholar to add, drop or substitute course(s) within a period of two weeks from the commencement of the semester.
- 8.5 All Research Scholars admitted to the M.Phil. programme shall be required to complete the course work in the initial two semesters only. In no case shall a Research Scholar be allowed to repeat any course either in the event of failure or for improving the grades.
- 8.6 All Research Scholar shall be graded, in each course, on a ten point scale, which is as follows:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

- 8.7 Grades in each course shall be awarded, after the assessment, by the concerned course teacher(s) and the grades so awarded in all the courses, including research methodology courses, shall be finalized after a combined review by the Research Advisory Committee and the Centre, School or Special Centre, as the case may be in each semester of the course work and the final grades shall be communicated to the University.
- 8.8 There shall be no rounding off of SGPA/CGPA/ FGPA. The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

9. Approval of synopsis

- 9.1 The candidates admitted to the M. Phil. programme shall have their research proposal/synopsis approved by the Faculty Committee of the Centre, School or Special Centre within the time prescribed by such Centre, School or Special Centre but before the expiry of sixty days from the date of commencement of the third semester.

9.2 The research proposal/synopsis approved by the Faculty Committee shall be presented before the Committee for Advanced Studies and Research or its equivalent body, as the case may be, for ratification.

10. Removal of name/Cancellation of Registration

10.1 The name of the candidate admitted to M. Phil. programme shall stand automatically removed from the rolls of the University if he or she:

- (i) Fails in any course prescribed; or
- (ii) Fails to secure CGPA of 5.00 on completion of course work at the end of Second Semester.
Provided that if a candidate has taken more courses than the prescribed number of courses and has secured the grade higher than F in each course then in that case the best grades of the required number of courses shall be taken into account for calculation of CGPA.

10.2 The Committee for Advanced Studies and Research or its equivalent body may, in its discretion, cancel the registration of the Candidate/Research Scholar if:

- (i) The Research Advisory Committee recommends for cancellation under clause 11.4.
- (ii) For breach of provisions contained in clause 10.3 and clause 10. 4.

10.3 No candidate admitted to M. Phil. programme shall:

- (i) Undertake any employment;

Provided if the candidate is in employment at the time of admission to the Programme, he or she shall obtain a study leave from the concerned organization and submit to the University, at the time of admission or at such later date, as may be prescribed by the Academic Council, the leave sanction letter.
- (ii) Join any other course of study;
- (iii) Appear in any other examination other than those prescribed by the Centre, School or Special Centre concerned without the prior permission of the Committee for Advanced Studies and Research or its equivalent body.

10.4 No Candidate shall be eligible to register for the Programme if he/she is already registered for any full time programme of study of this University or in any other University/Institution. The selected candidate is required to make a declaration to the effect that he is not pursuing any full time programme of this University or any other University at the time of admission.

11. Research Advisory Committee

11.1 There shall be a Research Advisory Committee constituted by the Committee for Advanced Studies and Research or its equivalent body, as the case may be, on the recommendation of Centre, School or Special Centre, for each M. Phil. Scholar. The Research Supervisor shall be the Convener of this Committee.

The power of the Committee for Advanced Studies and Research or its equivalent body to constitute Research Advisory Committee, on the recommendation of Centre, School or Special Centre, shall include the power to re-constitute it, if and whenever required.

11.2 The Research Advisory Committee, in addition to the responsibilities imposed under the other provisions of this Ordinance, shall also 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.

11.3 A Research Scholar shall appear before the Research Advisory Committee at least 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 Committee for Advanced Studies and Research or its equivalent body with a copy to the research scholar.

11.4 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 within reasonable time, the Research Advisory Committee may recommend to the Committee for Advanced Studies and Research or its equivalent body, as the case may be, with specific reasons for cancellation of the registration of the research scholar.

12. Submission of Dissertations

12.1 After completion of the course work with the requisite CGPA and approval of the Research Proposal/Synopsis, the Research Scholar shall be required to undertake research work and produce a draft dissertation within two semester/one year from the date of completion of the course work or, in case of women candidates or candidates with disability (more than forty per cent disability) within such extended period, where extension has been granted.

12.2 Prior to the submission of the dissertation, the Research Scholar shall make a presentation in the Centre, School or Special Centre before the Research Advisory Committee, 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 in consultation with the Research Advisory Committee.

- 12.3 The Research Scholar, before the submission of the dissertation for adjudication, shall present at least one research paper in a conferences, seminar etc. and produce, at the time of submission, evidence for the same in the form of certificate of paper presentation.
- 12.4 The Research Scholar, before the submission of the dissertation for adjudication, shall submit a soft copy of the dissertation to a designated functionary of the Dr. B.R. Ambedkar Central Library of the University for plagiarism verification.

The plagiarism verification shall be carried out in accordance with the guidelines formulated by the Academic Council of the University. The software and gadgets to be used to detect plagiarism and other forms of academic dishonesty shall also be indicated in the said guidelines. The Academic Council may formulate, based on the recommendations of the Committee for Advanced Studies and Research or its equivalent body of each School or Special Centre, separate guidelines to be adopted in each Centre, School or Special Centre.

The designated functionary of the University shall issue the certificate of Plagiarism Check called the Plagiarism Verification Certificate, certifying and authenticating the check performed. This certificate has to be submitted to the Evaluation Branch at the time of submission of the dissertation for evaluation and adjudication.

- 12.5 While submitting for evaluation, the Research Scholar shall include in the dissertation a Declaration 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 Jawaharlal Nehru University, or to any other Institution/University in India or abroad. The declaration of the Candidate shall be countersigned by the Research Supervisor/Co-supervisor.

13. Evaluation and Adjudication

- 13.1 The M. Phil. dissertation submitted by a Research Scholar shall be evaluated by his/her Research Supervisor and at least one external examiner, who is not in the employment of the University or its recognized institution and/or on the Special Committee of the Centre/Board of Studies of the School concerned.
- 13.2 The external examiners shall be appointed by the Vice – chancellor from amongst the panel of external examiners approved and recommended by the Committee for Advanced Studies and Research or its equivalent body, as the case may be, and the Board of Studies of the School or Special Centre concerned.

Provided that in case an external examiner to whom the dissertation has been sent for evaluation fails to forward the report to the University within three months from the date of dispatch of the dissertation, the Vice-chancellor may appoint another examiner out of the same panel or, if necessary, ask for another panel to be recommended.

- 13.3 The external examiner, after examining the dissertation, shall prepare and forward a report to the University, which shall contain a clear recommendation as to whether, in his or her opinion the dissertation should be accepted and the viva –voce examination of the Research Scholar should be held or not.
- 13.4 The reports of the external examiners shall be forwarded to the Dean of the School or the Chairperson of the Special Centre concerned.
- 13.5 The Dean of the School or the Chairperson of the Special Centre concerned shall, if the evaluation report of the external examiner is satisfactory and include specific recommendation for conducting the viva-voce examination, arrange to hold the viva-voce examination.
- 13.6 **“*The Dean of the School or the Chairperson of the Special Centre, as the case may be, shall, if the evaluation report of the external examiner is unsatisfactory and does not recommend viva-voce, recommend to the Vice-Chancellor that the dissertation is sent to another external examiner out of the approved panel of examiners and the Dean of the School or the Chairperson of the Special Centre shall arrange to hold the viva-voce examination only if the report of the latest examiner is satisfactory and does include recommendation for conducting viva-voce. If the report of the latest examiner is also unsatisfactory, the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree”.**
- 13.7 The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and the external examiner, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Centre, School or Special Centre concerned, other research scholars and interested experts/researchers.
- Provided, where the external examiner, who evaluated the dissertation, is not in a position to conduct the viva-voce examination, another examiner may be appointed in his/her place from the panel of examiners.
- Provided further that where the Research Supervisor is unable to be present within a reasonable time to conduct the viva-voce examination, the Committee for Advanced Studies and Research or its equivalent body, as the case may be, may recommend another member of the faculty in his/her place to conduct the via – voce examination.
- 13.8 The Research Supervisor and the external examiner, while recommending the dissertation for the award of the M. Phil. Degree after conducting viva – voce, shall also award grade for the dissertation. The dissertation shall be graded on a ten point scale provided in clause 8.6 for courses. The final grade for the dissertation shall be determined by taking the average of the grades awarded by the Research Supervisor and the external examiner.

*Amended vide Resolution No. 6.1/EC/25.06.2018.

13.9 The recommendation made after conducting the viva – voce examination along with the grades awarded shall be placed before the Committee for Advanced Studies and Research or its equivalent body, as the case may be.

13.10 The Committee for Advanced Studies and Research or its equivalent body, as the case may be, shall recommend to the Academic Council through the Board of Studies of the School or Special Centre concerned for the award of the M. Phil. Degree only if:

- (i) The Examiners, after conducting the viva-voce examination, have recommended for the award of the Degree; AND
- (ii) The Research Scholar has secured minimum FGPA of 5.0 (in the course work and dissertation).

Provided that if a student has taken more courses than the prescribed number of courses during the course work and has secured the grade higher than F in each course then in that case the best grades of the required number of courses shall be taken into account for calculation of FGPA.

13.11 The Committee for Advanced Studies and Research or its equivalent body, as the case may be, shall recommend to the Academic Council through the Board of Studies of the School or Special Centre concerned for rejecting the dissertation and declaring the Research Scholar ineligible for the award of the M. Phil. Degree if:

- (i) The Examiners, after conducting the viva-voce examination, have recommended that the dissertation be rejected; OR
- (ii) The Research Scholar has failed to secure minimum FGPA of 5.0 (in the course work and dissertation).

Provided that if a student has taken more courses than the prescribed number of courses during the course work and has secured the grade higher than F in each course then in that case the best grades of the required number of courses shall be taken into account for calculation of FGPA.

14. Award of Degree and Issue of Compliance Certificate

14.1 Following the recommendation of the Committee for Advanced Studies and Research or its equivalent body for the award of the Degree, the Academic Council shall award the Degree of the Master of Philosophy (M. Phil.) to the Research Scholar.

14.2 Prior to the actual award of the degree, the Dean of the School or the Chairperson of the Special Centre concerned shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016.

15. Miscellaneous Provisions

- 15.1 The University shall maintain and publish the list of all the M.Phil. students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.
- 15.2 Following the resolution of the Academic Council to award the Degree and before the announcement of the award of the M.Phil. degree or Issuance of the Degree Certificate, the University shall submit an electronic copy of the M. Phil. dissertation to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Universities.
- 15.3 In a School or Special Centre, where the Committee for Advanced Studies and Research does not exist, all the powers and functions of the said Committee under this Ordinance shall be exercisable or carried out by such School or Special Centre concerned. They shall be considered equivalent to the Committee for Advanced Studies and Research under this Ordinance.

The report of every decision made or action taken by the School or Special Centre, while acting as equivalent to the Committee for Advanced Studies and Research, shall be placed before the Special Committee of such School or Special Centre for consideration and ratification.

- 15.4 In a School or Special Centre, where the Board of Studies does not exist, all the powers and functions of the said Board under this Ordinance shall be exercisable or carried out by the Special Committee or its equivalent body of the School or Special Centre concerned.
- 15.5 The Autonomous Programmes in a School or Special Centre may also be authorized by the competent body of the University to offer M. Phil. Programme under this Ordinance.
- 15.6 In case of relocation of any M. Phil. 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 this Ordinance are followed in letter and spirit and the research work does not pertain to the project secured by the University/supervisor from any funding agency. The Research Scholar will, however, give due credit to the original Research Supervisor and the University for the part of research already done.

The detailed procedure regarding relocation/transfer of M.Phil. woman scholar may be laid down by the Academic Council of the University.

- 15.7 The Academic Council, either on the recommendation of any of the statutory bodies or otherwise, is competent to take decision on issues not covered under this Ordinance and to interpret and clear ambiguities, if any, in the Ordinance.

The decision of the Academic Council shall be consistent with and not in derogation of any of the provisions of this Ordinance.

The power of the Academic Council under this clause shall be without prejudice to the power of the competent statutory bodies of the University to amend this Ordinance.

15. *ORDINANCE RELATING TO THE AWARD OF B.A. – M.A. INTEGRATED DEGREES.

1. Definitions :

- 1.1 “Course” means a Semester Course.
- 1.2 “Credit” (c) is the weightage assigned to a course in terms of Contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 1.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g1 \times c1) + (g2 \times c2)}{\text{Total number of credits offered by the student up to and including the semester for which cumulative index is required.}}$$

- 1.6 “Final Grade Point Average” FGPA is the final index of a student at the time of award of a degree.
- 1.7 Final grade is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.

2. Eligibility for Admission to the course :

- 2.1 A candidate shall be eligible for admission if he/she has passed the Senior School Certificate Examination (10+2) of a recognized Board of Secondary Education or an examination recognized by the University as its equivalent.
- 2.2 **A candidate may be eligible for admission to the 3rd semester of the **ten** semester **integrated** course leading to the **degree of Master of Arts** of the University, provided he/she has successfully completed first year of B.A. under 10+2+3 pattern conducted by a recognized University or any other examination recognized by the University as its equivalent.

*Approved vide Resol. No.24/EC/1-4-1972, revised vide Resol. Nos. 5.5(i)/EC/11-05.1984 & 6.8/EC/27.03.2012 and **revised vide Resolution No. 1/EC/13.03.2018.

- 2.3 ***There shall be no minimum age limitation for admission to the first semester of programme of the year in which admission is sought.

Provided that the age limit may be relaxed by the Vice-Chancellor on the recommendations of the Committee for Advanced Studies and Research/Special Committee of the School/Special Centre (Admission Committee) of the School concerned on the merits of the case, and in case of candidate belonging to SC/ST.

- 2.4 **No candidate shall be eligible for admission to the programme unless he/she has attained the age of 17 years for admissions to the 1st semester of the programme as on 1st October of the year in which admission is sought. Provided that the age limit may be relaxed by the Vice-Chancellor on the recommendations of the Committee for Advanced Studies and Research/Special Committee of the School/Special Centre (Admission Committee) of the School concerned on the merits of the case, and in case of candidate belonging to SC/ST.

3. *Languages for Master's Degree :

Candidates may seek admission to courses leading to the B.A. – M.A. Integrated programme in any of the following languages:

- 01 Arabic
- 02 Chinese
- 03 French [M.A. in French and Francophone Studies (Translation and Interpretation) or M.A. in French and Francophone Studies (Literature)]
- 04 German (M.A. in Literature or M.A. in Translation or M.A. in Translation & Interpretation)
- 05 Japanese
- 06 Korean
- 07 Persian
- 08 Russian
- 09 Spanish
- #10 Pushto

4. *Admission Procedure :

Procedure for admission to the course leading to the M.A. degree shall be laid down from time to time by the Admission Committee or Committees appointed by the Academic Council under Statute 16(viii).

5. *Faculty Adviser :

- 5.1 The Centre through which a student seeks admission shall appoint an Adviser from amongst its faculty members for each student. The Adviser shall advise the student about registration of courses and adding and dropping of courses.

*Amended vide Resolution No. 1/EC/13.03.2018.

**Added vide Resolution No. 1/EC/13.03.2018.

***Amended vide Resolution No. 6.1/EC/03.02.2023.

Amended vide Resolution No. 6.1/EC/11.05.2015

- 5.2 Registration of courses is the sole responsibility of a student. No student shall be allowed to attend a course without registration and he/she will not be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date to be announced by the University.
- 5.3 *Late registration may be allowed to a student, in exceptional cases subject to the justification given by him/her, beyond the normal date of registration **as per schedule mentioned in Academic Calendar.**
- 5.4 *No student shall be allowed to add a course or substitute a course for another course **after the last date as per schedule mentioned in Academic Calendar.**

6. Duration of the course :

- 6.1 The curricular work leading to the award of Master's Degree shall be spread over a minimum of 10 Semesters - five Monsoon semesters and five Winter semesters.

Provided that curricular work leading to the award of the Master's degree in the case of students admitted under Clause 2.2 shall be spread over a minimum of 8 semesters – 4 Monsoon Semesters and 4 Winter Semesters, and for those admitted under Clause 2.3 shall be spread over a minimum of 4 semesters – 2 Monsoon Semesters and 2 Winter Semesters.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization, technical grounds like visa problems, sequencing of courses, accepting a foreign scholarship/fellowship provided it is meant for upgrading research skill and not for earning a regular degree or diploma subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

- 6.2 The Monsoon and the winter semesters shall commence from and end on a date to be fixed by the Academic Council of the University.

Provided that each semester will ordinarily have 90 working days excluding the examination days.

7. Credit requirements :

- 7.1 There shall be two levels of courses:
- (i) C' level courses which will be given ordinarily in the first two Semesters; and
 - (ii) 'B' level courses which will ordinarily be given in the third, fourth, fifth and sixth semesters

* Amended vide Resolution No. 6.1/EC/30.07.2019

7.2 Ordinarily a course shall be given in three or four contact hours a week and the credits for these courses shall be as follows:

`C' level courses 2 credits

`B' level courses 3 credits

`A' level courses 4 credits

Provided that the Board may, on the recommendation of the Centre, allot less or more credits to a particular course.

7.3 The actual credits requirements in the case of a student and or a group of students for the M.A. Degree shall be prescribed by the Centre concerned, provided that it shall not be less than 156 credits;

Provided that the total credits earned shall include a minimum of 20 from `C' level courses, 72 from `B' level courses and 64 from `A' level courses;

Provided further that a minimum of the half the credits but not exceeding 75% required for the degree shall be earned in the discipline in which a student is registered for his/her Master's Degree.

7.4(a) Normal load of a student in each of the first two semesters shall be of 10 credits; in the 3rd and 4th semesters it shall be 21 credits and in the 5th and 6th semesters, it shall be of 18 credits.

(b) A student with the permission of the Centre/School concerned may be allowed to carry additional load over and above the normal load prescribed in 7.4 (a) above, provided that the additional load shall not exceed 50% of the credits/courses a student is normally expected to cover in a semester;

Provided further that the Centre/School may in exceptional circumstances permit the student a load 50% less than a normal load in a semester.

7.5 The student may earn his/her `C' level credits from the prescribed courses offered by the Centre and the remaining credits, if any, from other disciplines.

7.6 A student joining the 1st semester of the programme shall be required to earn at least a minimum of 10 credits from courses in tools, techniques and methodology which will be prescribed by the Centre concerned.

Provided that the students joining the third semester of the programme under clause 2.2 shall be required to earn at least a minimum of 6 credits from courses in tools, techniques and methodology which will be prescribed by the Centre concerned.

7.7 Students shall be required to earn a minimum of 24 credits from the optional courses offered by various Centres and Schools of the University, which will be especially designed for the undergraduate students of the School of Language, Literature & Culture Studies. All students will be required to complete either 2 or 3 optional subjects depending on how many semesters are offered in the given course as listed in the Optional Course List. There could be 4 courses in one subject and offered by one Centre of the University or a combination of related courses offered by different Centres of the University. They will be required to clear 4 + 4 courses in two subjects or 4+2+2 in three subjects. Not more than one optional subject can be from the School of Language, Literature & Culture Studies. However, it will not be mandatory for an undergraduate student to opt for an optional from the School of Language, Literature & Culture Studies.

7.8 No student shall be permitted to take more than seven courses (including tools and optional) in any Semester.

7.9 A student shall not be permitted to offer a course if he/she has not cleared a course which is prescribed as a pre-requisite for the former.

Every Centre shall decided which of its courses are designated pre-requisite and core courses.

7.10 Students who are admitted to the Seventh Semester of the 10-semester integrated Course under clause 2.3 shall be required to earn a minimum of 64 credits and also to clear two extra non-credit courses.

Provided that the requirement of clearing two extra non-credit courses may be relaxed by the Board of the School in the case of a student of a group of students.

8 **Evaluation :**

8.1 The system of evaluation for each course shall be laid down by the Board of the School on the recommendation of the Centre concerned.

8.2 For courses having a semester examination, sessional work or internal evaluation shall carry the same weightage as the semester examination.

8.3 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Board of Studies of the School, on the recommendation of the Centre concerned and shall be made known to the students at the commencement of each semester.

8.4 The students shall be graded in each course on a 10 point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note :

1. There shall be no rounding off of SGPA/CGPA/FGPA.
2. The SGPA/CGPA/FGPA obtained by a student be out of a maximum possible 9 points.

8.5 A student clears a course only if he/she has cleared both the components, namely, sessional work and end semester examination (for courses having end semester examination) by securing a grade higher than 'F' in both of them, or only if he or she secures an overall grade higher than 'F' (for courses having no end semester examination). A student who fails in a course either by not clearing the sessionals and consequently being not eligible to appear in the end semester examination, or by failing in the end semester examination, or by absenting from appearing in the end semester examination (for courses having end semester examination) or by failing to secure an overall grade higher than 'F' (for courses having no end semester examination), shall be required to repeat that course or clear another similar (core, optional or tool, as the case may be) course in lieu thereof irrespective of his/her performance in the sessional work.

8.6 A student who secures a grade higher than 'F' in a course may be permitted by the Centre, keeping in view its academic constraints, to improve his/her grade by repeating that course only once, subject to proviso of Clause 8.5 of the Ordinance.

Provided further that a student who wants to repeat a course to improve his/her performance shall be allowed to do so only if he/she surrenders his/her earlier grade in the course by 16th August in case of the Monsoon Semester courses and by 1st February in case of Winter Semester courses. Having surrendered his/her earlier grade by due date, it will be his/her repeat performance in the course which will be taken into account to compute the SGPA and the CGPA. His/her transcript will however, reflect appropriately both the performances and the fact that he/she repeated the course/courses.

A student can only repeat a course if he/she has secured a grade less than a B only.

A student can repeat courses only one year below his/her registered year.

8.7 The Final Grade Point Average of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n \text{cl} \times \text{gl}}{\sum_{i=1}^n \text{ci}}$$

- cl= Credit of the ith course
- gl= Grade point secured by the cadet in the ith course
- n = Total number of courses prescribed for the student

FGPA: Final Grade Point Average of the student concerned

8.8 Examinations shall be conducted under the directions of the Dean of the School/Chairperson of Specialized Centres.

8.9 A student can take part in the curricular programme for the MA Degree of the University in a maximum of 14 semesters.

Provided that a student admitted to the seventh semester under clause 2.3 can take part in the curricular programmes for the M.A. degree of the University for a maximum of 6 semesters and those admitted to the third semester under Clause 2.2 for a maximum of 12 semesters.

8.10 Constitution of Examiners or Board of Examiners for a course shall be appointed for each course by the Board of the School, on the recommendation of the Centre concerned.

8.11 An application for admission to the semester examination shall be made in the prescribed form and forwarded to the Dean of the School through the Head of the Centre concerned and shall be accompanied by the following certificates:

- i) Participation in sessional work;
- ii) Clearance of all dues.

9. Grade Point Requirement/Minimum standard

9.1 A student will be required to maintain a minimum CGPA of 4.0 in the core courses after the completion of the second semester and in every semester thereafter.

- (i) If a student fails to secure the minimum CGPA of 4.0 after the completion of the second semester, he/she shall be asked to discontinue the programme and his/her name shall be removed from the rolls.

9.2 At the end of the sixth semester a student is required to have a minimum CGPA of 5.0 in the core courses in order to continue into the seventh semester.

- (i) If a student fails to secure the minimum CGPA of 5.0 in the core courses after the completion of the sixth semester, he/she shall be asked to discontinue the programme and his/her name shall be removed from the rolls, except in the case that the student opts for the additional two semesters to repeat the third year of the programme, in accordance with the provisions of clause 8.9.

- (ii) Provided further that if the student secures a CGPA of 4.0 to 4.99 (s)he may be awarded a BA Pass degree.

- (iii) Provided further that if the student secures a CGPA of 5.0 and above (s)he may be awarded a BA Hons. degree.
No BA degree shall be awarded to those students who continue to be enrolled in the five year integrated MA programme.

9.3 A student who wants to discontinue the programme after six semesters shall inform the Centre/School before the commencement of registration for the 7th semester that his/her name should be removed from the rolls.

Provided further that:

- (i) The student shall be awarded a B.A. (Honours) degree if he/she has a minimum CGPA of 5.0 or more at the end of the sixth semester, provided he/she fulfils the credit requirements of a minimum of 20 'C' level credits and a minimum of 72 'B' level credits.

Or

- (ii) The student shall be awarded a B.A. (Pass) degree if he/she has a CGPA of equal to greater than 4.0 but less than 4.99 at the end of the sixth semester, provided he/she fulfils the credit requirement of a minimum of 20 'C' level credits and a minimum of 72 'B' level credits.

- 9.4 A student with a CGPA of less than 4.0 at the end of the sixth semester may avail of the option of two extra semesters to bring up his/her CGPA to the prescribed requirements of either the B.A. Pass or BA Honours degree.

A student, in order to be eligible for the award of Master's Degree of the University, must have (i) passed all the prescribed courses as laid down; (ii) obtained a CGPA of 5.00 at the end of the programme.

Provided further that the students of M.A. programme who are otherwise eligible for award of degree, but have secured a CGPA less than 4.00 at the end of the permissible period of ten semesters, may be allowed by the Centre/School concerned to repeat the 'A' level courses in the 11th and 12th semester, as per provisions contained in Clause 8.6 of the Ordinance, for improvement of CGPA.

10. Courses of Study and Framing of the Syllabi :

- 10.1 The Courses of study shall be approved by the Board of the School, on the recommendations of the Centre concerned.
- 10.2 The Syllabi for the courses shall be approved by the Centre concerned which shall also prescribe text books/reading text for each course.

11. Removal of the Name of a Student from the Programme :

- 11.1 The names of students falling under following categories shall automatically stand removed from the rolls of the University:
 - (a) Those students who fail to fulfill the CGPA requirements as specified under clause 9.1 and clause 9.2.
 - (b) Those students who have already exhausted the maximum period under clause 8.9 for the M.A. programme and have not fulfilled the requirements for the award of MA degree as defined in clause 9.

- 11.2 The Board of Studies of the School, on the recommendations of the Centre, may remove the name of a student from a programme of study if:
- (a) A student who fails to clear at least 50% of the prescribed core courses at the end of the 1st semester and every semester thereafter.
 - (b) A student has still to clear courses which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register for the normal load for the remaining period plus 50% of this normal load.
- 12.** Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Centre/Department and Board of Studies of the School as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.
- 13.** No candidate shall be eligible to register for the programme if he/she is already registered for any full time programme of study in this University or in any other University/Institution.
- 14.1** The end semester examination shall be conducted by the Centres under the overall guidance of the Dean of the School within the dates specified by the University. The Chairperson of the Centres shall report the award list in respect of all courses to Dean's Office.
- The end semester results shall be place before the Dean of the School for approval after they have been screened by a Committee consisting of the Chairperson of the Centre and not more than three faulty members appointed by the Dean on the recommendations of the Chairperson of the Centre concerned as members.
- 14.2** The final results at the end of 10th semester and the award of M.A. degree would be considered by a Committee of the School consisting of Dean of the School as Chairman and Chairpersons of the Centre as members and would be approved by the Vice-Chancellor before being announced.

Note: The end Semester examination results of each semester and the final results at the end of the fourth semester shall be forwarded by the Dean of the School to the University within the dates specified by the University for record and further action.

15 (A) *ORDINANCE RELATING TO THE AWARD OF M.A., M.Sc. DEGREES.

1. Definitions:

1.1 "Course" means a Semester Course.

1.2 "Credit" (c) is the weightage assigned to a course in terms of Contact hours.

1.3 "Grade" means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.

1.4 "Grade Point" (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.

1.5 "Cumulative Grade Point Average" (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2)}{\text{Total number of credits offered by the student upto and including the semester for which cumulative index is required.}}$$

1.6 "Final Grade Point Average" FGPA is the final index of a student at the time of award of a degree.

1.7 Final grade is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.

2. **Eligibility for Admission to the Course:**

2.1 A candidate shall be eligible for admission to the programme leading to the award of Master's degree if he/she has obtained a Bachelor's degree under 10+2+3 pattern recognized by the University or a degree recognized as its equivalent and provided further that he/she has attained minimum proficiency in the subject concerned at the time of admission as decided by the University from time to time.

2.2 No candidate shall be eligible for admission to the programme unless he/she has attained the age of 20 years for admission to the 1st semester of the programme as' on 1st October of the year in which admission is sought.

Provided that the age limit may be relaxed by the Vice-Chancellor on the recommendations of the Admission Committee of the School concerned on the merits of the case, and in case of candidate belonging to SC/ST.

* Approved vide Resol. No.24/EC/1-4-1972 and revised vide Resol. Nos.5.5(i)/EC/11-05.1984 & 6.8/EC/27.03.2012

3. Disciplines/Languages for Master's Degree:

Candidates may seek admission to Programs of Studies leading to the award of Master's Degree in any of the following Disciplines/Languages:

- 01 Anthropology
- 02 Economics
- 03 Education
- 04 Geography
- 05 History
- *06 Physics
- 07 Political Science
- 08 Psychology
- 09 Sociology
- 10 English Language & Literature
- 11 French
- 12 German
- 13 Russian
- 14 Spanish
- 15 Arabic
- 16 Chinese
- 17 Persian
- 18 Japanese
- 19 Korean
- 20 Linguistics
- 21 Politics (With Specialization in International Relations)
- 22 Life Sciences
- 23 Sanskrit
- 24 Arts & Aesthetics
- 25 Economics (With Specialization in World Economy)
- 26 Hindi
- 27 Urdu
- ** { 28 Environmental Sciences
- 29 Philosophy
- 30 Development & Labour Studies
- 31 Molecular Medicine
- 32 Computational & Integrative Sciences
- 33 Biotechnology

*Language and Literature
or
Specialized Translation
or
Interpretation*

And in such other disciplines/languages as may be decided by the Vice-Chancellor on the recommendations of the Board of Studies of the School and notified by the University in the Prospectus/Official website.

4. Admission Procedure:

Procedure for admission to the programme leading to the award of Master's degree shall be laid down from time to time by the Admission Committee or Committee appointed by the Academic Council under Statute 16(viii).

5. Faculty Advisor

- 5.1 The Centre through which a student seeks admission shall appoint an Adviser for students of each year from amongst the members of the faculty concerned. The Adviser shall advise the student about the registration of courses, adding/dropping of courses and how the grades awarded in the courses.
- 5.2 Registration of courses is the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date to be announced by the University.

*Amended vide Resolution No. 6.1/EC/18.11.2014.

**Added vide Resolution No. 6.1/EC/11.05.2015.

5.3 *Late registration may be allowed to a student, in exceptional cases subject to the justification given by him/her, beyond the normal date of registration **as per schedule mentioned in Academic Calendar.**

5.4 *No student shall be allowed to add a course or substitute a course for another course **after the last date as per schedule mentioned in Academic Calendar.**

6. Duration of the course:

6.1 The curricular work leading to the award of Master's Degree shall be spread over a minimum of four semesters, two Monsoon semesters and two Winter semesters.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization, technical grounds like visa problems, sequencing of courses, accepting a foreign scholarship/fellowship provided it is meant for upgrading research skill and not for earning a regular degree or diploma subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

6.2 The Monsoon and the Winter semesters shall commence from and end on a date to be fixed by Academic Council.

Provided that each semester will ordinarily have 90 working days excluding the examination days.

7. Credit requirements:

7.1 Ordinarily a course shall be given in prescribed number of contact hours a week to be decided by the faculty of the concerned Centre and the credits for these courses shall be as follows:

'C' level courses	2 credits
'B' level courses ,	3 credits
A' level courses	4 credits

Provided that the Board may, on the recommendation of the Centre, allot less' or more credits to a particular course.

7.2 The actual credits requirement for Master's Degree shall be prescribed by the Centre concerned.

Provided that it shall not be less than 64 credits.

* Amended vide Resolution No. 6.1/EC/30.07.2019

Provided further that Students who are admitted to the Master's programme besides earning 64 credits shall also be required to clear two extra non-credit courses:

Provided that the requirement of clearing of extra-non-credit courses may be relaxed by the Board of the School in the case of a student or a group of students.

- 7.3 (a) Normal load of a student in Social Sciences and Natural Sciences in each of the semesters shall be of 16 credits.
- (b) A student with the permission of the Centre/School concerned may be allowed to carry additional load over and above the normal load prescribed in clause 7.4 (a) above provided that the additional load shall not exceed 50% of the credits/courses a student is normally expected to cover in a semester.

Provided further that the Centre/School may in exceptional circumstances permit the student a load 50% less than a normal load in a semester.

- 7.4 A student shall not be permitted to offer a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former.

8. Evaluation

- 8.1 The system of evaluation for each course shall be laid down by the Board of the School on the recommendation of the Centre concerned.
- 8.2 For courses having a semester examination, sessional work shall carry the same weightage as the semester examination.
- 8.3 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Board of the School, on the recommendation of the Centre concerned and shall be made known to the students at the commencement of each semester.
- 8.4 The students shall be graded in each course on a 10 point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

- Note: 1. There shall be no rounding off of SGPA/CGPA/FGPA
2. The SGPA/CGPA/FGPA obtained by a student shall be out of a maximum Possible 9 points.

The Final Grade Point Average obtained by a student shall be classified into following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
4.0 and above but less than 4.5	Lower Second Class

- 8.5 A student shall be deemed to have cleared a course only if he/she has participated in the sessional work and has secured an overall grade higher than 'F' in that course (for courses having no end semester examination) or has participated in the sessional work and appeared in the end semester examination (for courses having semester examination) and secured a weighted grade higher than 'F' in that course. A student who fails in a course either by not participating in the sessional work and thereby securing an overall grade of 'F' (for courses having no semester examination) or consequently being not eligible to appear in the end semester examination or by absenting from appearing in the end semester examination or by failing to secure a weighted grade higher than 'F' (for course having end semester examination), shall be required to repeat that course or clear another similar (core or optional, as the case may be) course in lieu thereof.
- 8.6 A student who secures a grade higher than 'F' in a course may be permitted by the Centre, keeping in view its academic constraints, to improve his/her grade by repeating that course once, subject to proviso of Clause 8.5 of the Ordinance.

Provided further that a student who wants to repeat a course to improve his/her performance shall be allowed to do so only if he/she surrenders his/her earlier grade in the course by 16th August in case of the Monsoon Semester courses and by 1st February in case of Winter Semester courses. Having surrendered his/her earlier grade by due date, it will be his/her repeat performance in the course which will be taken into account to compute the SGPA and the CGPA. His/her transcript will however, reflect appropriately both the performances and the fact that he/she repeated the course/courses.

- 8.7 The final grade point average of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n \text{cl} \times \text{gl}}{\sum_{i=1}^n \text{ci}}$$

cl= Credit of the ith course
 gl= Grade point secured by the cadet in the ith course
 n = Total number of courses prescribed for the student
 FGPA: Final Grade Point Average of the student concerned

- 8.8 Examinations shall be conducted under the directions of the Dean of the School/Chairperson of Specialised Centres.
- 8.9 A student can take part in the curricular programme for the Master's Degree of the University to a maximum of six semesters excluding the period of zero semester(s) granted to the him/her by the University.
- 8.10 Examiners or Board of Examiners shall be appointed for each course by the Board of the School, on the recommendation of the Centre concerned.
- 8.11 An application for admission to the semester examination shall be made in the prescribed form and forwarded to the Dean of the School through the Head of the Centre concerned and shall be accompanied by the following certificates:
- i) Participation in sessional work;
 - ii) Clearance of all dues.

9. Grade Point Requirement/Minimum standard

- 9.1 A student joining the 1st semester of the four semester of the programme will be required to maintain a CGPA of 3.00 in the core Courses at the end of second Semester and thereafter.
- 9.2 A student, in order to be eligible for the award of Master's Degree of the University, must have (i) passed all the prescribed courses as laid down; (ii) he/she has obtained a CGPA of 4.00 at the end of the programme.

Provided that a student may take more optional courses than prescribed in the programme, in which case for the calculation of Final Grade Point Average only the prescribed number of optional courses in the descending order of the grades obtained by the student shall be included. For example, if a programme has 12 compulsory courses and 4 optional courses and a student credits 6 optional courses, his/her Final Grade Point Average shall be calculated on the basis of 12 compulsory courses and the first four optional courses, when all the six are ranked according to descending order of grades obtained by him/her. However, no student shall be permitted to register in a semester only to take an additional optional course.

Provided further that the students of M.A./M.Sc. programme who are otherwise eligible for award of degree but have secured a CGPA less than 6.00 at the end of the permissible period of four semesters may be allowed by the Centre/School concerned to repeat M.A./M.Sc. level courses in the 5th and 6th semester, as per provisions contained in Clause 8.6 of the Ordinance, for improvement of CGPA.

- 9.3 (a) The end semester examination shall be conducted by the Centres under the overall guidance of the Dean of the School within the dates specified by the University. The Chairperson of the Centres shall report the award list in respect of all courses to Dean's office

The end semester results shall be placed before the Dean of the School for approval after they have been screened by a Committee consisting of the Chairperson of the Centre and not more than three faculty members appointed by the Dean on the recommendations of the Chairperson of the Centre concerned as members.

- (b) The final results at the end of 4th semester and the award of M.A./M.Sc. degree would be considered by a Committee of the School consisting of Dean of the School as Chairman and Chairpersons of the Centres as members and would be approved by the Vice-Chancellor before being announced.

Note : The end Semester examination results of each semester and the final results at the end of the fourth semester shall be forwarded by the Dean of the School to the University within the dates specified by the University for record and further action.

10. **Courses of Study and Framing of the Syllabi:**

- 10.1 The Courses of study shall be approved by the Board of Studies of the School, on the recommendations of the Centre concerned.
- 10.2 The Syllabi for the courses shall be approved by the Centre concerned which shall also prescribe text books/reading material for each course.

11. Removal of the Name of a Student from the Programme:

11.1 The names of students falling under following categories shall automatically stand removed from the rolls of the University: .

(a) Those students who fail to fulfill the CGPA requirements as specified under clause 9.1.

(b) Those students who have already exhausted the maximum period of six semesters for the M.A/M.Sc. programme and have not fulfilled the requirements for the award of MA/M.Sc. degree as defined in clause 9.

11.2 The Board of Studies of the School, on the recommendations of the Centre, may remove the name of a student from a programme of study if:

(a) A student who fails to clear at least 50% of the prescribed core courses at the end of the 1st semester.

(b) A student has still to clear courses which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register for the normal load for the remaining period plus 50% of this normal load.

12. Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Centre/Department and Board of Studies of the School as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

13. No Candidate shall be eligible to register for the programme if he/she is already registered for any full-time programme of study in this University or any other University/Institution.

14. Revival of 5-year M.A. Integrated Programme originally conceived in 1972 Ordinance :

It was recommended that the students joining the programme at 1st year or 2nd year entry point in the academic year 2012-13 and 2013-2014 will be exempted from taking JNU entrance examinations.

Resolved further that the Board of Studies, School of Language, Literature & Culture Studies will work out modalities as per 1972/1993 provisions in the relevant Ordinances and make suitable recommendations.

Approved vide Resolution No. 6.1/E.C/9.5.2014

16. *ORDINANCE RELATING TO THE AWARD OF THE MASTER OF PUBLIC HEALTH DEGREE.

1. Definition :

- 1.1 “Course” means a semester course
- 1.2 “Credit”(c) is the weightage assigned to a course in terms of contact hours.
- 1.3 “Grade“ means letter grade assigned to a student on the basis of evaluation of a course on the ten- point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent to a letter grade assigned to student in the ten-point scale.
- 1.5 “Cumulative Grade Point Average”(CGPA) means a cumulative index grade point average of student calculated in the following manner:

$$\text{CGPA} = \frac{(g_1 \times c_1) + g_2 + c_2 + \dots}{\text{Total number of credits offered by the student upto and including the semester for which cumulative index is required.}}$$

- 1.6 “Final Grade Point Average” (FGPA) is the final index of a student at the time of the award of a degree.
- 1.7 “Final Grade” is letter equivalent assigned to a student on the basis of his/her Final Grade Point at the time of the award of the degree

* Approved vide Resolution No. 7/E.C/5.10.1974 and Amended vide Resolution Nos. 7.11/E.C/27.9.1995 and 6.1/EC/2.6.2005

- 1.8 The final grade point average of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- c_i = Credit of the i th course
 g_i = Grade point secured by the student in the i th course
 n = Total number of courses prescribed for the student
 FGPA = Final Grade point Average of the student concerned.

- 1.9 The programme of study leading to the award of Master's Degree in Public Health shall be called the Master of Public Health Programme (MPH) hereinafter called the MPH Programme.

- 1.10 Centre means the Centre of Social Medicine and Community Health hereinafter called the Centre.

2. * Eligibility for Admission to the Course :

A candidate shall be eligible for admission to the MPH programme :

- (a) If he/she has MBBS degree and atleast one year's work experience after internship of M.Sc. degree in Nursing and one year's experience in Community Health Nursing.
- (b) A Master's Degree in Sociology, Psychology, Anthropology, or allied subjects such as Economics, Political Science, History, Geography, Public Administration, Population Studies, Humanities, Social Work, Nutrition and Education.

Provided, however, that the cases of students who have passed examination outside the Indian Universities system and who may not have obtained a Master's degree in any other subjects mentioned in the preceding sub-clause(b) may be considered for admission to the course subject to the condition that each case shall be examined on its own merit by the CASR of the School and in accordance with the recommendations of the Equivalence Committee.

* Amended vide Resolution No. 6.1/EC/2.6.2005

Provided further that no candidate shall be eligible to register for the programme if he/she is already registered for any full-time programme of study in this University or in any other University/Institution.

3. Procedure for Admission:

The procedure for admission to the programme shall be laid down from time to time by the Committee for Advanced Studies and Research of the School on recommendations of the Centre.

- (i) The Centre shall consider the applications and forward them to the CASR of the School with its clear recommendation whether the candidate should be admitted to the course. The CASR may, after considering the recommendations of the Centre, admit a candidate to the MPH programme.

4. *Course of Study:

The Centre shall prescribe the course(s) and specify the methodology and instructional devices to be used. Each such course shall carry such credits as may be approved by the Board of the School on the recommendations of the Centre.

In any course where an end semester examination is prescribed, a student shall be deemed to have cleared/passed the course only if he/she has secured a grade higher than 'F' in the sessional evaluation and in the end semester examination separately and secured a weighted grade higher than 'F'. In no case shall a student be allowed to repeat a course either in the event of failure or for improving the performance.

Provided, however, that a student may, with the permission of the Centre, be allowed to add, drop or substitute a course(s) within the dates notified by the University in its Academic Calendar.

Provided further that a student may register for more optional courses than prescribed by the Centre for the MPH programme, in which case for the purpose of calculation of Final Grade Point Average (FGPA), only the prescribed number of optional courses in the descending order of the grades obtained by the student shall be included. For example, if the MPH programme has optional courses comprising of a total of 8 credits and a student takes optional courses comprising of 16 credits, his/her Final Grade Point Average shall be calculated on the basis of best grades obtained by him/her in optional courses comprising of 8 credits, after ranking all the optional courses comprising of 16 credits according to the descending order of grades obtained by him/her.

5. ** Duration of the Programme:

The MPH programme shall be spread over four semesters out of which the course work requirements shall be completed in the first three semesters. The field work shall be completed and the report submitted during the fourth semester.

* Amended vide Resolution No. 6.2/EC/6.7.2000 & 6.1/EC/10.05.2013

** Amended vide Resolution Nos. 6.2/EC/6.7.2000, 6.3/EC/19.7.2001, 6.1/EC/2.6.2005 and 6.1/EC/16.12.2008

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

6. * Credit Requirements and eligibility for award of MPH degree :

No student admitted to the course shall be eligible for the award of MPH degree unless he/she secures 36 credits in all out of which 27 credits shall be for course work (including Research Methodology) and nine (9) credits for field work and has secured a minimum FGPA of 5.5.

7. * Evaluation :

7.1 Subject to confirmation by the Committee (CASR), the method of evaluation in the courses leading to the MPH Programme shall be prescribed and assessment conducted by the Centre.

7.2 The Courses and field work reports of the students shall be graded on a ten point scale that is :

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	2
F	0

- Note:** 1. There shall be no rounding off of SGPA/CGPA/FGPA
 2. The SGPA/CGPA/FGPA obtained by a student is out of maximum possible 9 points

* Amended vide Resolution Nos. 6.2/EC/6.7.2000 and 6.1/EC/2.6.2005

The Final Grade Point Average obtained by the student shall be classified into the following divisions:

FGPA	CLASS/DIVISION
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class

8. @ No candidate admitted to the MPH programme shall:

- (a) Undertake any employment:
 - (i) Provided that those engaged in teaching and research in recognized institutions located in Delhi be exempted by the CASR on the recommendation of the Centre from the limitation of this sub-clause.
 - (ii) Provided further that this category does not exceed 12½% of the number enrolled for MPH.
- (b) Join any other course of study; or
- (c) Appear in any examination other than those prescribed by the Centre concerned without the prior permission of the Committee for Advanced Studies and Research.

9. *Removal of name of a student from the rolls of the University:

9.1 The name of a student shall automatically stand removed from the rolls of the University if he/she

- (a) fails in any course;
- (b) fails to secure CGPA of 5.00 at the end of second semester.

@ Amended vide Resolution No. 6.1/EC/2.6.2005

* Amended vide Resolution Nos. 6.2/EC/6.7.2000, 6.1/EC/20.11.2012 & 6.1/EC/10.05.2013

- 10.** Notwithstanding what is contained in this Ordinance, the Academic Council may, in exceptional circumstances and on the recommendation of the Committee for Advanced Studies and Research of the School or an appropriate Committee or Board of the School as well as on the merits of each individual case, consider relaxation of any of the provisions at its discretion and for reasons to be recorded.

17. *ORDINANCE RELATING TO MASTER'S DEGREE IN POPULATION STUDIES.

1. Title of the Programme :

The Programme of study leading to the award of Master's Degree in Population Studies shall be called the Master of Population Studies (M.P.S.) (hereinafter called the Course).

2. Eligibility for Admission to the Course :

A candidate shall be eligible for admission to the Course if he had taken a Master's degree of a University or a degree recognized by the University for this purpose as its equivalent in :

- (a) Mathematics, Statistics, Geography, Sociology, Economics or Anthropology.
- (b) A Master's degree in such other disciplines as the Committee for Advanced Studies and Research of the School of Social Sciences (hereinafter called the Committee) may, on the recommendations of the Centre for the Study of Regional Development (hereinafter called the Centre) prescribe.

3. Procedure for Applying :

The procedure for receiving the applications to the course shall be that as laid down from time to time by the Committee.

4. Procedure for Admission :

- 4.1 The Centre shall consider the applications and may invite the candidates for interview for this purpose and forward the applications with its recommendations on the matters specified in Clause 4.2 to the Committee.
- 4.2 The matters referred to in Clause 4.1 are:
 - i. Admission of candidates to the course; and
 - ii. Nomination of Advisers for the candidates

* Approved vide Resolution No. 7/EC/8.10.1974

5. Duties of the Committee :

The Committee may, after considering the recommendations of the Centre (i) admit any candidate to the Course, and (ii) appoint the Adviser.

6. Course of Study :

The Centre shall prescribe the particular courses and specify the methodology and instructional devices to be adopted. Every such course shall carry such credits as may be determined by the Centre.

7. *Duration of Course :

The programme shall be spread over a minimum of two and a maximum of three semesters :

Provided that in exceptional cases the duration of the programme could be extended one more semester by the Committee for Advanced Studies and Research on the merit of each case.

** Provided further that the students who have satisfactorily completed the course requirements for the Master's Degree in Population Studies but could not submit their dissertations may be allowed to submit their dissertations within five semesters from the date of their first admission.

8. Credit Requirement :

No student, admitted to the Course, shall be eligible for the award of the M.P.S. degree unless he/she secures 30 credits in all, out which a minimum of 6 credits shall be for a dissertation or monograph, research paper or project work.

9. Topic of Dissertation, Monograph, Research Paper, Project Work :

The topic of the dissertation, monograph, research paper, project work shall be approved by the Department/Centre on the basis of a proposal submitted by a candidate through the Adviser concerned.

* Amended vide Resolution No. 6.4/EC/7.7.1977

** Added vide Resolution No. 5.6//EC/5.9.1977

10. Evaluation :

- 10.1 Subject to confirmation by the Committee, the method of evaluation in the courses leading to the M.P.S. degree shall be prescribed and assessment conducted by the Centre.
- 10.2 The dissertation, monograph, research paper of project work shall be examined by two examiners (one at least of whom shall be a person not concerned with the University) and they shall be appointed by the Academic Council and the Executive Council on the recommendations of the Committee and the Board of the School of Social Sciences.

11. Removal of Name of Student :

The Committee may strike off from the rolls of the University the name of any student admitted to the course if his/her progress is unsatisfactory and if the Centre recommends such action.

18 *ORDINANCE RELATING TO THE AWARD OF M.TECH DEGREE.

1. Definitions:

- 1.1 “Course” means a Semester Course.
- 1.2 “Credit” (c) is the weightage assigned to a course in terms of Contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 1.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner.

$$\text{CGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

c_i = Credit of the i^{th} course

g_i = Grade point secured by the student in the i^{th} course

n = Total number of courses offered by the Student up to and including the semester for which cumulative index is required.

CGPA = Cumulative Grade Point Average of the student concerned

- 1.6 “Final Grade Point Average” (FGPA) is the final index of a student at the time of the award of degree.
- 1.7 “Final Grade” is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.
- 1.8 The final grade point average of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

c_i = Credit of the i^{th} course

g_i = Grade point secured by the student in the i^{th} course

n = Total number of courses prescribed for the student

FGPA = Final Grade Point Average of the student concerned

*Amended vide Resolution No. 6.1(B)/EC/25.06.2018

2. Eligibility for Admission:

A candidate shall be considered for admission to the M.Tech programme if he/she possesses a Master's degree in Science or relevant subject or B.Tech or B.E. in any branch of Engineering with at least 55% marks from any recognized institute/University.

3. Disciplines for Master of Technology (M.Tech. degree):

The programme of study leading to the award of Master of Technology Degree shall be called M.Tech degree. Candidates may seek admission to programmes of studies leading to the award of M.Tech. degree in any of the following disciplines:

- 01 Computer Science and Technology
- 02 Electronics
- 03 Nano Science
- 04 Statistical Computing (Data Communication)
- 05 Statistical Computing (Data Science)

And in such other disciplines as may be decided by the Vice-Chancellor on the recommendations of the Board of Studies/Special Committee/CASR of the School/Special Centre/Centre and notified by the University in the Prospectus/Official website.

4. Procedure for Admission:

- 4.1 The procedure for admission to the course shall be laid down from time to time by the Special Committee or Committee for Advanced Studies & Research of the School/Special Centre/Centre hereinafter called the Committee.
- 4.2 After having been admitted to the programme, the candidate shall be assigned an advisor by the concerned School/Special Centre/Centre.

5. Courses of Study:

- 5.1 The School/Special Centre/Centre shall prescribe the course(s) and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be approved by the Committee on the recommendations of the School/Special Centre/Centre concerned. In any course where an end semester examination is prescribed, a student clears the course only if he/she participated in the sessional work and appeared in the end semester examination and secured a weightage grade higher than 'F'. In no case shall a student be allowed to repeat a course either in the event of failure or for improving the performance.
- 5.2 A student may with the permission of the Schools/Special Centre/Centre be allowed to add/drop or substitute course(s) within the permitted period as specified by the University.

6. Duration of the Course:

The duration of the course will be two years and of which the course work shall be completed within the first three consecutive semesters and the dissertation in the third and/or fourth semester. Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

7. Removal of name of a student from the rolls of the University:

7.1 The name of a student shall automatically stand removed from the rolls of the University, if he/she

- (a) Fails in any course;
- (b) Fails to secure CGPA of 5.00 on completion of course work at the end of second semester.

7.2 The Committee may remove the name of a student from the rolls of the University for unsatisfactory progress at any time during the duration of the programme.

8. Credit Requirement:

No student admitted to the programme shall be eligible for the award of M.Tech degree unless he/she secures a minimum of credits in a discipline at the end of programme as mentioned below:

- 01 Computer Science and Technology (total 50 credits)
- 02 Electronics (total 56 credits)
- 03 Nano Science (total 56 credits)
- 04 Statistical Computing (Data Communication) (total 50 credits)
- 05 Statistical Computing (Data Science) (total 50 credits)

9. Topic of the Dissertation:

The topic of dissertation shall be approved by the Committee of the School/Special Centre/Centre on a proposal submitted by the student through his/her Supervisor.

10. Evaluation:

10.1 Subject to confirmation by the Committee, the method of evaluation in the courses leading to the M.Tech. degree shall be prescribed and assessment be conducted by the School/Special Centre/Centre.

10.2 The dissertation submitted by a candidate for the award of M.Tech. degree shall be examined by two examiners, to be appointed by the Committee of the School/Special Centre/Centre. At least one of the examiners shall be a person who

is not on the staff of the University and/or on the Committee of the Centre/Board of the School/Special Centre.

Provided further that the evaluation process of dissertation should be completed by 30th June.

- 10.3 The courses and dissertation of the student shall be graded on a 10 point scale that is

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

- Note 1:** There shall be no rounding off to SGPA/CGPA/FGPA.
2: The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points

The Final Grade Point Average obtained by the student shall be classified into the following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class (Pass)

- 10.4 The examiner while recommending the approval of the dissertation for the award of M.Tech. degree shall also award grade for the dissertation according to the grading system in Clause 10.3 above. The final grade for the dissertation shall be determined by taking the average of the grades awarded by two examiners.
- 10.5 A student in order to be eligible for the award of M.Tech. degree of the University must have a minimum CGPA of 5.00 (inclusive of dissertation and course work).
- 10.6 The question whether viva-voce examination in respect of M.Tech. dissertation submitted by the student be conducted or not shall be decided by the Committee of the School/Special Centre/Centre. Where the Committee decides to hold the viva-voce examination, grade for dissertation shall be jointly awarded by the two examiners at the time of viva-voce examination.

- 11. No candidate admitted to a course of research for the M.Tech. degree shall:**
- (a) Undertake any employment.
 - (b) Join any other course of study; or
 - (c) Appear in any examination other than those prescribed by the School/Special Centre/Centre without the prior permission of Committee.
- 12.** No candidate shall be eligible to register for the programme/course if he/she is already registered for any full time programme of study in this University or any other University/Institution.
- 13.** Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendation of the Committee concerned or an appropriate Committee of the School/Special Centre/Centre as well as on the merits of each individual case, consider, at its discretion and for reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

19. *ORDINANCE RELATING TO THE AWARD OF MASTER OF COMPUTER APPLICATIONS DEGREE.

1. DEFINITIONS

- 1.1 “Course” means a Semester Course.
- 1.2 “Credit” (C) is the weightage assigned to a course in terms of Contact hours.
- 1.3 “Grade means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 1.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2)}{\text{Total number of Credits offered by the Student in the semester for which cumulative index is required.}}$$

Cumulative Grade Point Average (CGPA) would imply sum total of the credits offered by a student during all the semesters, inclusive of the semester for which cumulative index is required.

- 1.6 “Final Grade Point Average” (FGPA) is the final index of a student at the time of the award of a degree.
- 1.7 “Final Grade” is the letter equivalent assigned to a student on the basis of his/her Final Grade Point at the time of the award of the degree.

2. Eligibility for Admission :

- 2.1 A candidate shall be eligible for admission if he/she possess Bachelor’s degree under 10+2+3 pattern of education in any discipline with enough competence in mathematics and with 55% marks in mathematics or statistics or commerce or economics as one of the elective subjects.

* Approved by the Executive Council vide Resolution No. 6.7/E.C/20.7.1987

3. Admission Procedure :

Procedure for admission to the course leading to the Master's Degree shall be laid down from time to time by the Admission Committee or Committee appointed by the Academic Council under Stature 16 (viii).

4. Faculty Adviser :

- 4.1 The School shall appoint an Adviser for each student from amongst the members of the Faculty concerned. The Adviser shall advise the student about the course to be taken and record them and his/her progress on the course card shall carry such entries may be specified by the Regulations.
- 4.2 Registration of courses is the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date to be announced by the University.
- 4.3 ****Late registration may be allowed to a student, in exceptional cases subject to the justification given by him/her, beyond the normal date of registration as per schedule mentioned in Academic Calendar.**
- 4.4 ****No student shall be allowed to add a course or substitute a course for another course after the last date as per schedule mentioned in Academic Calendar.**

5. Duration of the Course :

- 5.1 * The curricular work leading to the award of Master of Computer Applications shall be spread over a minimum of 6 semesters – 3 Monsoon semesters and 3 Winter semesters.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

* Amended vide Resolution No. 6.2/E.C/6.7.2000 & 6.3/EC/19.7.2001

** Amended vide Resolution No. 6.1/EC/30.07.2019

- 5.2 The Monsoon and the winter Semesters shall commence from and end on a date to be fixed by the Academic Council:

Provided that each Semester will Ordinarily have 90 working days excluding the examination days.

- 5.3 A student who has taken the required curricular programme for a minimum of six semesters will become eligible subject to Regulations made in this regard for the award of Master of Computer Applications degree of the University, provided he/she fulfills the credit requirements as prescribed under the Ordinance.

6. Credit Requirements :

- 6.1 Unless otherwise specified by the Academic Committee all courses shall be of 'A' level carrying 4 credits each and a student shall have to earn a minimum of 96 credits at the end of the third year in order to be eligible for the award of Master of Computer Applications degree.

- 6.2 Ordinarily a course shall be given in three/four contact hours a week.

Provided that the Board may, on the recommendation of the School allot less or more credits to a particular course.

- 6.3 The actual credit requirement in the case of a student or a group of students for Master of Computer Applications degree may be prescribed by the School in excess of those provided under clause 6.1 above.

- 6.4 The School may prescribe pre-requisite course(s) to a student when necessary.

- 6.5 A student shall not be permitted to offer a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former.

7. Evaluation :

- 7.1 The System of evaluation for each course shall be laid down by the Board of the School.

- 7.2 For courses having a semester examination, sessional work shall carry the same weight as a semester examination.

- 7.3 The pattern and schedule of sessional work of each course of a semester shall be prescribed by the school and shall be made known to the students at the commencement of each semester.

7.4 * The student shall be graded on a 10 point scale that is

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note 1: There shall be no rounding off of SGPA/CGPA/FGPA.

2: The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points

The Final Grade Point Average obtained by the student shall be classified into the following divisions.:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class

7.5 * A student clears a course only if he/she has participated in the sessional work and has secured an overall grade higher than 'F' in that course (for course having no end semester examination) or has participated in the sessional work and appeared in the end semester examination (for courses having semester examination) and secured a weighted grade higher than 'F' in that course. A student who fails in a course either by not participating in the sessional work and thereby securing an overall grade of 'F' (for courses having no semester examination) or consequently being not eligible to appear in the end semester examination or by absenting from appearing in the end semester examination or by failing to secure a weighted grade higher than 'F' (for course having end semester examination), shall be required to repeat that course or clear another similar (core or optional, as the case may be) course in lieu thereof.

* Amended Vide Resolution No. 6.2/E.C/6.7.2000

- 7.6 A student who secured a grade higher than 'F' in a course may be permitted by the School to improve his/her grade by repeating that course once.

Provided further that a student who wants to repeat a course to improve his/her performance shall be allowed to do so only if/she surrenders his/her earlier grade in the course by 16th August in case of the Monsoon Semester course and by 1st February in case of Winter semester courses. Having surrendered his/her earlier grade by due date, it will be his/her repeat performance in the course which will be taken into account to compute the SGPA and CGPA. His/her transcript will however, reflect appropriately both the performances and the fact that he/she had repeated the course/courses.

- 7.7 The final grade point average of student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- c_i = Credit of the i th course
 g_i = Grade point secured by the student in the i th course
 n = Total number of courses prescribed for the student
 FGPA = Final Grade point Average of the student concerned.

- 7.8 Examination shall be conducted under the direction of the Dean of the School.
- 7.9 A Student can take part in the circular programme for the Master of Computer Applications of the University to a maximum of 8 semesters.
- 7.10 An application for admission to the semester examination shall be made in the prescribed form and forwarded to the Dean of School and shall be accompanied by the following certificates:
- (i) Clearance in Sessional Evaluation.
 - (ii) Clearance of his/her dues including the prescribed examination fees if any.

8. Grade Point Requirements/Minimum Standard :

- 8.1 A student will be required to maintain a minimum SGPA of 3.0 in the courses at the end of the first and the second semester separately and thereafter CGPA of 4.0 at the end of subsequent semesters throughout the programme.
- 8.2 A student with a cumulative index of less than 4.00 at the end of sixth semester, will be given a maximum of two more semesters to bring up his/her cumulative index to the prescribed requirements for the award of Master of Computer Applications degree
- 8.3 A student in order to be eligible for the award of Master's degree of the University must have fulfilled the following requirements:
- (i) he/she has taken and passed all the prescribed courses as laid down;
 - (ii) he/she obtained a minimum CGPA of 4.00 at the end of the programme.
- 8.4 The end-semester examinations shall be conducted by the School under the overall guidance of the Dean of the School within the dates specified by the University.
- The end-semester results shall be placed before the Dean of the School for approval after they have been screened by the Committee consisting of not more than three faculty members appointed by the Dean.
- 8.5 The final results at the end of the sixth semester for the award of Master of Computer Applications degree would be considered by a Committee of the School consisting of the Dean of the School as Chairman and three faculty members and would be approved by the Vice-Chancellor before being announced.

Note: The end-semester examination results and the final results at the end of sixth semester shall be forwarded by the Dean of the School to the University, within the dates specified by the University for record and further action.

9. Courses of Study and Framing of the Syllabi :

- 9.1 The courses of study shall be approved by the Board of the School, on the recommendations of the School.
- 9.2 The Syllabi for the courses shall be approved by the School concerned which shall also prescribe text-books for each course.

****10. Removal of Name:**

Names of the students who fail to satisfy the minimum CGPA requirement as provided in Clause 8.1 of the Ordinance shall stand automatically removed from the rolls of the University.

11. Registration For Only One Full-Time Programme :

No candidate shall be eligible to register for the programme/courses if he/she is already registered for any full-time programme of study in this University or in any other University/Institution.

***12. Relaxation :**

Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Board of the School as well as on the merits of each individual case consider, at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

* Amended vide Resolution No. 6.2/E.C/6.7.2000

** Amended vide Resolution No. 6.1/EC/20.11.2012

20. *ORDINANCE RELATING TO THE AWARD OF POST GRADUATE DIPLOMA.

1. Definitions :

- 1.1 “Course” means a Semester Course
- 1.2 “Credit” (C) is the weightage assigned to a course in terms of Contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.
- 1.4 “Grade point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 1.5 “Semester Grade Point Average” (SGPA) means a semester index of a student at the end of a semester in respect of courses for which he/she had registered during the semester, calculated as per the following formula:

$$SGPA = \frac{\sum_{i=1}^l g_i \times C_i}{\sum_{i=1}^l C_i}$$

Where g_i = the grade point secured by the student in the i^{th} course

c_i = the credit of the i^{th} course

l = the total number of courses for which the student had registered during the semester.

*Amended vide Resolution No. 1/EC/30.10.2000 & 6.1/EC/25.06.2018

- 1.6 “Cumulative Grade Point Average” (CGPA) means a cumulative index of a student at the end of a semester in respect of courses for which he/she had registered till then including those in all the previous semesters, calculated as per the following formula:

$$\text{CGPA} = \frac{\sum_{i=1}^m g_i \times c_i}{\sum_{i=1}^m c_i}$$

Where m = The total number of courses for which he/she had registered till then including those in all the previous semesters, calculated as per the following formula:

- 1.7 “Final Grade Point Average” (FGPA) means the final index of a student at the end of a programme for the award of the diploma/degree in respect of all the courses for which he/she had registered during the entire programme, calculated as per the following formula :

$$\text{FGPA} = \frac{\sum_{i=1}^n g_i \times c_i}{\sum_{i=1}^n c_i}$$

Where n = The total number of courses for which the student had registered during the entire programme.

- 1.8 “Final Grade” is the letter equivalent assigned to a student on the basis of his/her Final Grade Point Average at the time of the award of the degree.

2. Eligibility for Admission :

- 2.1 A candidate shall be eligible for admission if he/she possesses a recognized Bachelor's degree. Further qualifications may be prescribed for a specific program.
- 2.2 There shall be an Academic Committee as may be constituted by the University to guide and supervise the programme.

3. Admission Procedure :

The admission procedure may be laid down by Academic Committee from time to time.

4. Courses of Study :

- 4.1 There shall be an Advisory Committee to advise students about the remedial courses and project to be taken.

The Advisory Committee shall prescribe the course(s) and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be approved by the Academic Committee. In any course where an end semester examination is prescribed, a student clears the course only if he/she has participated in the sessional work and appeared in the end semester examination and secured a weighted grade higher than 'F'. In no case shall a student be allowed to repeat a course either in the event of failure or for improving the performance.

- 4.2 All the courses shall be prescribed by the Academic Committee as core and elective and shall be compulsory for the students to cover the credit requirement of the programme.

5. Duration of Programme :

- 5.1 The curricular work leading to the award of Post-Graduate Diploma shall be spread over a period of 2 semesters – one Monsoon Semester and one Winter Semester with a provision of a project report to be submitted by student latest by July 21 at the end of the Winter Semester.

6. Credit Requirements :

- 6.1 Unless otherwise specified by the Academic Committee a student shall have to earn a minimum of 24 credits including 9 credits for project at the end of one year in order to be eligible for the award of Post-Graduate Diploma.

- 6.2 The actual credit requirement, in excess of those provided under Clause 6.1 above in case of a student or a group of students for Post Graduate Diploma may be prescribed by the Advisory Committee (see Section 4.1).
- 6.3 The Advisory Committee may prescribe pre-requisite course(s) to a student when necessary.
- 6.4 A student shall not be permitted to register for a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former.

7. Evaluation :

- 7.1 The System of evaluation for each course shall be laid down by the Academic Committee and will consist of examinations at the middle and at the end of each term, term papers, assignments, performance in seminar or any combination of the above.
- 7.2 The end-semester examination shall be conducted within the schedule specified by the University.
- 7.3 The student shall be graded in each course on a ten-point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note 1: There shall be no rounding off of SGPA/CGPA/FGPA.

2: The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points

- 7.4 The Final Grade Point Average obtained by the student shall be classified into following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second C lass
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class
3.0 and above but less than 3.5	Pass

8. Grade Point Requirements/Minimum standard :

- 8.1 A student will be required to maintain a minimum SGPA of 4.00 in the courses at the end of the first semester. For SC/ST candidates the minimum SGPA requirement shall be 3.5.
- 8.2 A student in order to be eligible for the award of Post-Graduate Diploma in the University must have fulfilled the following requirements:
- (i) He/she passed all the prescribed courses as laid down by Academic Committee;
 - (ii) He/she fulfils the credit requirements including project work as prescribed under the Ordinance.
 - (iii) He/she obtained a minimum FGPA of 4.00 at the end of the programme.
- 8.3 The final results at the end of the year for the award of Post-Graduate Diploma would be approved by the Vice-Chancellor on the recommendation of the Academic Committee.

9. Removal of Name :

The name of the student who fails to secure the minimum CGPA requirement as prescribed in Clause 8 shall automatically stand removed.

10. Registration for only one full time Programme and employed professionals:

No candidate shall be eligible to register for the programme if he/she is already registered for any full-time programme of study in this University or in any other University/Institution. However, the course may be made available to candidates under employment within NCR, provided they complete all the credit requirements and that this nature of employment is related the program offered.

11. Relaxation :

Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Academic Committee as well as on the merits of each individual case, consider relaxation of any of the provisions (except those of Clause 8) at its discretion and for reasons to be recorded.

21. * ORDINANCE RELATING TO THE AWARD OF ADVANCED DIPLOMA IN LANGUAGES MASS MEDIA (PART-TIME PROGRAMME).

Commencement of Ordinance

The Ordinance shall come into force from 1.12.1977

1. ** Eligibility for Admission :

No candidate shall be eligible for admission to the course leading to the award of Advanced Diploma (hereinafter to be referred to as course) specified in column (I) of the table below, unless he/she has passed the examination as specified in column (2).

Name of the courses	Minimum Qualifications
Advanced Diploma in Languages Mass-Media	(a) A University Degree equivalent to BA under the 10+2+3 pattern of any University or any examination recognised by the University as its equivalent. (b) Proficiency in Language concerned equivalent to that of BA standard

2. Courses of Study Syllabi etc. :

The course of study shall be approved by the Board of the School of Languages on the recommendation of the Centre concerned.. The Centre concerned shall approve syllabus and prescribe text books for the courses.

3. Admission Procedure :

The procedure for admission to the courses shall be laid down from time to time, by the centre concerned in accordance with the Admission policy laid down by the Academic Council under clause (viii) of Statute 16.

4. Duration of the Course :

1. The curricular work leading to the course shall be spread over two semesters, Monsoon Semester and Winter Semester.
2. A student can take part in curricular programme of each of the courses mentioned in Article 2 to a maximum of 4 consecutive semesters.
3. The Monsoon and the Winter Semesters shall Ordinarily commence from and end on the dates to be fixed by the Academic Council from time to time.

* Approved vide Resolution 5.5/E.C/3.5.1978

** Amended vide Resolution No. 6.4/E.C/16.10.1982 and vide Resolution No.6.12/E.C 28.1.1986

5. Registration of Courses :

1. Registration of courses is the responsibility of the student. No student will be allowed to attend a course without registration and he/she will not be entitled to any credit in the course unless he/she has been formally registered for the course on the scheduled date.
2. Late registration will be allowed upto a maximum of two weeks after the beginning of a semester with payment of late registration fee.

6. Credit Requirements :

1. The Diploma shall have two B level courses in each semester.
2. Ordinarily a course shall be given in three contact hours a week and the credits of each course shall be as follows: B level 6 Credits.

Provided that the Board may on the recommendation of the Centre concerned allot more or less credits to a particular course.

3. The actual credit requirements for the award of Advanced Diploma shall be 12 credits.

7. Grade Point Requirements/Minimum Standard :

A student will be required to maintain a minimum cumulative grade point average of 2.0 during the 1st semester of the concerned course failing which the Board of the School may, on the recommendation of the Centre concerned decide that his/her name be deleted from the Register.

At the end of the second semester a student is required to have a minimum cumulative grade point average of 4.0 to enable him/her to be eligible for the award of Advanced Diploma.

8. Scheme of Examination :

The subjects for the examination (both written papers and Oral papers) the credits assigned to each and the time allowed shall be prescribed by the Board of the School on the recommendation of the Centre concerned and shall be announced at the commencement of the courses.

9. Evaluation

- 9.1 The system of evaluation for each course shall be laid down by the Board of the School on the recommendation of the Centre concerned.
- 9.2 For courses having a semester examination, sessional work shall carry the same weight as the semester examination.
- 9.3 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Board of the School, on the recommendation of the Centre concerned and shall be made known to the students at the commencement of each semester.
- *9.4 Students shall be graded in each course on a 10 point scale that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

- Note:** 1. There shall be no rounding off of SGPA/CGPA/FGPA
2. The SGPA/CGPA/FGPA obtained by a student is out of maximum possible 9 points

- *9.5 A student clears a course only if he/she has cleared both the components, namely, sessional work and end semester examination (for courses having end semester examination) by securing a grade higher than 'F' in both of them, or only if he/she secures an overall grade higher than 'F' (for courses having no end semester examination). A student who fails in a course either by not clearing the sessionals and consequently being not eligible to appear in the end semester examination, or by failing in the end semester examination, or by absenting from appearing in the end semester examination (for courses having end semester examination) or by failing to secure an overall grade higher than 'F' (for courses having no end semester examination), shall be required to repeat that course within next two semesters when offered by the Centre subject to a maximum time limit as specified in Clause 6.2.

* This Amended vide Resolution No. 6.2/E.C/6.7.2000

- 9.6 A student who secures a grade higher than 'F' in a course may be permitted by the Centre to improve his grade by repeating that course once, within the next two semesters when it is offered.
- 9.7 The final grade of student will be worked out on the basis of the formula indicated below

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- c_i = Credit of the i th course
 g_i = Grade point secured by the student in the i th course
 n = Total number of courses prescribed for the student
 FGPA = Final Grade point Average of the student concerned.

10. Admission to Examination :

An application for admission to the semester end examination shall be made in the prescribed form and forwarded through the Head of the Centre concerned alongwith a certificate from the Head indicating the student's clearance in sessional evaluation. In addition, the student shall be required to produce a certificate from the Finance Office indicating the clearance of his dues.

11. Conducting of Examination :

- 11.1 Examination shall be conducted under the direction of the Dean of the School.
- 11.2 Examiner or Board of Examiners shall be appointed for each course by the Board of the School on the recommendation of the Centre concerned.
- 11.3 It shall be the duty of the examiners, Board of Examiners, as the case may be, to set question papers for examinations and to evaluate scripts and to conduct the viva-voce.

- 11.4 The semester end results would be placed before the Dean of the School for approval after they have been screened by the Committee consisting of Head of the Centre and not more than three faculty members appointed by the Dean on the recommendation of the Head of the Centre concerned.
- 11.5 The result shall be announced after they have been approved by the Dean of the School and the Vice-Chancellor.

22. *ORDINANCE RELATING TO THE AWARD OF CERTIFICATE OF PROFICIENCY, DIPLOMA OF ADVANCED PROFICIENCY AND PRE-DEGREE DIPLOMA IN LANGUAGES (UPTO 24.7.1978).

1. Commencement of Ordinance :

The Ordinance shall come into force on the 1st July, 1971.

2. Eligibility for admission :

No candidate shall be eligible for admission to the courses leading to the award of Certificate/Diploma (hereinafter to be referred to as courses) specified in column(1) of the table below, unless he has passed the examinations and has the requisite age wherever required as specified in the corresponding entry in column (2) of the said table:

Name of the Course	Qualifications
Certificate of Proficiency	Higher Secondary Examinations of the Board of Secondary Education, Delhi or an Examination recognized by the University as its equivalent
Diploma of Advanced Proficiency	(i) Higher Secondary Examination of the Board of Secondary Education Delhi, or an Examination recognized by the University as its equivalent, and (ii) Certificate of Proficiency Examination held by the Jawaharlal Nehru University or an examination recognized by the University as its equivalent.

* Approved vide Resolution, No. 19/EC/12.6.1971. The provisions of this Ordinance beyond 25.7.1978 are applicable only to full-time-pre-Degrees, Diploma course Languages as a new Ordinance in respect of other courses has been framed w.e.f this date.

- *Pre-Degree Diploma
- (i) Senior School Certificate Examination (10+2) of a recognized Board of Secondary Education or an Examination recognized by the University as its equivalent; and
 - (ii) 17 years of age but not exceeding 21 years as 1st October of the year in which admission is sought.

** Provided that no candidate shall be eligible to register for the programme/course if he is already registered for any full-time programme of study in this University or any other University/Institution.

*** **Note:** The age limit may be relaxed by the Vice-Chancellor on the recommendation of the Admission Committee of the School concerned on the merits of the case and in case of candidates belonging to Scheduled Caste/Scheduled Tribe.

3 Subjects for the Courses :

Candidates may seek admission to Programmes of Study leading to the award of (i) Certificate of Proficiency (ii) Diploma of Proficiency (iii) Advanced Diploma of Proficiency (iv) Pre-Degree Diploma in any of the following languages:

01	Russian	02	French
03	Spanish	04	German
05	Arabic	06	Persian
07	Chinese	08	Japanese
09	Korean	10	Nepali
11	Pushtu	12	Swahili
13	Uzbek	14	English
15	Portuguese	16	Bhasa Indonesia

and in such other languages as may be decided by the Vice-Chancellor on the recommendation of the Board of the School of Languages.

Provided, however, that no student shall be enrolled for pre-Degree Diploma in a language for which a programme leading to the award of M.A in Language and Literature or Specialized Translation and Interpretation has been instituted.

4. Admission Procedure :

The procedure for admission to the courses shall be laid down from time to time , by the Admission Committee appointed by the Academic Council under clause (viii) of Statute 16.

* Amended vide Resolution No. 6.4/EC/16.10.1982

** Added vide Resolution No.6.4/EC/16.10.1982.This provision is applicable only to Pre-Degree Diploma Course in Languages w.e.f 16.10.1982, the date of addition.

*** Amended vide Resolution No. 6.4/EC/16.10.1982

5. Duration of Courses :

5.1 The curricular work leading to the award of (i) Certificate of Proficiency (ii) Diploma of Advanced Proficiency and (iii) Pre-Degree Diploma, shall be spread over two semesters, Monsoon Semester and Winter Semester.

5.2 The Monsoon and the Winter Semesters shall ordinarily commence from and end on dates to be fixed by the Academic Council.

6. Scheme of Examination :

The subject for the examination (both written papers, and oral tests), the marks assigned to each and the time allowed shall be prescribed by the Board of the School on the recommendation of the Centre concerned and shall be announced at the commencement of the Courses.

7. Removal of Name from the University Rolls :

On the basis of the continued unsatisfactory performance of a student, the Board of the School may, on the recommendation of the Centre concerned, decide that his name be struck off from the rolls of the University.

8. Attendance Requirements :

In order to become eligible to appear in the examination, a student shall put in not less than 80% attendance of total contact hours. In exceptional circumstances, the Vice-Chancellor may condone shortage of attendance upto 5% of the total contact hours.

9. Admission to Examination :

An application for admission to the examination shall be made in the prescribed form and forwarded to the Registrar through the Head of the Centre concerned and the Dean of the School not later than 10 days before the date fixed for the commencement of the examination. Each application form shall be accompanied with a certificate that:

- i. the conduct and character of the student have been satisfactory;
- ii. the student has put in the prescribed attendance; and
- iii. the student has paid all the dues including the prescribed examination fees.

10. Courses of Study, Syllabi etc :

The courses of study shall be approved by the Board of the School of Studies on the recommendation of the Centre. The Centre concerned shall approve syllabi and prescribe text books for the courses.

11. Examiners :

- 11.1 Examiners or Board or Boards of Examiners shall be appointed by the Executive Council on the recommendation of the Centre, the Board of the School and the Academic Council.
- 11.2 Each Board shall consist of not more than four persons of whom at least one shall be an external examiner. The Head of the Centre concerned shall be the Convener of the Board/Boards.
- 11.3 It shall be the duty of the examiners or the Board/Boards of Examiners, as the case may be, to set question papers for the examinations and to evaluate scripts and to conduct viva-voce.
- 11.4 Question papers set by external examiners individuals shall be moderated by a committee consisting of the Head of Centre concerned, the Paper Setter and a teacher of the Centre concerned appointed by the Vice-Chancellor.

12. Tabulation of Marks :

The Vice-Chancellor shall appoint two Tabulators to tabulate the results of the examination. The tabulators shall compare the Tabulation Sheets in the presence of a person appointed for the purpose by the Vice-Chancellor.

13. Examination Committee :

- 13.1 The results, after comparison, shall be placed before the Examination Committee consisting of the Dean of the School, the Head of the Centre concerned and two persons to be nominated by the Vice-Chancellor, of whom one shall be an external member. The Head of the Centre concerned shall be the Convener of the Committee.
- 13.2 The examination committee may consider and recommend to the Vice-Chancellor such modification in the results as it deems necessary
- 13.3 The results shall be announced after they have been approved by the Vice-Chancellor.

14. Grace Marks :

Grace marks upto 3, may be awarded by the Examination Committee to a candidate, in order to enable him to pass the Examination or to improve his class.

15. Final Results :

15.1 A candidate shall be declared successful if he obtains not less than 50% marks in each of the written papers and oral tests separately.

15.2 The successful candidates in the examination shall be classified in the following classes:

- | | | | |
|------|--------------|---|--|
| i. | Distinction | – | 80% marks or above in the aggregate; |
| ii. | First Class | – | 65% marks or above but below 80% in the aggregate; |
| iii. | Second Class | - | 50% marks or above but below 65% in the aggregate. |

16. Transitory Provisions :

Notwithstanding anything contained in these Ordinance, the Academic Council shall take decision without the recommendations of the Centre and the Board of the School until these are formally constituted.

17. Repeal of Certain Ordinances :

The Ordinances for the award of Certificate of Proficiency, Diploma of Advanced Proficiency and Pre-Degree Diploma in Russian shall cease to be in force from the 1st July 1971.

23. *ORDINANCE RELATING TO THE AWARD OF CERTIFICATE OF PROFICIENCY, DIPLOMA OF PROFICIENCY AND ADVANCED DIPLOMA OF PROFICIENCY IN LANGUAGES.

1. Definitions :

- 1.1 “Course” means a Semester Course
- 1.2 “Credit” (c) is the weightage assigned to a course in terms of Contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student on the ten point scale.
- 1.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2)}{\text{Total number of credits offered by the student upto and including the semester for which cumulative index is required.}}$$

Total number of credits offered by the student upto and including the semester for which cumulative index is required.

- 1.6 “Final Grade Point Average” FGPA is the final index of a student at the time of award of a degree.

2. Eligibility for Admission :

No candidate shall be eligible for admission to the programmes of study leading to the award of Certificate of Proficiency, Diploma of Proficiency/Advanced Diploma of Proficiency hereinafter to be referred to as Programmes of study specified in column (I) of the table below, unless he/she has passed the examination as specified in column (2).

Name of the courses

Minimum Qualifications

A **Certificate of Proficiency

Senior School Certificate (10+2) or an examination recognized by the University as its equivalent.

* Approved vide Resolution No. 5.28/E.C/25.7.1978

** Amended vide Resolution No. 6.4/EC/16.10.1982

Name of the courses	Minimum Qualifications
B *Diploma of Proficiency	i. Senior School Certificate (10+2) or an examination recognized by the University at its equivalent. ii. Certificate of Proficiency Examination held by Jawaharlal Nehru University or an examination recognized by the University as its equivalent.
C *Advanced Diploma of Proficiency	i. Senior School Certificate (10+2) or an examination recognized by the University as its equivalent. ii. Diploma of Proficiency Examination held by Jawaharlal Nehru University or an examination recognized by the University as its equivalent.

3. Subjects for Programmes of Study :

Candidate may seek admission to the programmes of study leading to the award of :

i. Certificate of Proficiency in any of the following Languages:

Arabic, Bahasa Indonesia, Chinese, English, French, German, German for Scientific Work, Italian, Japanese, Korean, Nepali, Persian, Portuguese, Pushtu, Russian, Spanish, Swahili, Uzbek, **Urdu, **Pali, **Mongolian.

ii. Diploma of Proficiency in any of the following Languages:

Arabic, Chinese, English, French, German, Italian, Portuguese, Russian, Spanish, Persian and Japanese.

iii. Advanced Diploma of Proficiency

“Languages shall be determined by the Vice-Chancellor on the recommendation of the Board of the School from time to time.

Candidates may seek admission in other Languages for (i), (ii), and (iii) as may be decided by the Board of the School from time to time.

* Amended vide Resolution No. 6.4/E.C/16.10.1982.

** Amended vide Resolution No. 6.1/EC/11.05.2015.

4. Courses of Study, Syllabi etc. :

The courses of study shall be approved by the Board of the School of Languages (hereinafter referred to as Board of the School) on the recommendation of the Centre concerned . The Centre concerned shall approve Syllabi and prescribe text books for the course intimation about which will be forwarded to the Dean's office.

5. Admission Procedure :

The Procedure for admission to the courses shall be laid down, from time to time, by the Centre concerned in accordance with the admission policy laid down by the Academic Council under Clause (viii) of Statute 16 of the Statutes of the University.

6. Duration of the Programmes of study :

6.1 The curricular work leading to the award of each of the (i) Certificate of Proficiency ; (ii) Diploma of Proficiency; and (iii) Advanced Diploma of Proficiency shall be spread over two semesters. Monsoon Semester and Winter Semester.

6.2 A student can take part in the curricular work of each of the programmes mentioned in Clause 2 upto a maximum period of four consecutive semesters from the date of initial admission subject to his/her eligibility for registration as mentioned in Clause 9.

6.3 The Monsoon and the Winter semesters shall ordinarily commence from and on the dates to be fixed by the Academic Council, from time to time.

7. Registration of Courses :

7.1 Registration of courses is the responsibility of the student . No student will be allowed to attend a course without registration and he/she will not be entitled to any credit in the course unless he/she has been formally registered for the course on the scheduled date.

7.2 Late registration will be allowed upto a maximum of two weeks after the beginning of a semester with payment of late registration fee.

8. Credit Requirement :

8.1 There shall be two levels of courses:

- i, 'C' level courses shall be ordinarily offered in the first two semesters of certificate programmes of study.
- ii. 'B' level courses shall be ordinarily offered during the two semesters of Diploma of Proficiency

8.2 Ordinarily a course shall be given in three contact hours a week and the credits of these courses shall be as follows:

'C' level courses	–	2 credits
'B' level courses	–	3 credits

Provided that the Board may, on the recommendation of the Centre concerned, allot more or less credits to a particular course.

8.3 The actual credit requirement for the award of concerned Certificate of Proficiency/Diploma of Proficiency/Advanced Diploma of Proficiency shall be as follows:

(a) Certificate of Proficiency	–	8 credits
(b) Diploma of Proficiency	–	12 credits
(c) Advanced Diploma of Proficiency	–	12 credits.

9. Grade Point Requirement/Minimum Standard :

A student will be required to maintain a minimum Cumulative Grade Point Average of 2.0 at the end of the 1st semester of the concerned programme, failing which the Dean of the School may, on the recommendation of the Centre concerned, decide that his/her name be deleted from the register.

At the end of the second semester a student is required to have a minimum Cumulative Grade Point Average of 4.0 to enable him/her to be eligible for award of Certificate of Proficiency/Diploma of Proficiency/Advanced Diploma of Proficiency.

10. Scheme of Examination :

The subjects for the examination (both written papers and oral tests), the credits assigned to each and the time allowed shall be prescribed by the Board of the School on the recommendation of the Centre concerned and shall be announced at the commencement of the courses.

11. Evaluation :

11.1 The system of evaluation for each course shall be laid down by the Board of the School on the recommendation of the Centre concerned.

11.2 For courses having a semester examination, sessional work shall carry the same weight as the semester examination.

11.3 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Board of the School, on the recommendation of the Centre concerned, and shall be made known to the students at the commencement of each semester.

11.4 * Students shall be graded in each course on a 10- Point scale, that is :

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note 1: There shall be no rounding off of SGPA/CGPA/FGPA.

2: The SGPA/CGPA/FGPA obtained by a cadet is out of a maximum possible 9 points.

11.5 * A student clears a course only if he /she has cleared both the components, namely, sessional work and end semester examination (for courses having end semester examination) by securing a grade higher than 'F' in both of them, or only if he/she secures an overall grade higher than 'F' (for courses having no end semester examination). A student who fails in a course either by not clearing the sessionals and consequently being not eligible to appear in the end semester examination, or by failing in the end semester examination or by absenting from appearing in the end semester examination (for courses having end semester examination) or by failing to secure an overall grade higher than 'F'(for courses having no end semester examination), shall be required to repeat that course within the next two semesters when offered by the Centre subject to the maximum time limit as specified in Clause 6.2

11.6 A student who secures a grade higher than 'F' in a course may be permitted by the Centre to improve his grade by repeating that course once within the next two semesters, when it is offered subject to the maximum time limit as specified in clause 6.2.

* Amended vide Resolution No. 6.2/E.C/6.7.2000

- 11.7 The final grade point average of student in the courses be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- c_i = Credit of the i th course
 g_i = Grade point secured by the student in the i th course
 n = Total number of courses prescribed for the student
 FGPA = Final Grade point Average of the student concerned.

12. Admission to Examination :

An application for admission to the end-semester examination shall be made in the prescribed form and forwarded to the Dean of the School through the Head of the Centre concerned alongwith a certificate from the Head indicating the student clearance in sessional evaluation. In addition, the student shall be required to produce a certificate from the Finance Office indicating the clearance of his dues.

13. Conducting of Examination :

13.1 Examination shall be conducted under the direction of the Dean of the School.

Provided that in the case of institution of the University situated outside Delhi Campus, the Board may delegate this power to another authority.

13.2 Examiners or Board of Examiners shall be appointed for each course by the Board of the School on the recommendation of the Centre concerned.

13.3 It shall be the duty of the examiners/Board (s) of examiners, as the case may be, to set question papers for examination and to evaluate scripts and to conduct the viva-voce examination.

- 13.4 The end semester results would be placed before the Dean of the School for approval after they have been screened by the Committee consisting of the Head of the Centre and not more than three faculty members appointed by the Dean on the recommendation of the Head of the Centre concerned. In case of institutions outside Delhi Campus, the end-semester results would be screened and approved by the Evaluation Committee consisting of the Director or the Head of the Institution as Chairman and the Heads of the concerned Divisions as members.
- 13.5 The results shall be announced after they have been approved by the Vice-Chancellor.

14. Repeal of Certain Ordinances :

The Ordinance relating to the award of Certificate of Proficiency and Diploma of Advanced Proficiency, Pre-Degree Diploma in Languages of 1st July, 1971 shall barring pre-Degree Diploma, cease to be in force from the date the present Ordinance come into force.

In the case of pre-Degree Diploma the old Ordinance shall remain in force till a new Ordinance is framed and approved by the Executive Council.

- 15.** *No candidate shall be eligible to register for the programme/course if he is already registered for any full-time programme of study in this University or any other University/Institution”.

* Added vide Resolution No. 6.4/E.C/16.10.1982

24. *ORDINANCE GOVERNING THE AWARD OF MERIT-CUM-MEANS SCHOLARSHIPS.

1. ** Eligibility :

Merit-cum-Means Scholarships (hereinafter referred to as scholarship) shall be open for award to full time regular students of the University registered for B.A./M.A./M.Sc./MCA programmes of study.

2. Tenure :

A scholarship shall be tenable for the minimum prescribed duration of the programme of study concerned for which a student has been registered.

3. @ Value :

3.1 The value of the scholarship shall be as follows or as may be determined by the Executive Council from time to time. .

Programme of Study	Resident Students	Non-resident students
B.A./M.A./M.Sc./MCA	#Rs.2000/= pm. w.e.f 01.08.2013	#Rs.800/=pm. w.e.f. 01.08.2013

3.2^{@@} The students who are recipient of MCM Scholarships are exempted from payment of tuition fee for the duration of award of MCM scholarship to them. The tuition fee paid by such student, if any, is refundable.

4. Award of Scholarships :

4.1 The scholarships shall be awarded strictly on Merit-cum-Means basis and on the recommendations of the Scholarship Committee of the School concerned (hereinafter referred to as the Committee).

* Approved vide Resolution No. 6.7/EC/13.4.1977

** Amended vide Resolution Nos. 6.1/EC/2.6.2005, 6.2/EC/29.11.2006 & 6.1/EC/4.1.2008

@ Amended vide Resolution Nos. 5.3/EC/29.3.1990, 6.3/EC/29.11.1999, 6.17/EC/11.11.2004, 6.2/EC/29.11.2006 and 6.1/EC/4.1.2008

@@ Added vide Resolution No. 6.7/EC/3.10.1996

Enhanced vide Resolution No. 4.30/EC/18.11.2014

- 4.2 *The Merit-cum-Means Scholarships ordinarily be awarded to students for one year (two semesters) in the first instance on the basis of the merit list prepared at the time of admissions, and shall be renewed for each successive semester subject to the students maintaining Cumulative Grade Point Average of not less than 4.00 at the end of each semester.

Provided that in the case of students belonging to Scheduled Castes/Scheduled Tribes and Physically Handicapped students the CGPA shall not be less than 3.00 for the first two semesters for those joining in the seventh semester and for the first four semesters for those joining in the First Semester of the B.A./M.A./M.Sc. programmes of study.

Provided further

- (i) In case of MCA students the award of MCM Scholarship will be on basis of merit in the list prepared at the time of admissions and extension of MCM will be as per their academic eligibility determined in accordance with the provisions of the MCA Ordinances.
- (ii) The Scholarship Committee may, in exceptional cases/circumstances and for special reasons to be recorded, and especially in the case of Centres where all the assigned scholarships are not utilized, recommend to the Vice-Chancellor for his consideration the relaxation of any of the conditions.

5. Conditions of Award:

- 5.1 **Unless otherwise specified in the case of students of B.A(Pass), B.A.(Hons.), M.A., M.Sc.,MCA, degrees and whose parents'/ guardians' income is #Rs. 2.5 lakhs per annum or less or as may be laid down from time to time shall be eligible for being considered for the award of Merit-Cum-Means scholarship and shall be required to submit income certificate every year.

- 5.2 ***A student who is awarded Merit-cum-Means Scholarship shall have to produce the following income certificate from a Revenue Officer, not below the rank of a Tehsildar (or from the employer of his parents/guardians if they are in service or an income certificate as per the procedure prescribed by the State Government to which the student belongs) ordinarily within fifteen days of the commencement of the award failing which the scholarship may be awarded to the next eligible student:

* Amended vide Resolution No. 5.11(i)//EC/7.12.1987, 6.1/EC/2.6.2005, 6.2/EC/29.11.2006 and 6.1/EC/4.1.2008

** Amended vide Resolution Nos. 9.1/EC/30.12.1982, 5.8/EC/18.4.1988, 6.3/EC/29.11.1999, 6.2/EC/15.1.2001, 6.2/EC/29.11.2006 and 6.1/EC/4.1.2008

*** Amended vide Resolution No. 6.1/EC/10.05.2013

Amended vide Resolution No. 6.5/EC/09.05.2014

Certified that _____ son/daughter/wife of _____ is known to me and his/her parents/guardian's annual income from all source is Rs._____.

Note: The term income shall mean basic pay, DA, CCA, all allowances, honorarium, bonus, special pay etc. excluding HRA after allowing standard deduction in the case of salaried persons and entire gross income in the case of non-salaried class without any standard deduction. **Income from all sources of family i.e. agriculture, property etc. Any other additional information like PAN, Certificate from parents etc. also to be included in application form. In case anybody is found misusing the opportunity, the University may recover the complete MCM fellowship with penalty.

- 5.3 *During the tenure of the Scholarship, the scholarship holder shall not ordinarily receive any other regular scholarship, stipend, financial assistance or remuneration etc., for any work except with the prior permission of the competent authority. In case, a scholarship holder is already in receipt of a regular assistance from any source, he shall not be considered for the award of a scholarship.

Provided, however, that in exceptional circumstances, the student may be permitted to undertake a part-time assignment in the University but the total amount of the scholarship and the remuneration for the assignment shall not exceed Rs.2,400/- per annum.

6. Payment :

- 6.1 Each student shall put in his claim in the prescribed form through the Head of the Centre concerned who shall certify that the eligibility conditions have been satisfied and forward the bill to the Finance and Accounts Branch for payment.
- 6.2 The scholarship shall be paid after deducting such dues as may be outstanding in the name of the student including hostel dues.

7. Leave :

- 7.1 In addition to general holidays, winter break and summer vacation, leave for a maximum period of seven days in each semester with scholarship may be granted to a student, provided that he makes a written request/application and has sought the prior approval of the Head of the Centre concerned.
- 7.2 A record of leave taken by a student shall be maintained in the Office of the Dean of the School.

* Amended vide Resolution No. 9.1/EC/30.12.1982
** Added vide Resolution No. 6.5/EC/09.05.2014

25. *ORDINANCE RELATING TO THE USE OF UNFAIR MEANS BY STUDENTS IN EVALUATION.

1. Definitions :

For the purposes of this Ordinance :

- (a) Evaluation means and includes all learning processes followed by evaluation such as quizzes, term papers, assigned readings, laboratory tests, seminars mid-semester examinations and end-semester examinations and research papers including dissertations and theses.
- (b) Student means a student on active rolls of the University.
- (c) Semester implies Monsoon or Winter semester of an Academic year.
- (d) The use of unfair means implies any dishonest or unfair means or indulging in disorderly conduct including plagiarism during the course of study in a programme at the University.
- (e) Committee means the Standing Committee of the Academic Council for looking into the cases of use of unfair means by the students.

2. Constitution of the Standing Committee :

- (a) On the recommendations of the Vice-Chancellor, the Academic Council shall constitute a Standing Committee consisting of the following :
 - (i) Two Deans; and
 - (ii) The Dean of the School from where the case of use of unfair means by student(s) reported (to be co-opted);

Provided that if the reported case of the student(s) happens to be from the School whose Dean is already represented in the Committee, then the Vice-Chancellor shall nominate another Dean to be a member of the Committee.

- (b) An Officer of the University nominated by the Vice-Chancellor will function as non-member Secretary of the Committee.

* Approved vide Resolution No. 5.11/E.C/7.12.1987

3. A student of the University who is reported to have indulged in use of unfair means in any aspect of evaluation inclusive of quizzes, term papers, assigned readings, laboratory tests, seminars, mid-semester or end-semester examinations and or have indulged in plagiarism while writing research publications/articles including dissertations and theses would made himself/herself liable for disciplinary action as may be determined by the committee of the Academic Council dealing with cases of use of unfair means.
- 4.(a) Any faculty member finding a student of the University indulging in the use of unfair means will report in writing to the Chairperson of the Centre with copies to the Dean of the School concerned and the Co-ordinator(Evaluation) for placing before the Committee dealing with cases of use of unfair means for its appropriate consideration and directions.

(b) The concerned Centre/School shall forward their views to the Committee within 15 days of the receipt of the said communication from the faculty member. In case no views are received from the concerned Centre/School, the Committee will proceed suo moto.
5. The Committee will provide a student alleged to have been involved in the use of unfair means, fair and reasonable opportunity to prove his/her innocence before pronouncing him/her as guilty.
6. The Committee shall be entitled to exercise all or any of the powers relating to discipline and disciplinary action in relation to any student as contained in the Statute 32 of the Statutes of the University as may be delegated to it by the Vice-Chancellor.
7. A student awarded punishment by the Committee dealing with the cases of use of unfair means shall be entitled to make an appeal to the Vice-Chancellor within 30 days of the award of punishment.
8. In all matters relating to discipline and disciplinary action against students for use of unfair means, the decision of the Vice-Chancellor shall be final and no further appeal shall be against it.

26. *ORDINANCE RELATING TO FEES PAYABLE BY STUDENTS.

1. Commencement :

This Ordinance shall –

- 1.1 In respect of M. Phil and Ph.D courses, Master's degree courses in Languages and Certificate of Proficiency, Diploma of Advanced Proficiency and Pre-Degree Diploma courses in Languages, be deemed to have come into force on the 1st day of July 1971.
- 1.2 In respect of Bachelor of Arts/Honours Degree in Russian, come into force on 24.6.1972.
- 1.3 In respect of Master's Degree Courses instituted in the University other than the Master's Degree in Languages, come into force on a date to be specified by the Vice-Chancellor.

2. Fees Payable by Students :

- 2.1 Students admitted to Courses of Studies in M. Phil/Ph.D. Master of Arts, or Bachelor of Arts/Honours and Diploma/Certificate, shall pay the fees specified in columns (1), (2), (3) and (4) respectively of the table below:

	M.Phil / Ph.D	M.A	B.A (Hons.)	Diploma/ Certificate
Tuition fee (Monthly)	20	18	15	10
** Sports Fee (Annual)	16.50	16.50	16.50	16.50
** Literary Culture Fee (Annual)	16.50	16.50.	16.50	16.50
@ Students' Union Fee (Annual)	15	15	15	15
Library Fee (Annual)	6	6	6	6
** Medical Fee (Annual)	9	9	9	9
** Students' Aid Fund (Annual)	4.50	4.50	4.50	4.50
@@ Admission fee	5	5	5	5
@@ Enrolment fee	5	5	5	5
@@ Security Deposit (Refundable)	40	40	40	40
# Examination fee	(Ph.D.) Rs.100/- (M.Phil.) Rs. 25/-	-	-	-

-
- * Approved vide Resolution No. 16.2/EC/24.6.1972
** Amended vide Resolution No. 5.11/EC/25.3.1992
@ Amended vide Resolution No. 6.7/E.C/3.10.1996
@@ To be paid at the time of enrolment in the University
Amended vide Resolution No. 5.10/E.C/28.3.1983

* Provided that students registered only for M.Phil programme will be charged fee for the period till the submission of the M.Phil dissertation or four semesters whichever is earlier. In case of students seeking registration for one semester for submission of the dissertation within a period of nine semesters in terms of clause 7 of the M.Phil, Ordinance the fees will be charged for quarter/semester during which such registration is sought.

** Provided further that the students registered for Ph.D programme will be charged fees upto the quarter in which the thesis is submitted or upto a maximum of five years period as provided in clause 9 (a) of the Ordinance relating to Ph.D Degree.

Provided further that students who are re-enrolled for submission of Ph.D, thesis within one year from the date of re-enrolment under Clause 9(b) will be required to pay fees upto the quarter in which the thesis is submitted.

*** 2.2 The students of the following categories shall be exempted from payment of fees as noted below:

(a) Student enrolled for part-time programme.

1. Medical Fee
2. Student's Aid Fund Fee

(b) Students who are Employees of the University

1. Tution Fee
2. Students' Union Fee
3. Library Fee
4. Medical Fee
5. Students' Aid Fund Fee
6. Security Deposit

(c) Students who are Employee's Wards.

1. Medical Fee
2. Security Deposit (if a suitable surety/undertaking is furnished)

2.3 The M.Phil /Ph.D students of the University may be enrolled for part-time courses in the School of Languages without payment of fees except prescribed examination fee provided the Head of the Centre concerned certifies that learning of the languages is necessary for the curricular programme of the students.

* Added vide Resolution No. 7.1(a)/EC /15.7.1980

** Amended vide Resolution No. 5.10/EC/28.3.1983

*** Amended vide Resolution No. 5.27/EC/25.7.1978

2.4 Candidates desirous of attending lectures/classes be admitted as casual students on payment of following fees/deposit:

1. Tuition Fee
2. Library Fee
3. Security Deposit

3. Due date and mode of payment :

- 3.1 Students shall deposit tuition fee:
- i. for June, July and August at the time of admission:
 - ii. for September, October and November on or before the 10th September:
 - iii. for December, January and February on or before 10th December; and
 - iv. for March, April and May on or before the 10th March.
- 3.2 Annual fees shall be paid at the commencement of each academic year.
- 3.3 Fees shall be payable in cash or through Money Order or by a Crossed Bank Draft drawn in favour of the Finance Officer of the University.
- 3.4 In case a student is enrolled for one full-time or one part-time course, he will pay tuition fee for the additional part-time courses.

4. Delay or Default in Payment :

- 4.1 If a student does not pay fee on time, a fine shall be levied as follows:
- i. 50 Paise for the first 10 days
 - ii. One Rupee for the next 10 days
 - iii. Two Rupees thereafter upto the last day of the month in which the fee is due.
- 4.2 The Vice-Chancellor, or on his behalf, any other officer to whom this power has been delegated, may, on the recommendation of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application setting forth the reasons for late payment of fees, such applications should be submitted well ahead of the due dates, so that a decision may be taken and communicated to the student concerned on time.
- 4.3 Names of the defaulters which shall be put up on the Notice Board shall be removed from the rolls of the University with effect from the first day of the following month.
- 4.4 A student whose name has been struck off the rolls of the University, may be re-admitted on the recommendation of the Dean of the School concerned and on payment of arrears of fees in full and other dues. He shall in addition pay a fresh Admission Fee.

4.5 Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Centre intimating the date of his withdrawal. If he fails to do so, his name shall continue to be kept on the rolls of the University for a maximum period of one month following the month upto which he has paid fees. He shall also be required to pay all fees/charges that may fall due during this period.

5. * Fees payable by the University Employees :

5.1 Employees of the University who join either a full-time or part-time Course in the University shall pay admission and enrolment fee (if not already enrolled).

5.2 University employees joining a course of research for the Ph.D degree shall not be required to pay any fees except admission fee and enrolment fee (if not already enrolled).

Note: The provision of this clause shall not apply to those employed by the University on an ad-hoc basis or on daily wages.

6. Blind Students Exempted :

6.1 Blind students shall be exempted from payment of all fees except the Security Deposit.

7. Concession in fee :

7.1 The Dean of the School on the recommendation of a Committee consisting of the following, shall grant freeship upto a percentage which may be prescribed by the University Grants Commission in this regard:

- i. Dean – Chairman
- ii. Three Heads of Centres (by rotation according to seniority for two years).
- iii. Three students elected from amongst an electoral College consisting of one representative from each Centre of the School concerned elected by the students in that Centre.

7.2 If the number of applicants for freeships is more than the number of freeships available, the Committee referred to in Clause 7.1 may recommend half freeships to some of the applicants so that the total of freeships does not exceed the prescribed percentage.

* Amended vide Resolution No. 5.27/EC/25.7.1978

- 7.3 Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School concerned through the Head of the Centre by the 31st August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.
- 7.4 The following factors shall be taken into account while making recommendations on the applications of students for grant of freeships;
- i. Academic record of the student;
 - ii. His Progress in studies in the case of renewal of freeships;
 - iii. His financial position; and
 - iv. Any other factor which shall also be recorded.

The list of students to whom concessions have been awarded ordinarily shall be notified by the 30th September.

- 7.5 Freeships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year which shall be considered alongwith the new applications in that year.
- 7.6 A freeship granted to a student may be cancelled if his conduct or progress in studies is found to be unsatisfactory or if his financial condition improves and he is no longer in need of fee concession.

8. Refund of Fees, Security Deposit etc. :

- 8.1 Security deposits are refundable, on an application from the student on his leaving the University, after deducting all dues, fines and other claims against him.
- 8.2 If any student does not claim the refund of any amount lying to his credit within one calendar year of his leaving the University, it shall be considered to have been donated by him to the Students Aid Fund.

Explanation: The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student for the date from which his name is struck off the rolls of the University.

- *8.3 If, after having paid fees, a candidate withdraws from the programme, he/she shall be refunded all fees and deposits, except tuition fee for one month, admission fee and enrolment fee, provided his/her application for withdrawal is received within 15 days of the last date of registration.

* Amended vide Resolution No. 5.3/EC/ 9.6.1989

- *8.4 Applications for withdrawal received beyond 15 days of the last date of registration would entitle a student for the refund of security deposit only.
- *8.5 If a student owes any money to the University on account of any damage he may have caused to the University property, it shall be, alongwith outstanding tuition fee and fines, if any, deducted from the Security Deposit due to him.

* Renumbered and amended vide Resolution No. 5.3/E.C/9.6.1989

27. *ORDINANCE RELATING TO FEES PAYABLE TO THE EXAMINERS AND CONDITIONS GOVERNING THE PAYMENT OF FEES.

1. Commencement

This Ordinance shall

- 1.1 In respect of M.Phil and Ph.D Courses, Master's Degree Courses in Languages, and Certificate of Proficiency, Diploma of Advanced Proficiency and Pre-Degree Diploma Courses in Languages, be deemed to have come into force on the first day of July 1971:
- 1.2 In respect of Bachelor or Arts/Honours Degree course in Russian, come into force on 24.6.1972
- 1.3 In respect of Master's Degree Courses instituted in the University other than the Master's Degree in Languages come into force on a date to be specified by the Vice-Chancellor.

2. **The External Examiners shall be paid the fees at the rates specified below :

Sr. No.	Name of the Examination	For Setting a paper Rupees	For marking an answer book Rupees	For Examining a thesis Rupees	For viva-Voce per candidate Rupees
(1)	Certificate of Proficiency	@Rs.1,000/-	@Rs.25/- per answer book subject to a minimum of Rs. 500/-	-	@Rs.1,000/- per sitting
(2)	Diploma of Advanced Proficiency	@Rs.1,000/-	@Rs.25/- per answer book subject to a minimum of Rs. 500/-	-	@Rs.1,000/- per sitting
(3)	Pre-Degree Diploma	@Rs.1,000/-	@Rs.25/- per answer book subject to a minimum of Rs. 500/-	-	@Rs.1,000/- per sitting
(4)	M.Phil	-	-	@Rs.1,000/-	@Rs.1,000/-
(5)	Ph.D	-	-	@Rs.2,000/-	@Rs.1,500/-

- (6) @ In respect of B.A., M.A., M.Sc., M.C.A. Programmes the external examiners will be paid Rs. 1000/- per sitting for paper setting, evaluating answer books, assignments, dissertation etc.

@In addition to above rates the external examiners may be reimbursed TA/DA and actual conveyance charges.

* Approved vide Resolution No. 16/EC/24.6.1972

** Approved vide Resolution No. 6.1/EC/20.11.2012

- 3.1 If a Board of Examiners sets a question paper and evaluates the answer books, each External Examiner shall be paid full remuneration as specified in clause 2.
- 3.2 When an answer book is examined by the External Examiners Jointly, each Examiner shall be paid the full remuneration as specified in Clause 2
- 3.3 In respect of a subject in which a question paper is set in two parts separately by two External Examiners and the answer books thereof are also evaluated by them independently of each other, the remuneration payable to each examiner for setting the question paper and for evaluation of answer books shall be three-fifths of the rates specified in clause 2 for the paper and evaluation of answer books.
- 3.4 If an External Examiner examines answer books in respect of the question paper not set by him, he shall be paid for examining answer book as specified in clause 2 at the rates subject to a minimum fee equivalent to half the fee specified therein for setting a question paper for the examiner concerned .
- 3.5 If more than half of a question paper is changed by the Committee of Moderators, the Vice-Chancellor may on the recommendation of the Convenor of the Committee, direct that no remuneration be paid for setting the question paper.
- 3.6 If two or more External Examiners conduct the viva-voce, the remuneration shall be divided equally among them.
- 3.7 The remuneration shall not be paid to External Examiners until the Registrar has received the Award Sheets, the Answer Books, the Report of the Examiners, and such other statements as they may be required to prepare.
- 3.8 If the External Examiners do not send in their complete documents referred to in sub-clause 3.7 by the appointed date, the remuneration payable to them may be reduced by an amount calculated at Rs. 5.00 per day for the first seven days of delay and Rs. 10.00 per day thereafter, unless the Vice-Chancellor is satisfied that the delay was due to cause beyond the control of the Examiners.

Omission of Clause 18 in the Ordinance relating to BA (Hons.) Degree in Russian

Clause 18 in the Ordinance relating to B.A (Hons.) Degree in Russian shall be omitted with effect from,24.6.1972.

28. *ORDINANCE RELATING TO FEES TO BE CHARGED FOR RE-CHECKING EXAMINATION RESULTS, ISSUING MARKS-SHEETS AND OTHER MATTERS.

1. For Re-checking Examination Results :

A fee of Rs. 20/- shall be payable by a candidate who wants to get his/her results re-checked in any subject/paper of an examination.

2. For the supply of Semester Grade Report :

2.1*** Every candidate shall be supplied Semester Grade Report for which no fees shall be charged.

2.2*** The statement of marks shall be sent to the candidates through the Dean of the School or Head of the Centre concerned.

2.3*** Duplicate copies of the statement of marks shall be supplied on payment of a fee of Rs. 100/-.

2.4 **A consolidated Final Grade Report showing the academic performance of candidate in all courses taken by him/her in all the semesters of a programme of study shall be issued to him/her on payment of Rs.20/-.

3. * For Issuing Transfer, Provisional and Other Certificates :**

3.1 The following shall be the fees for issuing Transfer, Provisional and other certificate and for duplicate copies thereof :

(a) Transfer Certificate

1.	Migration/Transfer Certificate	Rs. 50.00
2.	Duplicate copy of above	Rs.200.00

(b) Provisional Certificate

Provisional Certificate of having passed an examination of the University:

1.	For degree examinations	Rs. 50.00
2.	Duplicate copy of above	Rs. 50.00
3.	For other Examination	Rs. 50.00
4.	Duplicate copy of above	Rs.100.00

* Approved vide Resolution No. 16/EC/24.6.1972

** Added vide Resolution No.5.10/EC/21.1.1987 and amended vide Resolution No. 6.1/EC/16.12.2008

*** Amended/added vide Resolution No.6.1/EC/16.12.2008

(c)	Duplicate copies of Degree/Diploma/Certificate:	
	1. Degree	Rs.200.00
	2. Certificate/Diplomas	Rs.100.00
(d)	Certificate of age as recorded in-	
	1. The University Register	Rs. 10.00
	2. Duplicate copy of above	Rs. 2.00
(e)	Consolidated Mark Sheet:	
	1. For BA/MA	Rs. 20.00
	2. For M.Phil	Rs. 20.00
(f)	Original Degree	Nil
(g)	Semester Grade Report	Nil
(h)	Duplicate copy of Consolidated Mark Sheet/Semester Mark Sheet	Rs.100.00
(i)	Issue of Official Transcripts	Nil, if the copies have to be attested. Rs.50/- to be charged per copy if transcript to be issued.
(j)	Re-evaluation of answer scripts	Rs.20 per course

3.2 A fee of Rs. 10.00 shall be payable by a student or candidate, who wishes to add or to alter his/her name as originally recorded in the University Register and such addition or alternation shall be made to his/her original name as alias in the University Enrolment Register after he/she has fulfilled the necessary formalities.

3.3 A fee of Rs. 10.00 shall be payable by a student who applies for alteration of the record of his/her date of birth as entered in the University Register.

3.4 A candidate who has been declared eligible for award of a degree for the programme to which he/she has been admitted by the University shall pay the requisite fee as prescribed under Clause 3(e) for issue of a Final Grade Report at the end of final examination.

29. *ORDINANCE RELATING TO NATIONAL DEFENCE ACADEMY (1973).

1. Short Title:

- (1) This Ordinance may be called the Jawaharlal Nehru University (National Defence Academy) Ordinance, 1973.
- (2) It shall come into force on and from 31.8.1973.

2. Definitions:

- (1) “Academy” means the National Defence Academy which has become a recognized institution of the University by virtue of the resolution of the Executive Council dated 31.8.1973, in terms of Section 5 (15) of the University Act.
- (2) “Committee” means Academic Committee constituted under Clause 3.

3. Constitution of the Academic Committee:

- (1) There shall be an Academic Committee consisting of the following:
 - (a) Head of the Academic Committee - Chairman
 - (b) Two teachers of the University and two outside experts in the field of study of the Academic Programmes of the Academy, nominated by the Academic Council of the University on the recommendations of the Vice-Chancellor.
 - (c) All Heads of Departments of Study of the Academy.
 - (d) The Principal of the Academy – Member-Secretary
- (2) The teachers and experts nominated by the Academic Council shall hold office for a period of two years.

4. Powers and Functions of the Academic Committee :

The powers and functions of the Academic Committee shall be:

- (a) To coordinate the teaching in the Departments of the Academy;

* Approved vide Resolution No. 58.2/EC/31.8.1973

- (b) To appoint Committees to organize the teaching in subjects or areas which are of interest to more than one Department of the Academy or which do not fall within the sphere of any Department and to supervise the work of such Committees, the composition, powers and functions of such committees shall be prescribed by Regulations.
- (c) To recommend the courses of study to the Academic Council and approve syllabi and prescribe text books;
- (d) To recommend to the Academic Council rules of eligibility for the award of degrees and names of examiners and moderators;
- (e) To frame general rules for the evaluation of sessional work;
- (f) To maintain standards of teaching and to submit to the Academic Council any proposal in this regard;
- (g) To frame the general time-table of the Academy;
- (h) To consider any proposal regarding the welfare of the students of the Academy.
- (i) To delegate to the Head of the Academy or to any other member of the Academic Committee or to a Committee such general or specific powers as may be decided upon by the Academic Committee from time to time.
- (j) To perform all other functions which may be prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Executive Council or the Academic Council or the Vice-Chancellor.

5. Meetings :

- (a) Meetings of the Academic Committee shall be either ordinary or special
- (b) Ordinary meetings shall be normally held twice in each semester
- (c) Special meetings may be called by the Head of the Academy on his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from atleast one-fifth of the members of the Committee.

6. Quorum :

The quorum for the meeting of the Committee shall be one-third of its total members.

7. Notice of Meetings :

The notice of meetings of the Committee, other than a special meeting, shall ordinarily be issued atleast 10 days before the day fixed for the meeting. The special meetings shall ordinarily be fixed atleast on 5 days notice.

8. Rules for the conduct of Meetings :

The rules for the conduct of the meetings of the Committee shall be prescribed by Regulations.

9. Departments of Study :

All teachers in a particular discipline or in related disciplines shall constitute a Department. Each Department shall have a Head, nominated by the Head of the Academy. All recommendations from the Head of a Department shall be discussed in the Department before they are submitted to the Academic Committee.

10 ** Appointment of Teachers :

(a) Civil Teachers of the Academy shall be appointed by the selection process laid down by the Academy provided, however, that the qualifications will be laid down as per UGC guidelines. The appointments will be communicated to the University for information.

(b) Any appointment from Army Education Corps and other Service Officers on the teaching staff of the Academy for more than three months shall be informed to the University.

11. Admission to the Academy:

The Admission to the Academy shall be on the basis of a written test conducted by the UPSC and selection by the Service Selection Board. The University shall lay down the criteria, syllabus, etc., for the written test.

12. *The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examination, teaching and evaluation with a view to ensuring of Academic standards.

* Amended vide Resolution No. 5.21/E.C/30. 4. 1986

** Amended vide Resolution No. 6.1/E.C/18.11.2013

30. *ORDINANCE RELATING TO ARMY CADET COLLEGE (1974).

1. Short Title :

- (1) Ordinance relating to the Army Cadet College (1974).
- (2) They shall come into force on and from 8.10.1974

2. Definitions :

- (1) “College” means the Army Cadet College which has become a recognized institution of the University by virtue of the resolution of the Executive Council dated 8th October 1974 in terms of section 5(13) of the University Act.
- (2) “Committee” means Academic Committee constituted under Clause 3.

3. Constitution of the Academic Committee :

- (1) There shall be an Academic Committee consisting of the following :
 - (a) Head of the College – Chairman;
 - (b) Two teachers of the University and two outside experts in the fields of study of the academic programmes of the College nominated by the Academic Council of the University on the recommendation of the Vice-Chancellor;
 - (c) All Heads of Departments of Study of the College;
 - (d) The Principal of the College – Member-Secretary
 - (e) The teachers and experts nominated by the Academic Council shall hold office for a period of two years.

4. Powers and Functions of the Academic Committee :

The powers and functions of the Academic Committee shall be;

- (a) To coordinate the teaching in the Department of the College;

* Approval vide Resolution No. 26/E.C/ 8.10.1974

- (b) To appoint committees to organise the teaching in subjects or areas which are of interest to more than one Department or the College or which do not fall within the sphere of any Department and to supervise the work of such committee; the composition, powers and functions of such Committee shall be prescribed by regulations;
- (c) To recommend the courses of study to the Academic Council and approve syllabi and prescribe text-books;
- (d) To recommend to the Academic Council rules of eligibility for the award of degrees and names of examiners and moderators;
- (e) To frame general rules for the evaluation of sessional work;
- (f) To maintain standards of teaching and to submit to the Academic Council proposals in this regard from time to time.
- (g) To frame the general time-table of the College;
- (h) To consider any proposals regarding the welfare of the students of the College;
- (i) To delegate to the Head of the College or to any other member of the Academic Committee or to a Committee such general or specific powers as may be decided upon by the Academic Committee from time to time; and
- (j) To perform all other functions which may be prescribed by the Act, the Statute; or the Ordinances, and to consider all such matters as may be referred to it by the Executive Council or the Academic Council or the Vice-Chancellor .

5. Meetings :

- (a) Meetings of the Academic Committee shall be either ordinary or special.
- (b) Ordinary meetings shall be normally held twice in each semester.
- (c) Special meetings may be called by the Head of the College on his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from atleast one-fifth of the members of the Committee.

6. Quorum :

The quorum for the meetings of the Committee shall be one-third of its total members.

7. Notice of Meetings :

The notice of meetings of the Committee other than a special meeting, shall ordinarily be issued at least ten days before the day fixed for the meeting. The special meetings shall ordinarily be fixed at least on five days notice.

8. Rules for the Conduct of meetings :

The rules for the conduct of the meetings of the Committee shall be prescribed by the Regulations.

9. Departments of Study :

All teachers in a particular discipline or in related disciplines shall constitute a Department. Each Department shall have a Head, nominated by the Head of the College. All recommendations from the Head of a Department shall be discussed in the Department before they are submitted to the Academic Committee.

10. *Appointment of Teachers :**

(c) Civil Teachers of the College shall be appointed by the selection process laid down by the College provided, however, that the qualifications will be laid down as per UGC guidelines. The appointments will be communicated to the University for information.

(d) Any appointment from Army Education Corps and other Service Officers on the teaching staff of the College for more than three months shall be informed to the University.

11. *Admission to the College:

The Admission to the Army Cadet College shall be on the basis of a written test conducted by Army HQ followed by selection by the Service Selection Board.

12. **The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of Academic standards.

* Amended vide Resolution No. 5.9/E.C/6.10.1989

** Amended vide Resolution No. 5.21/E.C/30.4.1986

*** Amended vide Resolution No. 6.1/EC/18.11.2013

31. *ORDINANCE RELATING TO DEFENCE (MILITARY) ENGINEERING INSTITUTIONS (1984).

1. Short Title :

- (i) This ordinance may be called the Jawaharlal Nehru University, Defence (Military) Engineering Institutions Ordinances, 1984 and shall relate to the following Military Colleges of Engineering:
- (a) The Military College of Electronics and Mechanical Engineering (MCEME), Secunderabad.
 - (b) The College of Military Engineering (CME), Pune.
 - (c) The Naval College of Engineering (NCE), INS Shivaji, Lonavala. B.Tech. Prog. shifted to Indian Naval Academy, Ezhimala, Kerala after passing out of last batch from Lonavala in May, 2014.
 - (d) The Military College of Telecommunications Engineering (MCTE), Mhow.
 - ** (e) The Air Force Engineering College, Jalahalli, Bangalore.
- (ii) It shall come into force on the date to be specified by the University.

2. Definitions :

- (i) The Defence (Military) Engineering Institutions mean the following :
- (a) The Military College of Electronics and Mechanical Engineering (MCEME), Secunderabad.
 - (b) The College of Military Engineering (CME), Pune.
 - (c) The Naval College of Engineering (NCE), INS Shivaji, Lonavala. B.Tech. Prog. shifted to Indian Naval Academy, Ezhimala, Kerala after passing out of last batch from Lonavala in May, 2014.
 - (d) The Military College of Telecommunications Engineering (MCTE), Mhow.
 - ** (e) The Air Force Engineering College, Jalahalli, Bangalore.
- (ii) “Committee” means the Academic Committee constituted under clause 4 in respect of each of the Institute mentioned above.

* Approved vide Resolution No. 6.2/EC/16.10.1984

** Approved vide Resolution No. 6.1/EC/20.11.2015.

3. Objectives :

- (i) Having become recognized institutions of the University by virtue of the resolution of the Executive Council dated 12 March 1984 in terms of section 5(13) of the University Act for the purpose of offering programmes of study leading to the award of B.Tech. degree in the following disciplines noted against each of the five colleges :

The Military College of Electronics and Mechanical Engineering (MCEME), Secunderabad.

- (a) B.Tech. in Electronics.
- (b) B.Tech. in Mechanical Engineering.

The College of Military Engineering (CME), Pune.

- (a) B.Tech. in Mechanical Engineering
- (b) B.Tech. in Electrical Engineering
- (c) B. Tech. in Civil Engineering
- ** (d) M.Tech. in Structural Engineering & Energy System.

The Naval College of Engineering (NCE), INS Shivaji, Lonavala. B.Tech. Prog. shifted to Indian Naval Academy, Ezhimala, Kerala after passing out of last batch from Lonavala in May, 2014.

- (a) B.Tech in Electronics and Communication Engineering
- (b) B.Tech. in Mechanical Engineering

The Military College of Telecommunications Engineering (MCTE), Mhow.

- *(a) B.Tech. in Telecommunications Engineering and Information Technology.

*****The Air Force Engineering College, Jalahalli, Bangalore.**

- (a) B.Tech. in Aeronautical Engineering.
- (b) B.Tech. in Electronics and Communication Engineering.

4. Constitution of the Academic Committee :

- (1) There shall be an Academic Committee consisting of the following in respect of each of the Institute mentioned above :
- (a) Head of the Institution - Chairman
 - (b) Two faculty members of the University and as many number of outside experts, subject to a minimum of two, as are the programmes of study leading to the award of B.Tech. degree in various disciplines offered at the concerned Institution nominated by the Academic Council of the University on the recommendation of the Vice-Chancellor for a period of two years.

* Amended vide Resolution No. 6.2/EC/22.1.2003

** Added vide Resolution No. 6.1/EC/11.05.2015.

*** Approved vide Resolution No. 6.1/EC/20.11.2015.

- (c) All Heads of disciplines of study/departments of the Institution concerned.
- (d) Two teachers of the Institution other than Heads of disciplines of study/department by rotation in order of seniority for a period of two years.

5. Powers and functions of the Academic Committee :

The powers and functions of the Academic Committee shall be :

- (a) To coordinate the teaching in the Department of their respective Institution;
- (b) To appoint Committees to organize the teaching in subjects or areas which are of interest to more than one Department of the Institution or which do not fall within the sphere of any Department and to supervise the work of such Committee. The composition, powers and functions of such Committees shall be prescribed by Regulations;
- (c) To recommend the courses of study including detailed syllabi to the Academic Council for its approval;
- (d) To recommend to the Academic Council names of examiners and moderators;
- (e) To frame general norms and rules for the evaluation of sessional work;
- (f) To maintain standards of teaching and to submit to the Academic Council any proposal in this regard;
- (g) To frame the general time-table of the concerned Institution;
- (h) To consider any proposals regarding the welfare of the students of the Institution;
- (i) To delegate to the Head of the Institution or to any other members of the Academic Committee or to a Committee such general or specific powers as may be decided upon by the Academic Committee from time to time;
- (j) To perform all other functions which may be prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Executive Council or the Academic Council or the Vice-Chancellor;

6. Meetings :

- (a) Meetings of the Academic Committee shall be either ordinary or special
- (b) Ordinary meetings shall be normally held at least once in each semester
- (c) Special meetings may be called by the Head of the Institution on his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from atleast one-fifth of the members of the Committee.

7. Quorum :

The quorum for the meeting of the Committee shall be one-third of its total members.

8. Notice of Meetings :

The notice of meetings of the Committee, other than a special meeting, shall ordinarily be issued atleast 15 days before the day fixed for the meeting. The special meetings shall ordinarily be fixed atleast 5 days notice.

9. Rules for the conduct of Meetings :

The rules for the conduct of the meetings of the Committee shall be prescribed by Regulations.

10. Departments of Study :

All teachers in a particular discipline or in related disciplines shall constitute a Department. Each Department shall have a Head, nominated by the Head of the Institution. All recommendations from the Head of the Department shall be discussed in the Department before they are submitted to the Academic Committee.

11 *Appointment of Teachers :**

- (a) Civil Teachers of the Institution shall be appointed by the selection process laid down by the Institution provided, however, that the qualifications will be laid down as per UGC guidelines. The appointments will be communicated to the University for information.

- (b) Any appointment from Army Education Corps and other Service Officers on the teaching staff of the Institution for more than three months shall be informed to the University.

12. *Admission to the Institution(s) :

- 12.1 A candidate shall be eligible for admission to first year (Ist semester) of the four years (8 semesters) B.Tech. degree programme if one has passed Senior School Certificate (10+2) examination of a recognized Board of Secondary Education or an examination recognized by the University as its equivalent with Mathematics, Physics and Chemistry as elective subjects.
- 12.2 Those holding Bachelor's degree in Science with Mathematics and Physics as major subjects and in addition have Chemistry or Statistics or Computer Science or any other allied discipline as subsidiary/minor subject will be eligible for admission to the second year (3rd semester) of the four year (8 semester) programme leading to the award of Bachelor's degree in technology.

13 ** Inspection :

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examination, teaching and evaluation with a view to ensuring of Academic standards.

* Amended vide Resolution No. 5.8/E.C/28.10.1986 and 5.10/EC/21.1.1987

** Amended vide Resolution No. 5.21/E.C/30.4.1986

*** Amended vide Resolution No. 6.1/E.C/18.11.2013

32. *ORDINANCE RELATING TO DEFENCE (MILITARY) ENGINEERING INSTITUTIONS (TRANSITORY), 1984.

1. Short Title, Commencement and Application :

This ordinance may be called the Defence (Military) Engineering institution (Transitory) Ordinances, 1984.

- (a) It shall come into force on a date to be specified by the University.
- (b) It shall apply to candidates who have been enrolled in any of the following military Institutions on or after 1982 and those belonging to the earlier batches who will complete their programme of study not before May 1984.
 - (i) The Military College of Electronics and Mechanical Engineering (MCEME), Secunderabad.
 - (ii) The College of Military Engineering (CME), Pune.
 - (iii) The Naval College of Engineering (NCE), INS Shivaji, Lonavala shifted to Indian Naval Academy, Ezhimala, Kerala in 2014.
 - (iv) The Military College of Telecommunication Engineering (MCTE), Mhow.

2. Continuance of the Rules Relating to the Academic Matters :

All rules by whatever name they are called and framed by the Military Engineering Institutions as referred to in Clause 1(b) above and were in-force immediately before the commencement of this Ordinance relating :

- (a) To the admission of students, the course of studies and the fees therefor, the qualifications pertaining to diplomas, certificates and other academic distinctions, and the like, and
- (b) To the conduct of examination, including the terms of office and appointment of examiners and the condition of residence of students and their general discipline; in so far as they are not inconsistent with the provisions of the Jawaharlal Nehru University Act, 1966 (53 of 1966) and the Statutes of the University, shall be deemed to be the Rules made by the Executive Council subject to such adaptations and modifications as the Vice-Chancellor may make for the purpose of bringing them into accord with the provisions of the Act and the Statutes of the University.

3. Cessare of Ordinance :

This Ordinance shall cease to be in force on the date to be specified by the Academic Council, which shall not be earlier than 31st December 1986.

* Approved vide Resolution No. 6.2/E.C/16.10.1984

33. *ORDINANCE RELATING TO THE AWARD OF B.A/B.Sc. (PASS) AND HONS. DEGREE TO THE CADETS REGISTERED IN THE NATIONAL DEFENCE ACADEMY, KHADAKWASLA AND ARMY CADET COLLEGE, DEHRADUN.

1. Definitions :

- 1.1 “Course” means a unit of study offered in a Semester.
- 1.2 “Credit” (C) reflects the weightage assigned to a course.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a cadet in the ten point scale.
- 1.5 “Cumulative Grade Point” (Cg) means a cumulative index grade point average of a cadet calculated in the following manner:

$$CGPA = \frac{(g_1 \times c_1) + (g_2 \times c_2)}{\text{Total number of credits offered by the student upto and including the semester for which cumulative index is required.}}$$

Total number of credits offered by the student upto and including the semester for which cumulative index is required.

- 1.6 “Final Grade Point” (Fg) in the final index of a cadet at the time of the award of the degree.
- 1.7 “Final Grade” is the letter equivalent assigned to a Cadet on the basis of his Final Grade point at the time of the award of the degree.
- 1.8 **Academic Committee means Academic Committee in relation both to the National Defence Academy and the Army Cadet College.

2. * Eligibility of Admission :**

- 2.1 A candidate shall be eligible for admission if he has passed Senior School Certificate Examination (10+2) of a recognized Board of Secondary Education in India OR any examination recognized by the University as its equivalent.

* Approved vide Resolution No. 22/EC/26.4.1974. The title of the Ordinance was amended vide Resolution No. 5.9/E.C/15.3.1991

** Amended vide Resolution No. 6.13/E.C/3.9.1976

*** Added vide Resolution No. 5.15/EC/12.1.1989

- 2.2 *Cadet shall be eligible for taking Honours Course in the 3rd Semester if he has obtained a CGPA of atleast 5.0 and above at the end of 2nd Semester and also obtained atleast 'A' grade in the discipline in which the Cadet seeks admission to Honours Course.

3. Faculty Adviser :

- 3.1 The Academic Committee shall appoint an adviser from amongst the faculty members for each cadet. The office shall advise the cadet about his progress with the course and entries to this effect will be made on the course card as may be specified by regulations as laid down by the Academic Committee.
- 3.2 **Registration of Cadets: The Cadets on joining the Academy/College shall formally register themselves for the programme of study allotted to them by paying the prescribed fees.
- 3.3 * The Academy shall forward the names of Cadets to the University for registration and allotment of enrolment numbers soon after the commencement of First Semester. The Cadets will be allowed to register their names for the respective Honours Programmes of Study in the 3rd Semester.

4. Duration of the Programme :

- 4.1 *The Curricular Work leading to the award of B.A./B.Sc.(Pass) and B.A./B.Sc.(Hons.). Degree shall be spread-over a minimum of six Semesters- three Spring and three Autumn Semesters.
- 4.2 The Spring and the Autumn Semester shall commence from and end on a date to be fixed by the Academic Committee:
- Provided that each semester shall ordinarily have not less than 90 working days excluding examination days.
- 4.3 *A Cadet who has participated in required Curricular Programme for a period of six semesters shall become eligible, subject to regulation made in this regard, for the award of B.A./B.Sc.(Pass) and B.A./B.Sc.(Hons.) degree of the University provided he fulfils Credit requirements as referred to in Clause 5.3 and grade requirement as referred in Clause 8.2 of the Ordinance.

* Amended/Added vide Resolution No. 5.9/E.C/15.3.1991

** Amended vide Resolution No. 5.15/E.C/12.1.1989 and 5.9/EC/3.9.1991

5. Credit Requirements :

5.1 There shall be two levels of courses:

- (a) 'C' level courses which shall be given ordinarily in the first two semesters; and
- (b) 'B' level courses which shall ordinarily be given in the 3rd, 4th, 5th and 6th semesters.

5.2 Ordinarily a course of 2 contact hours a week shall be given the credits as follows:

"C" level	:	2 credits
"B" level	:	3 credits

Provided that the Academic Committee being satisfied can allot less or more credits to a particular course.

5.3 *The actual credit requirement in the case of a cadet for the award of Bachelor's degree **shall be minimum 100 credits and maximum 135 credits** as stipulated by the concerned Defence Institution for B.A. (Pass)/B.A. (Hons.) and B.Sc. (Pass)/B.Sc. (Hons.) degree.

5.4 ** The courses on the basis of which a Cadet earns C & B level credits in a semester shall be from all degree linked disciplines prescribed for the semester.

5.5 ***A cadet shall not be allowed to offer courses of studies of the succeeding semesters if he has not previously cleared the course of Study/Studies which is /are prescribed as a pre-requisite(s).

6. Evaluation :

6.1 The system of evaluation for each course shall be laid down by the Academic Committee.

6.2 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Academic Committee and shall be made known to the cadets at the commencement of each semester.

* Amended vide Resolution No. 5.15/EC/13.12.1989, 5.9/EC/15.3.1991 & 1/EC/13.03.2018.

** Amended vide Resolution No. 5.15/EC/12.1.1989

*** Added vide Resolution No.7/EC/13.12.1974

6.3 *The cadets shall be graded in each course on ten-point scale that is

GRADE	GRADE POINT
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note 1: There shall be no rounding off of SGPA/CGPA/FGPA.

2: The SGPA/CGPA/FGPA obtained by a cadet is out of a maximum possible 9 points.

6.4 The final grade of cadet will be worked out on the basis of the formula indicated below :

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- c_i = Credit of the ith course
- g_i = Grade point secured by the cadet in the ith course
- n = Total number of courses prescribed for the cadet
- FGPA = Final Grade point Average of the student concerned.

6.5 ** Unless otherwise specified the weightage of internal assessment and semester examination shall be 50:50.

* Amended vide Resolution No. 6.2/E.C/6.7.2000

** Added vide Resolution No. 5.15/E.C/12.1.1989

7. Examinations :

- 7.1 Examinations shall be conducted under the direction of the Principal of the Academy/College.
- 7.2 *A Cadet can take part in the Curricular programme for the B.A./B.Sc(Pass) and B.A./B.Sc.(Hons.) degree of the University upto a maximum of 8 semesters which could be extended on medical grounds by a maximum of 3 more semesters.
- 7.3 Examiners or Board of Examiners shall be appointed for each course by the Academic Committee.

8. Grade Point Requirements/Minimum Standard :

- 8.1 **A Cadet shall be required to maintain a minimum cumulative grade point average of 3.0 during each of the six semester.
- 8.2 * To be eligible for the award of Bachelor's degree, a cadet must have a final cumulative index (grade point average) equal to or greater than 3.0 for B.A./B.Sc.(Pass) degree and 4.0 for B.A./B.Sc.(Hons.) degree.
- 8.3(a)**The end-semester results shall be approved by the Academic Committee after these have been duly screened by a sub-committee including a representative from the University.
- (b) The final results at the end of the six semesters for the award of the Bachelor's degree shall be forwarded to the University for seeking approval of the Academic Council.

9. Removal of the Cadets from the Academy :

The Academic Committee may recommend the withdrawal of Cadet from the Academy/College on the basis of unsatisfactory performance.

Note: The word "Academy" wherever occurs in this Ordinance are to be substituted by "Academy/College". (EC Resolution No. 6.13/EC/3.9.1978)

* Amended vide Resolution No. 5.9/E.C/12.1.1991

** Amended vide Resolution No.5.15/E.C/12.1.1989

10. *Power of Relaxation :

Notwithstanding what is contained in the Ordinance, the Academic Council , may in exceptional circumstances and on the recommendations of the Academic Committee of the concerned Academy/College, as well as on the merits of each individual case, consider at its discretion and for the reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

11. **Policy on eligibility criteria for promotion to the next semester:

A cadet shall not be promoted to the next semester if he/she;

11(i) unable to clear minimum three subjects/courses by securing a grade higher than 'F' in a semester. In this case, he/she shall be relegated from concerned programme as per the policy of the concerned Defence Institution to be amended from time to time and he/she shall be required to repeat the course(s) to clear the same, as per the schedule of the concerned Defence Institution. If he/she again unable to clear the subject(s)/course(s) by securing a grade higher than 'F', he/she shall be relegated to repeat the semester.

11(ii) unable to secure prescribed credits for the semester/semesters.

11(iii) unable to maintain the minimum SGPA/CGPA requirement as prescribed for the concerned semester/semesters.

11(iv) unable to qualify Service Subjects, Medical fitness requirements and Out Door Training satisfactorily as prescribed by the concerned Defence Institution.

For example, a cadet might have passed his B.A./B.Sc. exam. and Service Subjects independently but failed in ODT. In this case, the cadet is declared as 'Not Qualified'. In such cases, the cadet shall be given a chance to repeat/re-appear in the concerned component/area as per the prevailing policy of the concerned Defence Institution. In case, if the cadet fails again in the chance(s) given, he/she is to be declared as '**Not Qualified**' the semester.

12. **Terms and conditions regarding policy for relegation of a candidate:

A cadet/student shall be relegated on account of his/her failure to qualify the criteria stipulated for Academic, Service subject, Medical standards/medical absence, maternity leave, child care leave, Out Door Training and discipline by the concerned Defence Institution and/or in this Ordinance from time to time.

* Added vide Resolution No. 5.15/E.C/12.1.1989 & Amended vide Resolution No. 6.2/EC/6.7.2000
** Added vide Resolution No. 1/EC/13.03.2018

13. *Terms and conditions regarding policy for withdrawal/removal of a candidate:

The name of a cadet/student shall be withdrawn/removed on the grounds as laid down by the concerned Defence Institution from time to time.

14. *Documents to be given to Withdrawn Cadet(s):

The following documents are to be given to cadets withdrawn from the academy for pursuing/continuing studies outside civil/non-defence institutions:

14. (a) No Objection Certificate.

14.(b) Semester Grade Report for only those semesters where the cadet has been declared qualified in all the components namely, B.A./B.Sc. programmes etc., Service Subjects, Medical fitness requirements and Out Door Training.

* Added vide Resolution No. 1/EC/13.03.2018

34. *ORDINANCE RELATING TO THE AWARD OF DEGREE OF BACHELOR OF TECHNOLOGY (B.TECH) IN THE DEFENCE (MILITARY) ENGINEERING INSTITUTIONS.

1. Definitions :

- 1.1 “Course” means a unit of study offered in a semester.
- 1.2 “Credit” (C) is the weightage assigned to a course in terms of contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 1.5 “Semester Grade Point Average” (SGPA) means index grade point average of a student in a semester calculated in the following manner :

$$\text{SGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2)}{\text{Total number of credits offered by the student in a semester for which index is required.}}$$

Total number of credits offered by the student in a semester for which index is required.

Cumulative Grade Point Average (CGPA) would imply sum total of the credits offered by a student during all the semesters, inclusive of the semester for which the cumulative index is required.

- 1.6 “Final Grade Point Average” (FGPA) is the final index of a student at the time of the award of the degree.
- 1.7 Academic Committee means Academic Committee in relation to the Defence (Military) Engineering Institutions as detailed below :
- (a) Military College of Electronics and Mechanical Engineering, Secunderabad
 - (b) College of Military Engineering, Pune
 - (c) Naval College of Engineering, INS Shivaji, Lonavala (Now Indian Naval Academy, Ezhimala, Kerala).
 - (d) Military College of Telecommunication Engineering, Mhow.
 - ** (e) Air Force Engineering College, Jalahalli, Bangalore.

* Approved vide Resolution No. 5.10/E.C/28.3.1985.

** Approved vide Resolution No. 6.1/EC/20.11.2015.

2. *Eligibility for Admission :

- 2.1 A candidate shall be eligible for admission to first year (1st semester) of the four year (8 semesters) B.Tech. degree programme if one has passed Senior School Certificate (10+2) examination of a recognized Board of Secondary Examination or an examination recognized by the University as its equivalent with Mathematics, Physics and Chemistry as elective subjects.
- 2.2 Those holding Bachelor's degree in Science with Mathematics and Physics as major subjects and in addition have Chemistry or Statistics or Computer Science or any other allied discipline as subsidiary/minor subject will be eligible for admission to the second year (3rd semester of the four year (8 semester) programme leading to the award of Bachelor's degree in Technology.

Note: Clause 12 of the Ordinance relating to Defence (Military) Engineering Institutions (1984) will also stand amended accordingly.

3. Disciplines :

The successful candidates will be eligible for award of B.Tech. Degree of the University in the following disciplines as noted against each college :

1. **Military College of Electronics and Mechanical Engineering, Secunderabad :**

- (a) B.Tech in Electronics
- (b) B.Tech. in Mechanical Engineering

2. **College of Military Engineering, Pune :**

- (a) B.Tech. in Mechanical Engineering
- (b) B.Tech. in Electrical Engineering
- (c) B.Tech. in Civil Engineering

3. *****The Naval College of Engineering (NCE), INS Shivaji, Lonavala till #2014** (Now Indian Naval Academy, Ezhimala, Kerala).

- (a) B.Tech. in Electrical and Electronics Engineering
- (b) B.Tech. in Mechanical Engineering

The Indian Naval Academy, Ezhimala from 2009

- (a) B.Tech. in Electronics and Communication Engineering
- (b) B.Tech. in Mechanical Engineering
- (c) ##B.Tech in Applied Electronics and Communication Engineering

4. **Military College of Telecommunication Engineering, Mhow**

- (a) ** B.Tech. in Telecommunication Engineering and Information Technology

5. ******Air Force Engineering College, Jalahalli, Bangalore.**

- (a) B.Tech. in Aeronautical Engineering.
- (b) B.Tech. in Electronics and Communication Engineering.

* Amended vide Resolution No. 5.10/E.C/21.1.1987

** Amended vide Resolution No. 6.2/E.C/22.1.2003 (This amendment will be effective from course serial No. 83 passing out in May, 2002)

*** Amended vide Resolution No. 4.22/E.C/10.7.2009

Amended vide AC(A) Resolution No. 4(B) dated 25.10.2013.

**** Added vide Resolution No. 6.1/EC/20.11.2015.

Added vide Resolution No. 6.1/EC/02.09.2021.

4. Faculty Advisor :

- 4.1 The Academic Committee shall appoint an adviser from amongst the faculty members for each student who shall advise the student about his progress in the course and entries to this effect will be made on the course card as may be specified by the regulations as laid down by the Academic Committee.
- 4.2 The students on joining the Colleges would be entitled to the credits earned by them only if they have formally registered for the courses allotted to them by the College during a semester on or before the scheduled date.
- 4.3 Late registration shall be allowed upto specified date by the College after the beginning of the semester.

5. *Duration of the Programme :

- 5.1 The curricular work leading to the award of B.Tech. degree shall be spread over a minimum of eight semesters; 4 spring and 4 autumn semesters for candidates admitted under clause 2.1.

Provided that curricular work leading to the award of B.Tech. degree in case of candidates admitted under clause 2.2 shall be spread over a minimum of 6 semesters 3 spring semesters and 3 autumn semesters.

- 5.2 The Spring and the Autumn semesters shall commence from and end on a date to be fixed by the Academic Committee.

Provided that each semester shall ordinarily have not less than 90 working days excluding examination days.

- 5.3 * A student who has participated in the required curricula programme for a period of 8 semesters in case of those admitted to the first year under Clause 2.1 and for a period of six semesters in case of those admitted to second year (3rd semester) of the 8 semester (4 year programme) under clause 2.2 shall become eligible subject to satisfying other conditions as laid down in the Ordinance for the award of Bachelor's degree in Technology of this University.

In order to be eligible for the award of Bachelor's degree a student must have cleared all the prescribed courses earning a minimum of 120 credits in case of those admitted to first year and 96 credits in case of those admitted to second year (3rd semester of the 4 year programme) and have second a CGPA of 4.00 and above. Provided that the Academic Committee with the prior approval of the Academic Council may prescribe additional credits in excess of those provided above under clause 5.3 as a requirement for award of the B.Tech. degree in any of the disciplines offered in these institutions.

* Amended vide Resolution No. 5.10/E.C/21.1.1987

6. Credit Requirement :

- 6.1 *The actual credit requirement in the case of a cadet/student-officer for the award of Bachelor's degree in Technology, a candidate shall have to earn minimum 160 credits and maximum 180 credits in case of those admitted in the first year and minimum 120 credits and maximum 135 credits in case of those admitted to second year as stipulated by the concerned Defence Institution to be amended from time to time.
- 6.2 The scheme of instructions of specifying the contact hours inclusive of lectures, tutorials and laboratory work etc. shall be laid down by the Academic Council on the recommendations of the Academic Committee.
- 6.3 Ordinarily a student will be allowed to register for courses carrying 16 credits for each of the semester provided a student may register for additional credits not exceeding one third of the normal load.
- 6.4 A student shall not be permitted to offer a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former.

7. Evaluation :

- 7.1 The System of evaluation for each course shall be laid down by the Academic Committee on the recommendation of the faculty concerned.
- 7.2 For courses having a semester examination, sessional work shall carry the same weight as the semester examination. No student shall be permitted to sit in the end semester examination unless and until he has cleared the sessionals.
- 7.3 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Academic Committee, on the recommendation of the faculty concerned and shall be made known to the students at the commencement of each semester.

* Amended vide Resolution 6.1/EC/03.01.2017 & 1/EC/13.03.2018

7.4 * The students shall be graded in each course on a 10-point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note 1: There shall be no rounding off of SGPA/CGPA/FGPA.

2: The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points

The final Grade Point Average obtained by the student shall be classified into following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class

7.5 * A student clears a course only if he/she has cleared both the components, namely, sessional work and end semester examination (for courses having end semester examination) by securing a grade higher than 'F' in both of them, or only if he/she secure an overall grade higher than 'F' (for courses having no end semester examination). A student who fails in a course either by not clearing the sessionals and consequently being not eligible to appear in the end semester examination, or by failing in the end semester examination, or by absenting from appearing in the end semester examination (for courses having end semester examination) or by failing to secure an overall grade higher than 'F' (for courses having no end semester examination), shall be required to repeat that course or clear another similar (core, optional or tool, as the case may be) course in lieu thereof irrespective of his/her performance in the sessional work.

* Amended vide Resolution No. 6.2/EC/6.7.2000

- 7.6 The final grade point average of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- c_i = Credit of the i th course
 g_i = Grade point secured by the student in the i th course
 n = Total number of courses prescribed for the student
 FGPA = Final Grade point Average of the student concerned.

- 7.7 Examination shall be conducted under the direction of the Head of the Institution concerned.
- 7.8 * A student can take part in the curricular programme for the B.Tech. degree of the University upto a maximum of 10 semesters.
- 7.9 Examiners or Board of Examinations shall be appointed for each course by the Academic Council on the recommendation of the Academic Committee.

8. * Grade Point Requirement/Minimum Standard :

- 8.1 * A student will be required to maintain a minimum CGPA of 3.00 in the 1st and 2nd semesters of 8 semesters programme and 3.50 in the 3rd and 4th semester and thereafter 4.00 throughout the programme.
- 8.2 B.Tech. degrees may be awarded to all those students who complete the credit requirements for these degrees prescribed in Clause 6.1 and who possess the required CGPA of 4.0 and above.
- 8.3 * A student with a cumulative index of less than 4.0 at the end of eight semesters, will be given a maximum of two more semesters to bring up his/her cumulative index to the prescribed requirement of the B.Tech. degree or for continuing in the eight semester programme of study leading to B.Tech. degree.

* Amended vide Resolution No. 5.10/EC/21.1.1987

8.4 A student in order to be eligible for the award of B.Tech. degree of the University must have fulfilled the following requirements :

- (i) He/she has taken and passed all the prescribed courses as laid down;
- (ii) He/she has obtained a minimum CGPA of 4.0 at the end of the programme.

8.5 The end-semester examinations shall be conducted by the college under the overall guidance of the Head of the Institution within the dates specified by the Academic Committee. The Head of the Institution shall report the award list in respect of all courses to the Deputy Registrar (Acad. & Eval.) Office.

8.6*(a) The end-semester results shall be approved by the Academic Committee after these have been duly screened by sub-committee including a representative from the University.

(b) The final results at the end of the 8th semester for the award of the B.Tech. degree shall be forwarded to the University for seeking approval of the Academic Council.

8.7 ** Powers of Relaxation

Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendation of the Academic Committee of the concerned Engineering Institution as well as on the merits of each individual case, consider, at its discretion and for reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

9. *Policy on eligibility criteria for promotion to the next semester:**

A cadet/student-officer shall not be promoted to the next semester if he/she;

- 9. (i) unable to clear minimum two subjects/courses by securing a grade higher than 'F' in a semester. In this case, he/she shall be relegated from concerned programme as per the policy of the concerned Defence Institution to be amended from time to time and he/she shall be required to repeat the course(s) to clear the same, as per the schedule of the concerned Defence Institution. If he/she again unable to clear the subject(s)/course(s) by securing a grade higher than 'F', he/she shall be relegated to repeat the semester.
- 9.(ii) unable to secure prescribed credits for the semester/semesters.
- 9.(iii) unable to maintain the minimum SGPA/CGPA requirement as prescribed for the concerned semester/semesters.

* Amended vide Resolution No. 5.10/EC/21.1.1987

** Amended vide Resolution No. 6.2/EC/6.7.2000

*** Added vide Resolution No. 1/EC/13.03.2018

- 9.(iv) unable to qualify Service Subjects, Medical fitness requirements and Out Door Training satisfactorily as prescribed by the concerned Defence Institution.

For example, a cadet/student-officer might have passed his B.Tech. exam. and Service Subjects independently but failed in ODT. In this case, the cadet/student-officer is declared as 'Not Qualified'. In such cases, the cadet/student-officer shall be given a chance to repeat/re-appear in the concerned component/area as per the prevailing policy of the concerned Defence Institution. In case, if the cadet/student-officer fails again in the chance(s) given, he/she is to be declared as 'Not Qualified' the semester.

10. *Terms and conditions regarding policy for relegation of a candidate:

A cadet/student-officer shall be relegated on account of his/her failure to qualify the criteria stipulated for Academic, Service subject, Medical standards/medical absence, maternity leave, child care leave, Out Door Training and discipline by the concerned Defence Institution and/or in this Ordinance from time to time.

11. *Terms and conditions regarding policy for withdrawal/removal of a candidate:

The name of a cadet/student-officer shall be withdrawn/removed on the grounds as laid down by the concerned Defence Institution from time to time.

12. *Documents to be given to Withdrawn Cadet(s):

The following documents are to be given to cadets/students-officers withdrawn from the academy for pursuing/continuing studies outside civil/non-defence institutions:

12. (a) No Objection Certificate.

12.(b) Semester Grade Report for only those semesters where the cadet/student-officer he/she has been declared qualified in all the components namely, B.Tech. programmes etc., Service Subjects, Medical fitness requirements and Out Door Training.

* Added vide Resolution No. 1/EC/13.03.2018

35. * ORDINANCE GOVERNING THE AWARD OF MASTER OF TECHNOLOGY (M.TECH.) IN THE DEFENCE ENGINEERING INSTITUTIONS, VIZ., COLLEGE OF MILITARY ENGINEERING, PUNE; MILITARY COLLEGE OF TELECOMMUNICATION ENGINEERING, MHOW; INDIAN NAVAL ACADEMY, EZHIMALA, KERALA; AND MILITARY COLLEGE OF ELECTRONICS AND MECHANICAL ENGINEERING, SECUNDERABAD.

1. ** Short Title, Commencement and Application:

The Programme of study leading to the award of Master of Technology Degree in Civil Engineering/Mechanical Engineering/Electrical Engineering/Structural Engineering and Energy System shall be called M.Tech. (Civil Engineering) / M.Tech. (Mechanical Engineering) / M.Tech.(Electronics Engineering)/M.Tech (Structural Engineering & Energy System)***.

- (a) It shall come into force on a date to be specified by the University.
- (b) It shall apply to candidates who have been enrolled in the programme at the Institutions concerned on or after 1.1.1994.

2. Definitions:

- 2.1 “Course” means a Semester Course.
- 2.2 “Credit” (C) is the weightage assigned to a course in terms of contact hours
- 2.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of course on the ten point scale.
- 2.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 2.5 "Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner.

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2)}{\text{Total number of Credits offered by the Student upto and including the semester for which cumulative index is required.}}$$

- 2.6 “Final Grade Point Average” (FGPA) is the final index of a student at the time of the award of degree.
- 2.7 “Final Grade“ is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.

* Approved vide Resolution No. 5.4/EC/10.5.1995
** Amended vide Resolution No. 6.2/EC/5.11.1998
*** Added vide Resolution No. 6.1/EC/11.05.2015.

2.8 The final grade point average of a student will be worked out on the basis of the formula indicated below.

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- c_i = Credit of the ith course
- g_i = Grade point secured by the student in the ith course
- n = Total number of courses prescribed for the student
- FGPA = Final Grade point Average of the student concerned.

2.9 “Academic Committee” means Academic Committee of the Military Engineering Institutions concerned.

3. Eligibility for Admission :

A candidate shall be eligible for admission to first year (1st semester) of the one and half year (3 semesters) M.Tech. degree programme if one has passed B.Tech. or equivalent in any of the related disciplines of Engineering from a recognized University.

4. Procedure for Admission :

- 4.1 The procedure for admission to the course shall be as laid down from time to time by the Academic Committee.
- 4.2 After having been admitted to the programme the candidate shall be assigned to a supervisor(s) appointed by the Academic Committee.

5. Courses of Study :

5.1 The respective institution shall prescribe the course (s) and specify the methodology and instructional devices to be used. Provided that any modification in the syllabi of the M.Tech. programme shall be carried out only with the approval of the Academic Council of the University. Each course shall carry such credits as may be approved by the Academic Committee. In no case shall a student be allowed to repeat a course either in the event of failure or for improving the performance.

5.2 A Student may with the permission of the Institution concerned be allowed to add, drop or substitute course(s) within a period of three weeks from the commencement of the semester.

6. Duration of the Course :

i) The course work shall be completed within the first two consecutive semesters and the dissertation in the subsequent third semester. In exceptional cases, a student who has satisfactorily completed the course requirements but could not submit his/her dissertation within the three semester period may be allowed to register for one more consecutive semester only within a period of four semesters from the date of his/her initial admission to the programme with the approval of the Academic Committee for reasons to be recorded on the merit of each individual case.

*ii) The duration of the proposed M.Tech. programme in Civil & Electrical Engineering will be of two years i.e. four consecutive semesters with full residency at CME, Pune.

7. Removal of name of a student from the Rolls :

The Academic Committee may remove the name of a student from the rolls who fails in any course or fails to clear atleast one third of the credit requirements for the entire course work of the programme or fails to secure a CGPA of 5.50 in the course work or for unsatisfactory progress at any time during the duration of the programme.

8. **Credit Requirement :

A candidate admitted to the programme shall be eligible for the award of M.Tech. degree if he/she **secures minimum 60 credits and maximum 70 credits, as stipulated by the concerned Defence Institution** out of which **minimum 45 credits** shall be for course work (including minor project work) and **minimum 15 credits** shall be for major project work.

9. Topic of Dissertation :

The topic of dissertation shall be approved by the Academic Committee on a proposal submitted by the student through his/her Adviser.

10. Evaluation :

10.1 Subject to confirmation by the Academic Committee, the method of evaluation in the courses leading to the award of M.Tech. degree shall be prescribed and assessment conducted by the Institution concerned.

10.2 The dissertation shall be examined by two examiners at least one of whom shall be a person not on the faculty of the Institution concerned to be appointed by the Executive Council on the recommendations of the Academic Council as well as Academic Committee of the Institution concerned.

* Approved in AC(A) vide Resolution No. 4(iii) /30/10/2012.

** Amended vide Resolution No. 1/EC/13.03.2018.

Provided that in case of difference of opinion between the two examiners with regard to the evaluation of dissertation, the Chairman of the Academic Committee shall arrange to have placed before the Committee, the evaluation reports of both the examiners for its consideration.

Provided further that after due consideration of the reports, the Committee may recommend the appointment of a third examiner (not connected with the Institution concerned) in the manner as laid down under clause 10.2 above for the evaluation of the dissertation.

Provided further that if the recommendation of the third examiner is in the negative, the student concerned shall not be awarded the M. Tech. degree.

- 10.3 The courses and dissertation of the student shall be graded on a 10 point scale, that is :

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	Fail

Note : There shall be no rounding off of SGPA/CGPA/FGPA. The Final Grade Point Average obtained by the student shall be classified into following divisions.:

CGPA	Grade	Class/Division
8.5 and above	A+	High First Class
7.5 and above but less than 8.5	A	Middle First Class
6.5 and above but less than 7.5	A-	Lower First Class
5.5 and above but less than 6.5	B+	High Second Class
4.5 and above but less than 5.5	B	Middle Second Class
3.5 and above but less than 4.5	B-	Lower Second Class

- 10.4 A viva-voce examination in respect of M.Tech. dissertation shall be conducted by the examiners as appointed vide para 10.2 above. The grade for dissertation shall be jointly awarded by the two examiners at the time of viva-voce examination.
- 10.5 A student in order to be eligible for the award of M. Tech. Degree of the University must have a minimum FGPA of 6.00 (in the course work inclusive of dissertation).
11. Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendation of the Academic Committee as well as on the merits of each individual case, consider relaxation of any of the provisions at its discretion and for the reasons to be recorded.
12. ***Policy on eligibility criteria for promotion to the next semester:**

A cadet/student-officer shall not be promoted to the next semester if he/she;

12. (i) unable to clear minimum two subjects/courses by securing a grade higher than 'F' in a semester. In this case, he/she shall be relegated from concerned programme as per the policy of the concerned Defence Institution to be amended from time to time and he/she shall be required to repeat the course(s) to clear the same, as per the schedule of the concerned Defence Institution. If he/she again unable to clear the subject(s)/course(s) by securing a grade higher than 'F', he/she shall be relegated to repeat the.
- 12.(ii) unable to secure prescribed credits for the semester/semesters.
- 12.(iii) unable to maintain the minimum SGPA/CGPA requirement as prescribed for the concerned semester/semesters.
- 12.(iv) unable to qualify Service Subjects, Medical fitness requirements and Out Door Training satisfactorily as prescribed by the concerned Defence Institution.

For example, a cadet/student-officer might have passed his M.Tech. exam. and Service Subjects independently but failed in ODT. In this case, the cadet is declared as 'Not Qualified'. In such cases, the cadet/officer shall be given a chance to repeat/re-appear in the concerned component/area as per the prevailing policy of the concerned Defence Institution. In case, if the cadet/student-officer fails again in the chance(s) given, he/she is to be declared as '**Not Qualified**' the semester.

13. ***Terms and conditions regarding policy for relegation of a candidate:**

A cadet/student-officer shall be relegated on account of his/her failure to qualify the criteria stipulated for Academic, Service subject, Medical standards/medical absence, maternity leave, child care leave, Out Door Training and discipline by the concerned Defence Institution and/or in this Ordinance from time to time.

* Added vide Resolution No. 1/EC/13.03.2018

14. *Terms and conditions regarding policy for withdrawal/removal of a candidate:

The name of a cadet/student-officer shall be withdrawn/removed on the grounds as laid down by the concerned Defence Institution from time to time.

15. *Documents to be given to Withdrawn Cadet(s):

The following documents are to be given to cadets/students-officers withdrawn from the academy for pursuing/continuing studies outside civil/non-defence institutions:

15. (a) No Objection Certificate.

15.(b) Semester Grade Report for only those semesters where the cadet/student-officer has been declared qualified in all the components namely, M.Tech. programmes etc., Service Subjects, Medical fitness requirements and Out Door Training.

* Added vide Resolution No. 1/EC/13.03.2018

35(A). *ORDINANCE GOVERNING THE AWARD OF MASTER OF TECHNOLOGY (M.TECH.) IN THE DEFENCE ENGINEERING INSTITUTIONS, VIZ., COLLEGE OF MILITARY ENGINEERING (CME), PUNE.

1. ** Short Title, Commencement and Application:

The Programme of study leading to the award of Master of Technology Degree in Structural Engineering and Energy System shall be called M.Tech. (Structural Engineering) and M.Tech. (Energy System)**.

- (a) It shall come into force on a date to be specified by the University.
- (b) It shall apply to candidates who have been enrolled in the programme at the Institutions concerned on or after 1.1.2015.

2. Definitions:

- 2.1 “Course” means a Semester Course.
- 2.2 “Credit” (C) is the weightage assigned to a course in terms of contact hours
- 2.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of course on the ten point scale.
- 2.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 2.5 "Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner.

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2)}{\text{Total number of Credits offered by the Student upto and including the semester for which cumulative index is required.}}$$

- 2.6 “Final Grade Point Average” (FGPA) is the FGPA at the time of the award of degree.
- 2.7 “Final Grade“ is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.

* Added vide Resolution No. 6.1/EC/22.11.2016

** Approved vide Resolution No. 15/EC/11.05.2015.

2.8 The final grade point average of a student will be worked out on the basis of the formula indicated below.

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- c_i = No. of credits of the i th course
 g_i = Grade point secured by the student in the i th course
 n = Total number of courses prescribed for the student
 FGPA = Final Grade point Average of the student concerned.

2.9 “Academic Committee” means Academic Committee of the Military Engineering Institutions viz. CME, Pune.

3. Eligibility for Admission :

A candidate shall be eligible for admission to first year (1st semester) of the two years (4 semesters) M.Tech. degree programme if one has passed B.Tech. or equivalent in any of the related disciplines of Engineering from a recognized University.

4. Procedure for Admission :

- 4.1 The procedure for admission to the course shall be as laid down from time to time by the Academic Committee.
- 4.2 After having been admitted to the programme the candidate shall be assigned one (or more) supervisor(s), appointed by the Academic Committee.

5. Courses of Study :

- 5.1 The respective institution shall prescribe the course(s) and specify the methodology and instructional devices to be used. Provided that any modification in the syllabi of the M.Tech. programme shall be carried out only with the approval of the Academic Council of the University. Each course shall carry such credits as may be approved by the Academic Committee. In no case shall a student be allowed to repeat a course either in the event of failure or for improving the performance.
- 5.2 A Student may with the permission of the Institution concerned be allowed to add, drop or substitute course(s) within a period of three weeks from the commencement of the semester.

6. Duration of the Course :

- i) The course work shall be completed within the first two consecutive semesters and the dissertation in the subsequent fourth semester. In exceptional cases, a student who has satisfactorily completed the course requirements but could not submit his/her dissertation within the four semester period may be allowed to register for one more semester only within a period of three years from the date of his/her initial admission to the programme with the approval of the Academic Committee for reasons to be recorded on the merit of each individual case.

7. Removal of name of a student from the Rolls :

The Academic Committee may remove the name of a student from the rolls who fails in any course or fails to clear atleast one third of the credit requirements for the entire course work of the programme or fails to secure a CGPA of 5.00 in the course work or for unsatisfactory progress at any time during the duration of the programme.

8. Credit Requirement :

No candidate admitted to the programme shall be eligible for the award of M.Tech. degree unless he/she secures 80 credits in all out which at most 60 credits shall be for course work and at least 20 credits for the dissertation.

9. Topic of Dissertation :

- 9.1 Over all CGPA for first three Semesters (Course Work) must be 5.00 to be eligible for submission of dissertation.
- 9.2 The topic of dissertation shall be approved by the Academic Committee on a proposal submitted by the student through his/her Adviser.

10. Evaluation :

- 10.1 Subject to confirmation by the Academic Committee, the method of evaluation in the courses leading to the award of M.Tech. degree shall be prescribed and assessment conducted by the Institution concerned.
- 10.2 The dissertation shall be examined by two examiners at least one of whom shall be a person not on the faculty of the Institution concerned to be appointed by the Executive Council on the recommendations of the Academic Council as well as Academic Committee of the Institution concerned.

Provided that in case of difference of opinion between the two examiners with regard to the evaluation of dissertation, the Chairman of the Academic Committee shall arrange to have placed before the Committee, the evaluation reports of both the examiners for its consideration.

Provided further that after due consideration of the reports, the Committee may recommend the appointment of a third examiner (not connected with the Institution concerned) in the manner as laid down under clause 10.2 above for the evaluation of the dissertation.

Provided further that if the recommendation of the third examiner is in the negative, the student concerned shall not be awarded the M. Tech. degree.

- 10.3 The courses and dissertation of the student shall be graded on a 10 point scale, that is:

Grade	Grade Point
A+	09
A	08
A-	07
B+	06
B	05
B-	04
C+	03
C	02
C-	01
F	Fail

Note : There shall be no rounding off of SGPA/CGPA/FGPA. The Final Grade Point Average obtained by the student shall be classified into following divisions:

CGPA	Grade	Class/Division
8.5 and above	A+	High First Class
7.5 and above but less than 8.5	A	Middle First Class
6.5 and above but less than 7.5	A-	Lower First Class
5.5 and above but less than 6.5	B+	High Second Class
4.5 and above but less than 5.5	B	Middle Second Class
3.5 and above but less than 4.5	B-	Lower Second Class

- 10.4 A viva-voce examination in respect of M.Tech. dissertation shall be conducted by the examiners as appointed vide para 10.2 above. The grade for dissertation shall be jointly awarded by the two examiners at the time of viva-voce examination.
- 10.5 A student in order to be eligible for the award of M. Tech. Degree of the University must have a minimum FGPA of 5.00 (in the course work inclusive of dissertation).
- 11.** Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendation of the Academic Committee as well as on the merits of each individual case, consider relaxation of any of the provisions at its discretion and for the reasons to be recorded.

36. *ORDINANCE RELATING TO THE CENTRE FOR DEVELOPMENT STUDIES, THIRUVANANTHAPURAM.

1. Short Title:

- (a) This Ordinance may be called the Centre for Development Studies, Thiruvananthapuram Ordinances, 1974.
- (b) It shall come into force on a date to be specified by the authorities of the University.

Constitution of the Governing Body

The Governing Body of the Centre shall include the Vice-Chancellor or his nominee and a senior faculty member of the Jawaharlal Nehru University to be nominated by the Vice-Chancellor.

3. Definition:

- (a) "Centre" means the "Centre for Development Studies, Thiruvananthapuram" which has been named as a recognized Centre of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of M.A/ M.Phil/Ph.D degrees of the University.
- (b) "Committee" means the "JNU-CDS Committee of Direction on the MA/M.Phil/Ph.D".

4. Constitution of the JNU-CDS Committee of Direction:

- i. The JNU-CDS Committee of Direction on the MA/M.Phil/Ph.D shall consist of the following:
- ii. Director of the Centre who will be the Chairman of the Committee.
- iii. At least two senior members of the research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes.
- iv. At least two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Centre.
- v. At least two senior faculty members of the University nominated by the Vice-Chancellor.
- vi. Coordinator (Evaluation), JNU or his nominee (special invitee).

*Approved vide Resolution No.12.2/EC/26.04.1974 & revised vide Resol.No.4.30/EC/27.03.2012

5. Terms of Office:

Barring Director all other members of the Committee shall hold office for a period of two years.

6. Quorum:

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of one outside member. While the Committee may meet as often as necessary it shall however meet at least once in each semester.

7. The JNU-CDS Committee of Direction:

The JNU-CDS Committee of Direction shall exercise the powers and duties of the Centre of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the University in relation to MA, M.Phil and Ph.D programmes except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

8. Participation in Instructional and Research Guidance:

Such of the Scientists on the strength of the Centre will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the student registered for the doctoral programme and may be designated appropriately Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University. Each of such scientists shall seek prior recognition of the University for performing such functions.

Admission/Examination/Evaluation to the Centre:

The Admission/Examination/Evaluation to the MA, M.Phil and Ph.D programme of the Centre shall be in accordance with the provisions contained in the M.A, M.Phil and Ph.D Ordinances of the University as amended from time to time.

9. Inspection:

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of academic standards.

37. * ORDINANCE RELATING TO THE AWARD OF "POST-GRADUATE DIPLOMA IN POPULATION AND SUSTAINABLE DEVELOPMENT" AT THE CENTRE FOR DEVELOPMENT STUDIES, THIRUVANANTHAPUAM.

1. Definitions :

- 1.1 “Course” means a course, taught during a term of 10 weeks duration. Each term in thus equivalent to half a semester.
- 1.2 “Credit” (C) is the weightage assigned to a course in terms of contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 1.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$CGPA = \frac{(g1 \times c1) + (g2 \times c2)}{\dots}$$

Total number of credits offered by the student upto and including the semester for which cumulative index is required.

- 1.6 “Final Grade Point average” (FGPA) is the final index of a student at the time of the award of a degree.
- 1.7 “Final Grade” is the letter equivalent assigned to a student on the basis of his/her Final Grade Point Average at the time of the award of the Degree.
- 1.8 The final grade point average of a student will be worked out on the basis of the formula indicated below:

$$FGPA = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- c_i = Credit of the ith course
- g_i = Grde point secured by the student in the ith course
- n = Total number of courses prescribed for the student
- FGPA = Final Grade point Average of the student concerned.

* Approved vide Resolution No. 5.3/E.C/20.6.1988 and name of the title amended vide Resolution No. 5.2/E.C/18.3.1998

2. Eligibility for admission to the programme :

A candidate shall be eligible for admission to the course leading to the Post-graduation Diploma in Population and Development if he/she holds a Master's Degree or equivalent of any University. Provided, however, that the cases of students who have passed examination outside the Indian Universities system and who may not have obtained a Master's Degree may be considered for Admission to the course subject to the condition that each case shall be examined on its own merit by the Admission Committee and in accordance with the recommendation of the Committee of Direction for the Training Programme on Population and Development. In case of doubt, the matter will be referred to the Equivalence Committee of JNU.

3. Procedure for Applying for Admission :

The procedure for receiving the applications to the course shall be that laid down from time to time by the Committee of Direction for Training Programme on Population and Development of the Centre for Development Studies.

4. Procedure for Admission :

4.1 The applications are forwarded to the Centre by the International Coordinator, UNFPA Global Programme of Training in Population and Development, Belgium who received them from individual governments.

4.2 The Admission Committee, comprising of the faculty of the Centre, shall consider the applications and forward them with its recommendations to the Committee of Direction for Training Programme in Population and Development of the Centre for Development Studies.

4.3 The Committee of Direction for Training Programme on Population and Development of CDS shall, on the basis of recommendation of the Admission Committee, offer admission to the candidates.

5. * Courses of Study :

The School shall prescribe the course(s) and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be approved by the Board of the School of Social Sciences, Jawaharlal Nehru University on the recommendations of the Centre. In any course where an end semester examination is prescribed, a student clears the course only if he/she has participated in the sessional work and appeared in the end semester examination and secured a weighted grade higher than 'F'. In no case shall a student be allowed to repeat a course either in the event of failure or for improving the performance.

* Amended vide Resolution No. 6.2/EC/6.7.2000

6. Duration of the Programme :

The courses shall ordinarily be completed within 4 consecutive terms of 10 weeks each. A student who has satisfactorily completed the course work but could not submit his/her project report within the 4 terms shall be permitted to register for one more consecutive term. No registration shall be permissible beyond a period of five terms from the date of admission.

7. * Removal of name of a student from the Rolls of the University :

7.1 The name of a student shall stand automatically removed from the rolls of the University if he/she fails in any course.

7.2 The Committee of Direction for the Training Programme on Population and Development of CDS may recommend to the University the removal from the rolls of the University the name of any student who fails to clear atleast one third of the credit requirements of the entire work of the programme or fails to secure a cumulative grade point average (CGPA) of 4.00 in the course work or for unsatisfactory progress at any time during the programme after completion of course work.

8. Credit Requirements :

No student admitted to the course shall be eligible for the award of Post-Graduate Diploma in Population and Development unless he/she secures credits in all and obtain a Final Grade Point Average of B minus.

9. Topic of Project Report :

The topic of Project Report shall be approved by the Centre on a proposal submitted by the student through his/her Adviser.

10. Evaluation :

10.1 Subject to confirmation by the Committee, the method of evaluation adopted will be based on examinations at the middle or end of each term, term papers, the assignments, performance in seminars, or any combination of the above. This essentially depends on the nature of the subjects handled in a course. Assessment will be conducted by the Faculty Committee of the Centre for Development Studies.

* Amended vide Resolution No. 6.2/EC/6.7.2000

- 10.2 The Project Report shall be examined internally by two examiners, one of whom shall be the adviser, appointed by the Committee of Direction in the Training Programme of Population and Development of the Centre and the final grade for the Project Report shall be determined after the viva-voce examination by taking the average of the grades awarded by two examiners.

Provided that in case of difference of opinion between the two examiners with regard to evaluation of the Project Report, the Director of the Centre shall arrange to have placed before the Committee of Direction in the Training Programme in Population and Development of the Centre, the Evaluation reports of both examiners for its consideration.

Provided further that after due consideration of the reports the Committee may recommend the appointment of a third examiner for the evaluation of the Project Report.

Provided further that if the recommendations of the third examiner is in the negative, the student concerned shall not be awarded the Diploma.

- 10.3 *The course(s) and project report of the student shall be graded on a 10 point scale, that is

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note 1: There shall be no rounding off of SGPA/CGPA/FGPA.

2: The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points

* Amended vide Resolution No. 6.2/EC/6.7.2000

The Final Grade Point Average obtained by the student shall be classified into the following divisions.:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class

- 11.** * Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Committee of Direction for the Training Programme on Population and Development of CDS as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

* Amended vide Resolution No. 6.2/EC/6.7.2000

38. *ORDINANCE RELATING TO BHABHA ATOMIC RESEARCH CENTRE (TROMBAY), MUMBAI.

1. Short Title :

This Ordinance may be called The “Bhabha Atomic Research Centre (Trombay), Bombay Ordinance 1976”.

It shall come into force on and from the date these are approved by the Executive Council.

2. Objective :

To accord recognition to the Bhabha Atomic Research Centre (Trombay), Bombay under clause 3 of section 5 of the Jawaharlal Nehru University Act 1966 (53 of 1966) for undertaking post-Graduate programmes of studies and research leading to the award of doctoral and other post-Graduate degree of JNU in accordance with the relevant Ordinances of the University governing the concerned programme of study and for enabling the students/scholars from the JNU to work at the Centre and vice versa.

3. Constitution of the Academic Board :

The Academic Board of the Bhabha Atomic Research Centre shall consist of the following :

- (a) Director, BARC –Chairman.
- (b) All the Heads of Divisions and Heads of such Groups as may be nominated by the Director.
- (c) Two teachers of the University who are experts in allied or cognate disciplines dealt with in the BARC to be nominated by the Academic Council for a period of two years.
- (d) Member-Secretary – to be nominated by the Chairman from among the Heads of Divisions/Groups.

* Approved vide Resolution No. 6.9//EC/3.9.1976

4. Powers and Functions of the Academic Board :

The Academic Board shall exercise the powers and duties of the Centre of Studies, the Committee for Advanced Studies and Research and Boards of the Schools of the University in respect of M.Phil/Ph.D. programmes except that the courses of study will be submitted to the Academic Council for approval.

- 5.** *The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of Academic standards.

* Amended vide Resolution No. 5.2//EC/30.4.1986

39. *ORDINANCE RELATING TO THE CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY, HYDERABAD.

1. Short Title :

- (a) This ordinance may be called the Centre For Cellular and Molecular Biology, Hyderabad Ordinances, 1984.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definition :

- (a) "Centre" means the "Centre for Cellular and Molecular Biology, Hyderabad" which has been named as a recognized institution of the University by virtue of the resolution of the Executive Council dated March 12, 1984 in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of M.Phil./Ph.D. degrees of the University.
- (b) "Committee" means the "Academic Committee of the Centre".

3. Constitution of the Academic Committee :

The Academic Committee of the Centre shall consist of the following ;

- (i) Director of the Centre who will be Chairman of the Committee;
- (ii) Two senior members of the research staff of the Centre recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes;
- (iii) Two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Centre.
- (iv) Two senior faculty members of the University nominated by the Vice-Chancellor.

4. Term of Office :

Barring the Director all other members of the Committee shall hold office for a period of two years.

* Approved vide Resolution No. 5.10/E.C/28.3.1985

5. Quorum :

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of one outside member. While the Committee may meet as often as necessary, it shall however meet atleast once in each semester.

6. The Academic Committee :

The Academic Committee of the Centre shall exercise the powers and duties of the Centres of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the University in relation to M.Phil./Ph.D. programmes except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance :

Such of the scientists on the strength of the Centre will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the student registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University. Each of such scientists shall seek prior recognition of the University for performing such functions.

8. **Admission to the Centre :

The Admission to the M.Phil./Ph.D. programme of the Institute shall be in accordance with the provisions contained in the M.Phil./Ph.D. Ordinance of the University as amended from time to time.

9. *Inspection :

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of academic standards.

10. *The other provisions to the M.Phil./Ph.D. programme of the Institute shall be in accordance with the provisions contained in the M.Phil./Ph.D. Ordinance of the University as amended from time to time.**

* Amended vide Resolution No. 5.21/E.C/30.4.1986

** Amended vide Resolution No. 6.1(A)/EC/30.06.2017

*** Added vide Resolution No. 6.1(A)/EC/30.06.2017

40. * ORDINANCE RELATING TO THE NATIONAL INSTITUTE OF IMMUNOLOGY, NEW DELHI.

1. Short Title :

- (a) This Ordinance may be called the National Institute of Immunology, New Delhi Ordinance, 1985.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definitions :

- (a) “Institute” means the “National Institute of Immunology, New Delhi” which has been named as a recognized Institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the Award of M.Phil/Ph.D. degrees of the University.
- (b) “Committee” means the “Academic Committee of the Institute”.

3. Constitution of the Academic Committee :

- (1) The Academic Committee of the Institute shall consist of the following :
 - (i) Director of the Institute who will be Chairman of the Committee.
 - (ii) Two senior members of the research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes.
 - (iii) Two outside experts nominated by the Academic Council of the JNU representing areas of research pursued by the Institute.
 - (iv) Two senior faculty members of the University nominated by the Vice-Chancellor.

4. Term of Office :

Barring the Director all other members of the Committee shall hold office for a period of two years

* Approved vide Resolution No. 5.7/EC/30.10.1985

5. Quorum :

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of one outside member. While the Committee may meet as often as necessary, it shall however meet atleast once in each semester.

6. The Academic Committee :

The Academic Committee of the Institute shall exercise the powers and duties of the Centres of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the University in relation to M.Phil./Ph.D. programmes except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance :

Such of the scientists on the strength of the Institute will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the student registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University. Each of such scientists shall seek prior recognition of the University for performing such functions.

8. **Admission to the Institute :

The Admission to the M.Phil./Ph.D. programme of the Institute shall be in accordance with the provisions contained in the M.Phil./Ph.D. Ordinance of the University as amended from time to time.

9. * Inspection :

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of academic standards.

10. *The other provisions to the M.Phil./Ph.D. programme of the Institute shall be in accordance with the provisions contained in the M.Phil./Ph.D. Ordinance of the University as amended from time to time.**

* Amended vide Resolution No. 5.21/E.C/30.4.1986

** Amended vide Resolution No. 6.1(A)/EC/30.06.2017

*** Added vide Resolution No. 6.1(A)/EC/30.06.2017

41. * ORDINANCE RELATING TO THE RAMAN RESEARCH INSTITUTE, BANGALORE.

1. Short Title :

- (a) This Ordinance may be called the “Raman Research Institute, Bangalore Ordinance 1992”.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definitions :

- (a) Institute means the “Raman Research Institute, Bangalore” which is named as a recognized Institution of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of M.Phil/Ph.D. degrees of the University.
- (b) “Committee” means the “Academic Committee of the Institute”.
- (c) Constitution of the Academic Committee.

The Academic Committee of the Institute shall consist of the following:

- (i) Director of the Institute who will be the Chairman of the Committee;
- (ii) Two senior members of research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the programme;
- (iii) Two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Institute;
- (iv) Two senior faculty members of the University nominated by the Vice-Chancellor.

3. Term of Office :

Barring the Director all other members of the Committee shall hold office for a period of two years.

* Approved vide Resolution No. 5.11/EC/25.3.1992

4. Quorum :

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of an outside member. While the Committee may meet as often as necessary, it shall however, meet atleast once in each semester.

5. Powers of the Academic Committee :

The Academic Committee of the Institute shall exercise the powers and duties as exercised by the Centres of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the University in relation to M.Phil./Ph.D. programmes except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

6. Participation in Instructional and Research Guidance :

Such of the scientists on the strength of the Institute will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the student registered for the said programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University. Each of such scientists shall seek prior recognition of the University for performing such functions.

7. *Admission to the Institute :

The Admission to the M.Phil./Ph.D. programme of the Institute shall be in accordance with the provisions contained in the M.Phil./Ph.D. Ordinance of the University as amended from time to time.

8. Inspection :

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuing of academic standards.

9. **The other provisions to the M.Phil./Ph.D. programme of the Institute shall be in accordance with the provisions contained in the M.Phil./Ph.D. Ordinance of the University as amended from time to time.

* Amended vide Resolution No. 6.1(A)/EC/30.06.2017

** Added vide Resolution No. 6.1(A)/EC/30.06.2017

42. *ORDINANCE RELATING TO THE INTERNATIONAL CENTRE FOR GENETIC ENGINEERING AND BIOTECHNOLOGY, NEW DELHI.

1. Short Title :

- (a) This Ordinance may be called the “International Centre for Genetic Engineering and Biotechnology, New Delhi Ordinance 1994”.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definitions :

- (a) Centre means the “International Centre for Genetic Engineering and Biotechnology, New Delhi” which is named as a recognized Centre of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Ph.D. degree of the University.
- (b) “Committee” means the “Academic Committee of the Centre”.

3. Constitution of the Academic Committee :

The Academic Committee of the Centre shall consist of the following:

- (i) Director of the Centre who will be the Chairman of the Committee;
- (ii) Two senior members of research staff of the Centre recognized by the University as teachers of the University for instructional and research guidance of students registered for the programme;
- (iii) Two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Centre;
- (iv) Two senior faculty members of the University nominated by the Vice-Chancellor.

4. Terms of Office :

Barring the Director all other members of the Committee shall hold office for a period of two years.

* Approved vide Resolution No. 5.2/EC/12.9.1994

5. Quorum :

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of an outside member. While the Committee may meet as often as necessary, it shall however, meet atleast once in each semester.

6. Powers and Duties of the Academic Committee :

The Academic Committee of the Centre shall exercise the powers and duties as exercised by the Committee for Advanced Studies and Research as well as Board of Study of a School in relation to Ph.D. programmes except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance :

Such of the scientists on the strength of the Centre will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the student registered for the said programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University. Each of such scientists shall seek prior recognition of the University for performing such functions.

8. *Admission to the Centre :

The Admission to the Ph.D. programme of the Centre shall be in accordance with the provisions contained in the Ph.D. Ordinance of the University as amended from time to time.

9. Inspection :

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of academic standards.

10. **The other provisions to the Ph.D. programme of the Institute shall be in accordance with the provisions contained in the Ph.D. Ordinance of the University as amended from time to time.

* Amended vide Resolution No. 6.1(A)/EC/30.06.2017

** Added vide Resolution No. 6.1(A)/EC/30.06.2017

43. *ORDINANCE RELATING TO THE INTER UNIVERSITY ACCELERATOR CENTRE, NEW DELHI.

1. Short Title :

- (a) This Ordinance may be called the “Inter University Accelerator Centre, New Delhi Ordinance 1995”.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definition :

- (a) “Centre” means the “Inter University Accelerator Centre, New Delhi” which has been named as a recognized Centre of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Ph.D. degree of the University.
- (b) “Committee” means the “Academic Committee of the Centre”.

3. Constitution of the Academic Committee :

The Academic Committee of the Centre shall consist of the following:

- (i) Director of the Centre who will be the Chairman of the Committee;
- (ii) Two senior members of research staff of the Centre recognized by the University as teachers of the University for instructional and research guidance of students registered for the programme;
- (iii) Two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Centre;
- (iv) Two senior faculty members of the University nominated by the Vice-Chancellor.

4. Term of Office :

Barring the Director all other members of the Committee shall hold office for a period of two years.

* Approved Vide Resolution No. 5.4/EC/10.5.1995
(The Institute earlier name was Nuclear Science Centre, New Delhi.)

5. Quorum :

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of one outside member. While the Committee may meet as often as necessary, it shall however, meet atleast once in each semester.

6. Powers and Duties of the Academic Committee :

The Academic Committee of the Centre shall exercise the powers and duties as exercised by the Committee for Advanced Studies and Research of the School as well as Board of Study of the School of the University in relation to Ph.D. programme except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Research Guidance :

Such of the scientists on the strength of the Centre will be recognized as teachers of the University to participate in the Research Guidance of the student registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University.

8. Admission to the Centre :

The Admission to the Ph.D. programme of the Centre shall be in accordance with the provisions contained in the Ph.D. Ordinance of the University as amended from time to time.

9. Review :

The Executive Council on the recommendation of the Academic Council shall have the right to cause a review after every three years to be made by such person or persons as may be decided by the Executive Council in respect of the buildings, laboratories and equipments and also of the examinations, teaching and evaluation of such institutions with a view to ensuring of academic standards.

10. *The other provisions to the Ph.D. programme f the Institute shall be in accordance with the provisions contained in the Ph.D. Ordinance of the University as amended from time to time.

* Added vide Resolution No. 6.1(A)/EC/30.06.2017

44. *ORDINANCE RELATING TO THE INSTITUTE OF MICROBIAL TECHNOLOGY, CHANDIGARH.

1. Short Title :

- (a) This Ordinance may be called the “Institute of Microbial Technology, Chandigarh Ordinance 1995”.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definitions :

- (a) Institute means the “Institute of Microbial Technology, Chandigarh” which is named as a recognized Institution of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Ph.D. degrees of the University.
- (b) “Committee” means the “Academic Committee of the Institute”.

3. Constitution of the Academic Committee :

The Academic Committee of the Institute shall consist of the following:

- (i) Director of the Institute who will be the Chairman of the Committee;
- (ii) Two senior members of research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the programme;
- (iii) **Three outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Institute; and
- (iv) Two senior faculty members of the University nominated by the Vice-Chancellor.

4. Term of Office :

Barring the Director all other members of the Committee shall hold office for a period of two years.

* Approved vide Resolution No. 7.11/EC/5.2.1996

** Amended vide Resolution No. 6.2/EC/22.1.2003

5. Quorum :

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of an outside member. While the Committee may meet as often as necessary, it shall however, meet atleast once in each semester.

6. Powers and Duties of the Academic Committee :

The Academic Committee of the Institute shall exercise the powers and duties as exercised by the Committee for Advanced Studies and Research of the School as well as Board of the School of the University in relation to Ph.D. programme except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Research Guidance :

Such of the scientists on the strength of the Institute will be recognized as teachers of the University to participate in the Research Guidance of the student registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University.

8. Admission to the Institute :

The Admission to the Ph.D. programme of the Institute shall be in accordance with the provisions contained in the Ph.D. Ordinances of the University as amended from time to time.

9. Review :

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuing of academic standards.

10. *The other provisions to the Ph.D. programme of the Institute shall be in accordance with the provisions contained in the Ph.D. Ordinance of the University as amended from time to time.

* Added vide Resolution No. 6.1(A)/EC/30.06.2017

45. *ORDINANCE RELATING TO THE NATIONAL INSTITUTE OF PLANT GENOME RESEARCH (NIPGR), NEW DELHI.

1. Short Title :

- (a) This Ordinance may be called the “National Institute of Plant Genome Research (NIPGR), New Delhi, Ordinance 2001”.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definitions :

- (a) Institute means the “National Institute of Plant Genome Research (NCPGR), New Delhi,” which has been named as a recognized Institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of M.Phil./Ph.D. degrees of the University.
- (b) “Committee” means the “Academic Committee of the Institute”.

3. Constitution of the Academic Committee :

The Academic Committee of the Institute shall consist of the following:

- (i) Director of the Institute who will be the Chairman of the Committee.
- (ii) Two senior members of research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes.
- (iii) Two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Institute.
- (iv) Two senior faculty members of the University nominated by the Vice-Chancellor.
- (v) Coordinator (Evaluation), JNU or his nominee (special invitee).

4. Term of Office :

Barring the Director all other members of the Committee shall hold office for a period of two years.

* Approved vide Resolution No. 4/EC/19.7.2001

The name of the National Centre for Plant Genome Research, New Delhi has been changed as National Institute of Plant Genome and Research vide their notification dated April 5, 2007.

5. Quorum :

Quorum of the meeting of the Committee shall be 1/3 of the total members inclusive of one outside member. While the Committee may meet as often as necessary, it shall however, meet atleast once in each semester.

6. The Academic Committee :

The Academic Committee of the Institute shall exercise the powers and duties of the Board of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the University in relation to M.Phil./Ph.D. programme except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance :

Such of the scientists on the strength of the Institute will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the student registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University. Each of such scientists shall seek prior recognition of the University for performing such functions.

8. *Admission to the Institute :

The Admission to the M.Phil./Ph.D. programme of the Institute shall be in accordance with the provisions contained in the M.Phil./Ph.D. Ordinance of the University as amended from time to time.

9. Inspection :

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensure the academic standards.

10. **The other provisions to the M.Phil./Ph.D. programme of the Institute shall be in accordance with the provisions contained in the M.Phil./Ph.D. Ordinance of the University as amended from time to time.

* Amended vide Resolution No. 6.1(A)/EC/30.06.2017

** Added vide Resolution No. 6.1(A)/EC/30.06.2017

46. *ORDINANCE RELATING TO THE CENTRAL DRUG RESEARCH INSTITUTE (CDRI), LUCKNOW.

1. Short Title :

- (a) This Ordinance may be called the “Central Drug Research Institute, Lucknow, Ordinance 1999”.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definitions :

- (a) Institute means the “Central Drug Research Institute (CDDRI), Lucknow” which has been named as a recognized Institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of M.Phil./Ph.D. degree of the University.
- (b) “Committee” means the “Academic Committee of the Institute”.

3. Constitution of the Academic Committee :

The Academic Committee of the Institute shall consist of the following:

- (i) Director of the Institute who will be the Chairman of the Committee.
- (ii) Three senior members of research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes.
- (iii) Three outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Institute.
- (iv) Three senior faculty members of the University nominated by the Vice-Chancellor.
- (v) Coordinator (Evaluation), JNU or his nominee (special invitee).

4. Term of Office :

Barring the Director all other members of the Committee shall hold office for a period of two years.

* Approved vide Resolution No. 6.4/EC/16.4.1999

5. Quorum :

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of an outside member. While the Committee may meet as often as necessary, it shall however, meet atleast once in each semester.

6. The Academic Committee :

The Academic Committee of the Institute shall exercise the powers and duties of the Centre of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the University in relation to M.Phil./Ph.D. programme except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance :

Such of the scientists on the strength of the Institute will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the student registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University. Each of such scientists shall seek prior recognition of the University for performing such functions.

8. *Admission to the Institute :

The Admission to the M.Phil./Ph.D programme of the Institute shall be in accordance with the provisions contained in the M.Phil./Ph.D. Ordinance of the University as amended from time to time.

9. Inspection :

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuing of the academic standards.

10. **The other provisions to the M.Phil./Ph.D. programme of the Institute shall be in accordance with the provisions contained in the M.Phil./Ph.D. Ordinance of the University as amended from time to time.

* Amended vide Resolution No. 6.1(A)/EC/30.06.2017

** Added vide Resolution No. 6.1(A)/EC/30.06.2017

47. *ORDINANCE RELATING TO THE CENTRAL INSTITUTE OF MEDICINAL AND AROMATIC PLANTS, LUCKNOW.

1. Short Title :

- (a) This Ordinance may be called the “Central Institute of Medicinal and Aromatic Plants, Lucknow, Ordinance 1996”.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definitions :

- (a) “Institute” means the “Central Institute of Medicinal and Aromatic Plants, Lucknow” which has been named as a recognized Institution of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Ph.D. degrees of the University.
- (b) “Committee” means the “Academic Committee of the Institute”.

3. Constitution of the Academic Committee :

The Academic Committee of the Institute shall consist of the following:

- (i) Director of the Institute who will be the Chairman of the Committee.
- (ii) Two senior members of research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes; to be nominated by the Vice-Chancellor on the recommendation of the Director of the Institute.
- (iii) Two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Institute.
- (iv) Two senior faculty members of the University nominated by the Vice-Chancellor.

4. Term of Office :

Barring the Director, all other members of the Committee shall hold office for a period of two years.

* Approved vide Resolution No. 7.8/EC/6.5.1996

5. Quorum :

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of one outside member. While the Committee may meet as often as necessary, it shall however, meet atleast once in each semester.

6. Powers and Duties of the Academic Committee :

The Academic Committee of the Institute shall exercise the powers and duties as exercised by the Committee for Advanced Studies and Research of the School as well as Board of the School of the University in relation to Ph.D. programme except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Research Guidance :

Such of the scientists on the strength of the Institute will be recognized as teachers of the University to participate in the Research Guidance of the students registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University.

8. Admission to the Institute :

The Admission to the Ph.D. programme of the Institute shall be in accordance with the provisions contained in the M.Phil./Ph.D. Ordinances of the University as amended from time to time.

9. Review :

The Executive Council on the recommendation of the Academic Council shall have the right to cause a review after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation of the Institute with a view to ensuring the academic standards.

10. *The other provisions to the Ph.D. programme of the Centre shall be in accordance with the provisions contained in the Ph.D. Ordinance of the University as amended from time to time.

* Added vide Resolution No. 6.1(A)/EC/30.06.2017

48. *ORDINANCE RELATING TO FEE PAYABLE BY STUDENTS OF DEFENCE AND OTHER RECOGNISED INSTITUTIONS.

1. Commencement :

This ordinance shall in respect of M.Phil. and Ph.D. courses, B.A., B.Sc. and B.Tech degrees of the University be deemed to have come into force on the first day of April, 1985 or the date of the recognition of the concerned institutions whichever is later.

2. Fees payable by students :

Students admitted to courses of studies in M.Phil. and Ph.D., B.A., B.Sc., and B.Tech. degrees of the University shall pay fees as given below :

S.No.	Particulars	Programme of Study		Remarks
		M.Phil./ Ph.D.	B.A./B.Sc./ B.Tech.	
01	Admission fee	10	10	Payable at the time of enrolment in the University
02	Enrolment fee	5	5	Payable annually
03	Registration fee	100	100	Payable at the time of final passing out

*The amount of Registration fee so realized shall be used for meeting partly expenditure incurred by the University on computerization of evaluation records, maintenance of enrolment records, issuance of transcripts, degree certificates, transfer certificates and salaries of the staff of the cell created for the defence and recognized institution.

* Approved vide Resolution No. 5.8/EC/28.10.1986

49. *ORDINANCE RELATING TO THE INTER UNIVERSITY CENTRE FOR ASTRONOMY AND ASTROPHYSICS (IUCAA) PUNE.

1. Short Title:

- (a) This Ordinance may be called the Inter University Centre for Astronomy and Astrophysics, Pune Ordinances, 2009.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definition:

- (a) “Centre” means the “Inter University Centre For Astronomy and Astrophysics, Pune” which has been named as a recognized Centre of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the Award of Ph.D. degrees of the University.
- (b) “Committee” means the “Academic Committee of the Centre”

3. Constitution of the Academic Committee:

The Academic Committee of the Centre shall consist of the following:

- (i) Director of the Centre who will be the Chairman of the Committee.
- (ii) At least two senior members of the research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes.
- (iii) At least two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Centre.
- (iv) At least two senior faculty members of the University nominated by the Vice-Chancellor.
- (v) Coordinator (Evaluation), JNU or his nominee (special invitee).

* Approved vide Resolution No. 6.2/EC/10.7.2009

4. Term of Office:

Barring Director all other members of the Committee shall hold office for a period of two years.

5. Quorum:

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of one outside member. While the Committee may meet as often as necessary it shall however meet at least once in each semester.

6. The Academic Committee:

The Academic Committee of the Centre shall exercise the powers and duties of the Centre of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the University in relation to Ph.D programmes except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance:

Such of the Scientists on the strength of the Centre will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the student registered for the doctoral programme and may be designated appropriately Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University. Each of such scientists shall seek prior recognition of the University for performing such functions.

8. Admission to the Centre:

The Admission to the Ph.D programme of the Centre shall be in accordance with the provisions contained in the Ph.D Ordinances of the University as amended from time to time.

9. Inspection:

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of academic standards.

10. *The other provisions to the Ph.D. programme of the Centre shall be in accordance with the provisions contained in the Ph.D. Ordinance of the University as amended from time to time.

* Added vide Resolution No. 6.1(A)/EC/30.06.2017

50. *ORDINANCE RELATING TO THE AWARD OF M.Sc. DEGREE IN APPLIED ELECTRONICS AND COMMUNICATION TO THE CADETS/OFFICERS REGISTERED IN THE INDIAN NAVAL ACADEMY, EZHIMALA.

The Executive Council at its meeting held on 13.07.2011 resolved to approve the Ordinance relating to the award of M.Sc. degree in Applied Electronics and Communication to the Cadets/Officers registered in the Indian Naval Academy, Ezhimala as per details given below:

1. Definitions:

- 1.1 “Course” means a unit of study offered in a semester.
- 1.2 “Credit” (C) reflects the weightage assigned to a course.
- 1.3 “Grade” means a letter grade assigned to the officer on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to the officer in the ten point scale.
- 1.5 “Cumulative Grade Point Average” (Cg) means a cumulative index grade point average of the officer calculated in the following manner :

$$CGPA = \frac{(g_1 \times c_1) + (g_2 \times c_2)}{\text{Total number of credits offered by the officer upto and including the semester for which cumulative index is required.}}$$

Total number of credits offered by the officer upto and including the semester for which cumulative index is required.

- 1.6 “Final Grade Point” (Fg) is the final index of a cadet at the time of the award of the degree.
- 1.7 “Final Grade” is the letter equivalent assigned to the officer on the basis of his Final Grade Point at the time of the award of the degree.
- 1.8 Academic Committee means Academic Committee in relation to Indian Naval Academy, Ezhimala.

2. Eligibility of Admission:

A Cadet/Officer shall be eligible for admission to the M.Sc. programme if one has passed Bachelor’s degree in Science from National Defence Academy, Pune.

* Approved vide Resol. No. 6.5/EC/13.7.2011

3. Faculty Advisor:

- 3.1 The Academic Committee shall appoint an advisor from amongst the faculty members for each officer. The office shall advise the Cadet/Officer about his progress with the course and entries to this effect will be made on the course card as may be specified by regulations as laid down by the Academic Committee.
- 3.2 Registration of cadets/officers: The cadets/officers joining the Academy/College shall formally register themselves for the programme of study allotted to them by paying the prescribed fee.
Provided that cadets/officers shall be allowed late registration up to a specified date as decided by the Academy after the beginning of the Semester.
- 3.3 The Academy shall forward the names of cadets/officers to the University for registration/allotment of enrolment numbers soon after the commencement of first semester.

4. Duration of the programme:

- 4.1 The curricular work leading to award of M.Sc. Degree shall be spread over a minimum of four semesters two Spring and two Autumn Semesters.
- 4.2 The Spring and the Autumn Semester shall commence from and end on a date to be fixed by the Academic Committee.
Provided that each semester shall ordinarily have not less than 90 working days excluding examination days.

5. *Relegation

A cadet/student-officer shall be relegated on account of his/her failure to qualify the criteria stipulated for Academic, Service subject, Medical standards/medical absence, maternity leave, child care leave, Out Door Training and discipline by the concerned Defence Institution and/or in this Ordinance from time to time.

6. Credit requirements:

- 6.1 The cadets/officers pursuing curricular programme leading to award of M.Sc. degree in Applied Electronics & Communication shall ordinarily pursue courses carrying the credits as allotted to each course by the Academic Committee of the Academy.
- 6.2 The scheme of instruction specifying the contact hours inclusive of lectures, tutorials and laboratory work etc. shall be laid down by the Academic Council on the recommendations of the Academy Committee.
- 6.3 The cadet/officer shall be allowed to register for the courses in a semester as specified by the Academic Committee from time to time.

* Amended vide Resolution No. 1/EC/13.03.2018.

- 6.4 The cadet/officer shall not be permitted to offer a course if he has not previously cleared a course(s) prescribed as a pre-requisite for the former.
- 6.5 Unless otherwise specified by the Academic Committee, cadets/officers pursuing curricular programme for the award of M.Sc. degree shall earn a minimum of 64 credits.

7. Evaluation:

- 7.1 The system of evaluation for each course shall be laid down by the Academic Committee on the recommendations of the faculty concerned.
- 7.2 The courses having a semester examination, sessional work shall carry the same weight as the semester examination. No officer shall be permitted to sit in the end semester examination unless and until he has cleared the sessionals.
- 7.3 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Academic Committee, on the recommendations of the faculty concerned, and shall be made known to the officers at the commencement of each semester.
- 7.4 The officers shall be graded in each course on a ten point scale, that is

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note:

- 1. There shall be no rounding off of SGPA/CGPA/FGPA
- 2. The SGPA/CGPA/FGPA obtained by a student is out of a maximum Possible 9 points.

The Final Grade Point Average obtained by a officer shall be classified into following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
4.0 and above but less than 4.5	Lower Second Class

- 7.5 A cadet/officer clears a course only if he has cleared both the components, namely, sessional work and end semester examination (for courses having end semester examination) by securing a grade higher than “F” in both of them, or only if he secure an overall grade higher than “F” (for courses having no end semester examination).
- 7.6 The final grade point average of an officer will be worked out on the basis of the formula indicated below:
- 7.7 The final grade point average of a student will be worked out on the basis of the formula indicated below:

$$\begin{array}{l}
 \text{EGPA} \left\{ \begin{array}{l} \frac{n}{c_1 \times g_1} \\ \frac{i = 1}{n} \\ \frac{c_i}{i = 1} \end{array} \right.
 \end{array}$$

- c_1 = Credit of the i th course
 g_1 = Grade Point secured by the student in the i th course
 n = Total number of courses prescribed for the student
 FGPA = Final Grade Point Average of the student concerned

- 7.8 Unless otherwise specified the weightage of internal assessment and semester examination shall be 50:50.

8. Examination:

- 8.1 Examinations shall be conducted under the directions of the Principal of the Academy.
- 8.2 A cadet/officer can take part in the curricular programme for the M.Sc. degree of the University upto a maximum of 06 semesters including relegation period.
- 8.3 Examiners or Board of Examiners shall be appointed for each course by the Academic Committee.

9. Grade Point Requirements/Minimum Standard:

- 9.1 A cadet/officer will be required to maintain a minimum CGPA of 4.00 at the end of 1st semester and thereafter.
- 9.2 M.Sc. degree may be awarded to all those cadets/officers who complete the credit requirements as prescribed under Clause 5.5 and who possess the minimum CGPA of 4.00 and above.

- 10.** The final results at the end of 4th semester for the award of M.Sc. degree shall be approved by the Academic Committee after these have been duly screened by a sub-committee including a representative from the University and the same be forwarded to the University for seeking approval of the competent authority.

11. Powers of Relaxation:

Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Academic Committee of the Academy as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

12. *Policy on eligibility criteria for promotion to the next semester:

A cadet/student-officer shall not be promoted to the next semester if he/she;

- 12. (i) unable to clear minimum two subjects/courses by securing a grade higher than 'F' in a semester. In this case, he/she shall be relegated from concerned programme as per the policy of the concerned Defence Institution to be amended from time to time and he/she shall be required to repeat the course(s) to clear the same, as per the schedule of the concerned Defence Institution. If he/she again unable to clear the subject(s)/course(s) by securing a grade higher than 'F', he/she shall be relegated to repeat the semester.

* Added vide Resolution No. 1/EC/13.03.2018

- 12.(ii) unable to secure prescribed credits for the semester/semesters.
- 12.(iii) unable to maintain the minimum SGPA/CGPA requirement as prescribed for the concerned semester/semesters.
- 12.(iv) unable to qualify Service Subjects, Medical fitness requirements and Out Door Training satisfactorily as prescribed by the concerned Defence Institution.

For example, a cadet/student-officer might have passed his M.Sc. exam. and Service Subjects independently but failed in ODT. In this case, the cadet is declared as 'Not Qualified'. In such cases, the cadet/student-officer shall be given a chance to repeat/re-appear in the concerned component/area as per the prevailing policy of the concerned Defence Institution. In case, if the cadet/student-officer fails again in the chance(s) given, he/she is to be declared as '**Not Qualified**' the semester.

13. *Terms and conditions regarding policy for withdrawal/removal of a candidate:

The name of a cadet/student-officer shall be withdrawn/removed on the grounds as laid down by the concerned Defence Institution from time to time.

14. *Documents to be given to Withdrawn Cadet(s):

The following documents are to be given to cadets/students-officers withdrawn from the academy for pursuing/continuing studies outside civil/non-defence institutions:

- 14. (a) No Objection Certificate.
- 14. (b) Semester Grade Report for only those semesters where the cadet/student-officer has been declared qualified in all the components namely, M.Sc. programmes etc., Service Subjects, Medical fitness requirements and Out Door Training.

* Added vide Resolution No. 1/EC/13.03.2018

51. * ORDINANCE RELATING TO THE TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE (THSTI), FARIDABAD.

1. Short Title:

- (a) This Ordinance may be called the Translational Health Science and Technology Institute (THSTI), Gurgaon Ordinances, 2013.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definition:

- (a) “Institute” means the Translational Health Science and Technology Institute (THSTI), Gurgaon which has been named as a recognized Institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Ph.D. degrees of the University.
- (b) “Committee” means the “Academic Committee of the Institute”.

3. Constitution of the Academic Committee:

The Academic Committee of the Institute shall consist of the following:

- (i) Director of the Institute who will be the Chairman of the Committee.
- (ii) At least two senior members of the research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes.
- (iii) At least two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Centre.
- (iv) At least two senior faculty members of the University nominated by the Vice-Chancellor.
- (v) Coordinator (Evaluation), JNU or his nominee (special invitee).

* Approved vide Resol. No. 6.1/EC/10.05.2013

4. Terms of Office:

Barring Director all other members of the Committee shall hold office for a period of two years.

5. Quorum:

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of one outside member. While the Committee may meet as often as necessary it shall however meet at least once in each semester.

6. The Academic Committee:

The Academic Committee of the Institute shall exercise the powers and duties of the Centre of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the University in relation to Ph.D programmes except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance:

Such of the Scientists on the strength of the Institute will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the student registered for the doctoral programme and may be designated appropriately Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University. Each of such scientists shall seek prior recognition of the University for performing such functions.

8. Admission to the Centre:

The Admission to the Ph.D programme of the Institute shall be in accordance with the provisions contained in the Ph.D Ordinances of the University as amended from time to time.

9. Inspection:

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every five years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of academic standards and to decide on continuation of recognition granted.

- 10.** *The other provisions to the Ph.D. programme of the Institute shall be in accordance with the provisions contained in the Ph.D. Ordinance of the University as amended from time to time.

* Added vide Resolution No. 6.1(A)/EC/30.06.2017

52. *ORDINANCE RELATING TO TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR.

1. The tenure of Registrar shall be of 5 years which can be renewed for similar tenures by the Executive Council.
2. The Registrar shall retire on attaining the age of 62 years.
 1. The Registrar shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed license fee and entitlement to mobile phone and telephone service (with STD/ISD facility) at his/her residence as per ceiling fixed from time to time.
 2. The Registrar shall be entitled to such leave, allowances, PF and other terminal benefits as prescribed by the University from time to time for its non-vacational staff.
 3. The Registrar shall be entitled to the facility of car between the office and his/her residence.
 4. The other facilities and amenities shall be as per the University norms prescribed from time to time.
 5. Other terms and conditions of service of the Registrar shall be such as prescribed for other non-vacational employees of the University.

*Approved vide Resolution No. 6.5/EC/18.11.2013

53. *ORDINANCE RELATING TO TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER.

1. The tenure of Finance Officer shall be of 5 years which can be renewed for similar tenures by the Executive Council.
2. The Finance Officer shall retire on attaining the age of 62 years.
3. The Finance Officer shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed license fee and entitlement to mobile phone and telephone service (with STD/ISD facility) at his/her residence as per ceiling fixed from time to time.
4. The Finance Officer shall be entitled to such leave, allowances, PF and other terminal benefits as prescribed by the University from time to time for its non-vacational staff.
5. The Finance Officer shall be entitled to the facility of car between the office and his/her residence.
6. The other facilities and amenities shall be as per the University norms prescribed from time to time.
7. Other terms and conditions of service of the Finance Officer shall be such as prescribed for other non-vacational employees of the University.

*Approved vide Resolution No. 6.5/EC/18.11.2013

54. *ORDINANCE RELATING TO TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS.

1. The Controller of Examinations shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.
2. When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
3. The Controller of Examinations shall perform duties like admissions of students, evaluation of performance of students and such other duties specified in the Ordinances or the Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.
4. The tenure of the Controller of Examinations shall be of 5 years which can be renewed for similar tenures by the Executive Council.
5. The Controller of Examinations shall retire on attaining the age of 62 years.
6. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed licence fee and also mobile phone and telephone service (with STD/ISD facility) at his/her residence as per ceiling fixed from time to time.
7. The Controller of Examinations shall be entitled to such leave, allowances, PF and other terminal benefits as prescribed by the University from time to time for its non vocational staff.
8. The Controller of Examinations shall be entitled to the facility of car between the office and his/her residence.
9. The other facilities and amenities shall be as per the University norms prescribed from time to time.
10. Other terms and conditions of service of the Controller of Examinations shall be such as prescribed for other non-vacational employees of the University.

*Approved vide Resolution No. 6.5/EC/18.11.2013

55. *ORDINANCE RELATING TO TERMS AND CONDITIONS OF SERVICE OF THE LIBRARIAN.

1. The Librarian shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.
2. When the office of the Librarian is vacant or when the Librarian is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
3. The Librarian shall perform duties as may be specified in the Ordinances or the Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.
4. The tenure of the Librarian shall be of 5 years which can be renewed for similar tenures by the Executive Council.
5. The Librarian shall retire on attaining the age of 62 years.
6. The Librarian shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed licence fee and also mobile phone and telephone service (with STD/ISD facility) at his/her residence as per ceiling fixed from time to time.
7. The Librarian shall be entitled to such leave, allowances, PF and other terminal benefits as prescribed by the University from time to time for its non vocational staff.
8. The Librarian shall be entitled to the facility of car between the office and his/her residence.
9. The other facilities and amenities shall be as per the University norms prescribed from time to time.
10. Other terms and conditions of service of the Librarian shall be such as prescribed for other non-vacational employees of the University.

*Approved vide Resolution No. 6.5/EC/18.11.2013

56. *ORDINANCE RELATING TO THE LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION (LBSNAA), MUSSOORIE.

1. Short Title:-

- 1.1 This Ordinance may be called the Lal Bahadur Shastri National Academy of Administration, Mussoorie Ordinance, 2015.
- 1.2 It shall come into force on a date to be specified by the authorities of the University.

2. Definition:-

2.1 “Academic Council”

- (a) The Academic Council shall be the academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.
- (b) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the University, and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

2.2 “Academy” means the Lal Bahadur Shastri National Academy of Administration, Mussoorie which has been named as a recognized institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Masters degrees of the University.

2.3 “Committee” means the “Academic Committee of the Institute”.

2.4 “Competent Authority” means Hon’ble Vice-Chancellor of JNU.

3. Eligibility of Admission:-

An officer shall be eligible for admission to the Master of Arts in Public Management, if one has passed Bachelors OR equivalent Degree in any discipline from a recognized University in India.

4. Duration of the Programme:-

The curricular work leading to award of MA in Public Management Degree shall be spread over a minimum of four semester (two monsoon and two winter semester).

* Added vide Resolution No. 6.1/EC/21.06.2016.

5. Credit requirements:-

- 5.1 The Officer pursuing curricular programme leading to award of MA in Public Management Degree shall ordinarily pursue courses carrying the credits as allotted to each course by the Academic Committee of the Academy.
- 5.2 The Officer shall be allowed to register for the courses in a semester as specified by the Academic Committee from time to time.
- 5.3 The Officer shall not be permitted to offer a course if he has not previously cleared a course(s) prescribed as a pre-requisite for the former.
- 5.4 The Officer pursuing curricular programme for the award of MA in public Management Degree shall earn a minimum of 64 Credits.

6. Evaluation:-

The system of evaluation for each course shall be laid down by the Academic Committee on the recommendations of the faculty concerned. There shall be no rounding of SGPA/CGPA/FGPA. The SGPA/CGPA/FGPA obtained by a Officer is out of a maximum possible 09 points.

7. Examination:-

Examinations shall be conducted under the directions of the Controller of Examination of the Academy.

8. Grade Point Requirements/Minimum Standard:-

MA degree in Public Management may be awarded to all those Officers who complete the credit requirement who possess the minimum CGPA of 04 and above.

9. The final result at the end of 4th Semester for the award of MA degree in Public Management shall be approved by the Academic Committee after those have been duly screened by sub-committee including a representative from the University and the same be forwarded to the University for seeking approval of the Competent Authority.

10. Constitution of the Academic Committee:-

There shall be an Academic Committee consisting of the following:-

- (i) Director of the Academy or his nominee will be the Chairman of the Committee.
- (ii) 02 faculty members of the Jawaharlal Nehru University and 02 outside experts in the field of study, nominated by the Academic Council of the University on the recommendations of the Vice-Chancellor.

- (iii) All faculty coordinators of the Academy.
- (iv) The Controller of Examinations of the Academy will be Member Secretary of the Academy.
- (v) The Controller of Examinations, JNU or his nominee will be special invitee.

The faculty and experts nominated by the Academic Council shall hold office for a period of two years.

11. Quorum:- Quorum of the meeting of the Committee shall be 1/3 of its total members.

12. Powers and functions of the Academic Committee:-

The powers and functions of the Academic Committee shall be:-

- i) To recommend the courses of study including detailed syllabi to the Academic Council for its approval;
- ii) To review general norms and rules for the evaluation of seasonal works;
- iii) To maintain standards of teaching and to submit to the Academic Council any proposal in this regard;
- iv) To consider any proposal regarding the welfare of the students of the Institution;
- v) To delegate to the Head of the Institution or to any other members of the Academic Committee or to a Committee such general or specific powers as may be decided upon by the Academic Committee from time to time;
- vi) To perform all other functions which may be prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Executive Council or the Academic Council or the Vice-Chancellor of JNU.

13. Meeting of the Academic Committee:-

13.1 Meetings of the Academic Committee shall be either ordinary or special.

13.2 Ordinary meetings shall be normally held at least once in each semester.

13.3 Special meetings may be called by the Head of the Institution on his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Committee.

14. Faculties of Study:- There are six faculties of study in the Academy. Each Faculty will have a Faculty Coordinator to be designated by the Director of the Academy.

15. Appointment of Faculty:-

15.1 Teachers of the Academy shall be appointed by the Selection process laid down by the Academy provided, however, that the qualifications will be laid down as per UGC/UPSC guidelines. The appointments will be communicated to the University for Information.

15.2 Any appointment from other Service Officers on the teaching staff of the Academy for more than three months shall be informed to the University,

15.3 Academy shall communicate to the University the appointment of all faculty members with detailed resume for records.

16. Scrutiny:- The semester wise result shall be scrutinized by JNU. For this scrutiny, LBSNAA has to provide local hospitality and to pay an honorarium to scrutiny team as per University rules.

17. Inspections:- The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examination, teaching and evaluation with a view to ensuring of Academic standards.

18. Jurisdiction:- The decision of the Authorities of the University and action taken by the Vice-Chancellor on behalf of Authorities, JNU would be final and binding on all concerned. Any dispute arising would be settled in the jurisdiction of Delhi Courts.

57. *ORDINANCE RELATING TO THE INDIAN INSTITUTE OF REMOTE SENSING (IIRS), DEHRADUN.

1. Short Title:

- (a) This Ordinance will be called the “Indian Institute of Remote Sensing (IIRS), Dehradun, Ordinance 2018”.
- (b) It shall come into force from on a date to be specified by the authorities of the Jawaharlal Nehru University (JNU), New Delhi.

2. Definitions:

- (a) “Centre” means the “Indian Institute of Remote Sensing, Dehradun” which is named as a recognized Centre of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of M.Tech. and Ph.D. degrees of the University.
- (b) “Committee” means the “Academic Committee of the Centre”.
- (c) “University” means “Jawaharlal Nehru University, New Delhi”.
- (d) “Vice-Chancellor” means “Vice-Chancellor of Jawaharlal Nehru University, New Delhi”.

3. Programmes of Study:

The following programmes of study shall be offered by the IIRS leading to the award of M.Tech. and Ph.D. degrees of the JNU:

- (i) Master of Technology (M.Tech.) programme in Geospatial Technology and Applications (with different specializations) as mentioned in the concerned Ordinance.
- (ii) Ph.D. programme in Geospatial Technology and Applications as per the “Ordinance relating to the award of Degree of Doctor of Philosophy”.

Additional programmes of study may be included after approval of the University with suitable amendments to this Ordinance.

4. Constitution of Academic Committee:

- A. The Academic Committee of the Centre shall consist of the following:
 - (i) Director of the Centre who will be the Chairperson of the Committee;
 - (ii) Two senior members of research staff (Scientist/Engineer) of the Centre recognized by the University as teachers of the University for instructional and research guidance of students registered for the programmes;
 - (iii) Two teachers of the University and two outside experts in the field of study of the Academic Programmes of the Centre, nominated by the Academic Council of the University or the recommendations of the Vice-Chancellor.

* Added vided Resolution No. 6.1/EC/25.06.2018.

- (iv) All Group Directors and Group Heads of the Centre.
- (v) The Dean, Academics of the Centre – Member Secretary.
- (vi) One Special Invitee-concerned Senior Officer of the University.

Chairperson of the Academic Committee may also invite any other official(s) from and outside the IIRS as the Special Invitee(s).

- B. The teachers and experts nominate by the Academic Council shall hold office for a period of two years.

5. Term of Office:

Barring the Director all other members of the Committee shall hold office for a period of two years.

6. Meetings:

- (a) Meetings of the Academic Committee shall be either ordinary or special.
- (b) Ordinary meetings shall be normally held twice in each semester.
- (c) Special meetings may be called by the Chairperson of the Academic Committee on his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Committee.
- (d) Provision will be available for the members to attend the meeting through video conferencing or any other suitable online mode if they are not able to be physically present at the IIRS on the date of the meeting.

7. Notice of Meetings:

The notice of meetings of the Committee, other than a special meeting, shall ordinarily be issued at least 10 days before the day fixed for the meeting. The special meetings shall ordinarily be fixed at least on 5 days notice.

8. Rules for the conduct of Meetings:

The rules for the conduct of the meetings of the Committee shall be as prescribed by the rules and regulations of the University.

9. Quorum:

Quorum of the meeting of the Committee shall be 1/3 of the total members inclusive of one outside member.

10. Powers and Functions of the Academic Committee of the Centre:

The Academic Committee of the Centre shall exercise the powers and duties as exercised by the Committee for Advanced Studies and Research as well as Board of Study of a School/Special Committee in relation to M.Tech. programme and Ph.D. programme.

11. Departments of Study:

All scientist/Engineers in a particular discipline or in related disciplines shall constitute a Department. Each Department shall have a Head/Chairperson, nominated by the Director of the Centre. All recommendations from the Head/Chairperson of a Department shall be discussed in the Department before they are submitted to the Academic Committee.

12. Participation in Teaching and Instructional and Research Guidance:

Such of the Scientist/Engineers on the strength of the Centre, recruited as per the norms of the Indian Space Research Organization (ISRO)/Department of Space (DOS), Government of India will be recognized as teachers of the University to participate in the Teaching and Instructional and Research Guidance of the student registered for different academic programmes and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications, experience and post as laid down by the University from time to time and comparable to corresponding faculty positions in the University. However, for appointment as research supervisor to Doctoral students, each of such scientists of the Centre shall seek prior recognition of the University for performing such functions.

13. Admission to the Centre:

The Admission to the M.Tech. programme and Ph.D. programme of the Centre shall be in accordance with the provisions contained in the respective Ordinances of the University.

14. Eligibility for the admission:

A Candidate to be eligible for admission to the M.Tech. programme and Ph.D. programme of the Centre shall hold minimum qualifications and fulfilling such other conditions as prescribed in the respective Ordinances of the University and as amended from time to time.

15. Award of Degree:

A student shall be eligible to award of the degree in the concerned programmes after fulfilling all conditions mentioned in concerned Academic Ordinance of the University.

16. Academic audit:

The Executive Council on the recommendation of the Academic Council shall have the right to cause an academic audit after every three years to be made by a Committee to be constituted by the Vice-Chancellor for the University in respect of its buildings, library, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of academic standards.

57(A). *ORDINANCE RELATING TO THE AWARD OF M.TECH. DEGREE IN GEOSPATIAL TECHNOLOGY AND APPLICATIONS TO THE STUDENTS REGISTERED IN INDIAN INSTITUTE OF REMOTE SENSING (IIRS), DEHRDADUN.

1. Short-title and Application:

- 1.1 This Ordinance shall be called the “**Ordinance Relating to the Award of Master of Technology Degree in Geospatial Technology and Applications to the Students Registered in Indian Institute of Remote Sensing (IIRS), Dehradun**”.
- 1.2 This Ordinance shall come into force from 1st July, 2018.
- 1.3 This Ordinance shall apply to the candidates admitted to the programme on or after above mentioned date.

2. Definition:

- 2.1 “Course” means a Semester Course.
- 2.2 “Credit” (c) is the weightage assigned to a course in terms of Contact hours as prescribed by the JNU/UGC.
- 2.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 2.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 2.5 “Semester Grade Point Average” (SGPA) means a semester index of a student at the end of a semester in respect of courses for which he/she had registered during the semester, calculated as per the following formula:

$$\text{SGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots + (g_n \times c_n)}{\text{Total number of Credits earned by the Student during the semester for which Semester index is required}}$$

- 2.6 “Cumulative Grade Point Average” CGPA means a cumulative index grade point average of a student, calculated as per the following formula:

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots + (g_n \times c_n)}{\text{Total number of Credits earned by the student upto and including the semester for which cumulative index is required}}$$

* Added vide Resolution No. 6.1/EC/25.06.2018

2.7 “Final Grade” is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of award of the degree.

2.8 “Final Grade Point Average” (FGPA) is the final index of a student at the time of the award of degree, calculated as per the following formula:

$$\text{FGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots + (g_n \times c_n)}{\text{Total number of Credits earned by the student at the end of the M.Tech. programme}}$$

2.9 “IIRS” means the “Indian Institute of Remote Sensing, Dehradun” which has been named as a recognized Institute of the JNU in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award Masters degrees of the JNU.

2.10 “JNU” of “University” means the “Jawaharlal Nehru University, New Delhi”.

2.11 “Academic Committee” means the “Academic Committee of JNU-IIRS”.

3. Eligibility for Admission:

A candidate shall be eligible for admission to first year (1st semester) of the two-year (4- semesters) M.Tech. degree programme if he/she has passed Four Year Graduate Degree Programme or Master Degree Programme from a recognized Indian University in a relevant discipline as decided by the Academic Committee and announced by the IIRS. The detailed guidelines of eligibility (such as qualifying degree, disciplines/subjects, minimum marks, etc.) shall be prescribed by the Academic Committee from time to time.

Provided, however, that the cases of students who have passed examination outside the Indian Universities system and who may not have obtained a Graduate/Master degree as announced by the IIRS may be considered for admission to the programme subject to the condition that each case shall be examined on its own merit by a Equivalence Committee of the IIRS, constituted by the Chairperson of the Academic Committee for the purpose of admissions, and in accordance with the guidelines prescribed by the Academic Committee. In case of any doubt relating to equivalence of a foreign degree with an Indian degree, the matter will be referred to the Academic Committee.

4. Specialization in Master of Technology (M.Tech.) degree:

The Programme of study leading to the award of Master of Technology Degree in Geospatial Technology and Applications (Specialization in) shall be called M.Tech. degree. Candidates may seek admission to the award of the M.Tech. Degree in any of the following Specialization:

- 01 Satellite Image Analysis and Photogrammetry
- 02 Geoinformatics

- 03 Agriculture and Soils
- 04 Forest Resources and Ecosystem Analysis
- 05 Geosciences
- 06 Marine and Atmospheric Sciences
- 07 Urban and Regional Studies
- 08 Water Resources

And in such other specialization as may be approved by JNU on the recommendations of the Academic Committee and notified by the IIRS in the Prospectus/Official website.

5. Internal Committees of the IIRS:

Internal Committees shall be constituted in the IIRS by the Chairperson of the Academic Committee (i.e. Director of the IIRS) to assist in dealing with admission, examination/evaluation, academic matters of the students, etc. as per the laid down procedure. These committees shall provide their recommendations, wherever necessary, to the Chairperson of the Academic Committee for his/her consideration and approval.

The members of these committees shall be from the IIRS, Chairperson of these committees shall have the powers to co-opt additional members as and when necessary from the staff of the IIRS. The quorum for the meeting of these committees shall be one-third of its total members.

6. Procedure for Admission:

- 6.1 The procedure for admission, including applying for admission, shall be as laid down from time to time by the Academic Committee.
- 6.2 The Chairperson of the Academic Committee after considering the recommendations of the internal committee constituted for this purpose may give approval to admit a candidate to the M.Tech. programme.
- 6.3 Students shall be enrolled with the IIRS and JNU from the date of joining.

7. Courses of Study:

- 7.1 The concerned Department of Study shall prescribe the course(s) and specify the methodology and instructional devices to be used as recommended by the Board of Studies of the IIRS and approved by the Academic Committee. Every such course shall carry such credits as may be approved by the Academic Committee. **In any course, where an end semester examination is prescribed, a student clears the course only if he/she participated in the sessional work/mid-term examination and appeared in the end semester examination and secured a weighted grade higher than 'F'. In no case shall a student be allowed to repeat a course either in the event of failure or for improving the performance.**

- 7.2 A student may be allowed to add, substitute and/or drop course(s) within a period of three weeks from the commencement of the semester, subject to the approval of Dean (Academics) of the IIRS on recommendation of the concerned Head/Group Head/Group Director. No student shall be allowed to add, substitute and/or drop a course after the deadline. **However, this clause shall be applicable only for the optional/elective courses and not for compulsory courses.**

8. Duration of the Course:

- 8.1 The duration of the M.Tech. programme shall be two years (4 consecutive semesters).
- 8.2 The course work shall be completed within the stipulated time period (i.e. first two consecutive semesters) as per the guidelines decided by the Academic Committee. The dissertation shall be carried out by the students in the third and fourth semester.
- 8.3 The students will have to submit the dissertation by the deadline announced by the IIRS to timely complete the process of evaluation and the programme. However, minimum time frame for submission of dissertation shall be 21 months from the date of start of first semester.
- 8.4 Extension for submission of dissertation will not be allowed after 24 months. In exceptional cases, however, a student who has satisfactorily completed the course requirements but could not submit his/her dissertation within the four semester period (24 months) may be allowed to register for one more consecutive semester only, with the approval of the Chairperson of the Academic Committee on the recommendation of the Dean (Academics) as well as the concerned Head/Group Head/Group Director of the IIRS for reasons to be recorded on the merit of each individual case.
- 8.5 Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and/or hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.
- 8.6 Provided further that in case of a foreign student who is compelled to leave the programme in between for getting his/her student visa/research visa extended, such period shall not be counted for the purpose of calculation of duration of the programme.
- 8.7 Students shall be enrolled with the IIRS and JNU from the date of joining. The enrolment will automatically lapse for those who do not complete the programme within the stipulated time period [Clause 8.1 above].

9. Removal of name of a student from the rolls of the IIRS/JNU:

- 9.1 The name of a student shall automatically stand removed from the rolls of the IIRS/NU, if he/she
- (a) Fails in any course; OR
 - (b) Fails to secure CGPA of 5.00 on completion of course work at the end of second semester.
- 9.2 The Academic Committee may remove the name of a student from the rolls of the IIRS/JNU for unsatisfactory progress or breach of code of conduct at any time during the duration of the programme.

10. Credit Requirement:

No student admitted to the programme shall be eligible for the award of M.Tech. degree unless he/she secures minimum credits for course work and dissertation. The minimum credits for course work and dissertation shall be as per the guidelines prescribed by the Academic Committee from time to time in accordance with the University requirement and regulations. Further, the distribution of credits for course work, seminar, dissertation, etc. across the semesters shall be as per the guidelines decided by the Academic Committee.

11. Topic of Dissertation:

- 11.1 The topic of dissertation and the supervisor(s) shall be approved by a Committee of the IIRS, constituted by the Chairperson of the Academic Committee, based on a proposal submitted by the student through his/her Supervisor(s) and the recommendation of the concerned Head/Group Head/Group Director of the Department of Study and the presentation/defence made by the student before the Committee.
- 11.2 The above Committee of the IIRS shall take the mid-term review of the progress made by the student towards his/her dissertation. No marks/grades shall be awarded during the mid-term review; however, a 'letter of caution' may be issued to the student by the Chairperson of the Committee if the progress is not found to be satisfactory to the extent that there is a potential risk of not being able to submit the dissertation within the prescribed duration of the programme.
- 11.3 Provided that in case a Supervisor under whose supervision a dissertation has been prepared in part or in full, ceases to be a faculty of the IIRS due to whatsoever reason, he/she may, subject to his/her availability and recommendations of the Dean (Academics) as well as concerned Head/Group Head/Group Director of the IIRS, be considered for appointment as Joint Supervisor of the student concerned. The approval for such a case shall be provided by the Chairperson of the Academic Committee.

12. Evaluation:

- 12.1 The system of evaluation of the courses and dissertation under the M.Tech. programme in Geospatial Technology and Applications shall be laid down by the Academic Committee and will consist of examinations at the middle and end of the semesters, assignments, performance in seminar or any combination of the above.
- 12.2 The examinations shall be conducted at the IIRS under the overall guidance of an Internal Committee constituted by the Chairperson of the Academic Committee.
- 12.3 The dissertation submitted by a candidate for the award of M.Tech. degree shall be evaluated by at least two examiners, one external and one internal. The external examiner shall be a person who is not on the staff of the IIRS and/or on the Committee (i.e. Academic Committee and Board of Studies) of the IIRS. The external examiner shall be appointed by the Chairperson of the Academic Committee from the panel of at least three experts recommended by the Dean (Academics) of the IIRS. Chairperson of the Academic Committee shall, however, have the powers to add any other external expert(s) in the panel. The internal examiner for evaluating the dissertation will generally be the Supervisor of the candidate. In case there is more than one Supervisor for a candidate, all the supervisors will be considered as the internal examiner. However, Chairperson of the Academic Committee may appoint any other expert on the staff of the IIRS as the internal examiner.

Provided further that in case an examiner to whom the dissertation has been sent for evaluation fails to forward the report to the IIRS within one month from the date of dispatch of the dissertation, another examiner may be appointed by the Chairperson of the Academic Committee from the panel recommended by the Dean (Academics) of the IIRS.

Provided that in case of a difference of opinion between the external and internal examiners with regard to the evaluation of dissertation, the M.Tech. course Director of the IIRS shall arrange to place the same before the Dean (Academics) of the IIRS for his/her perusal and further action. The recommendation of the examiner(s) is not to be considered negative if a revision is recommended and the revised thesis is accepted by the examiner.

Provided further that after due consideration of the reports, the Dean (Academics) of the IIRS may recommend the appointment of another external examiner in the manner as laid down in this Clause above for the evaluation of the dissertation.

Provided further that if the recommendation of the second external examiner is also in the negative, the student concerned shall not be awarded the degree of M.Tech.

- 12.4 The courses and dissertation of the student shall be graded on a 10 point scale in the following manner as per the University norms as amended from time to time:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

- Note 1:** There shall be no rounding off of SGPA/CGPA/FGPA.
2: The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

The FGPA obtained by the student shall be classified into the following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class

- 12.5 The examiner while recommending the approval of the dissertation for the award of M.Tech. degree shall also award grade for the dissertation according to grading system mentioned in Clause No. 12.4 above.
- 12.6 Once the recommendations of the external and internal examiners are positive/satisfactory, viva-voce examination shall be conducted. The panel for viva-voce exam shall be constituted by the Chairperson of the Academic Committee, which shall consist of external examiner, internal examiner(s), and a few senior officials and Dean (Academics) of the IIRS. Dean (Academics) of the IIRS or a senior official of the IIRS will be the Chairperson of the viva-voce panel. Supervisor(s), if not the internal examiner(s), shall be the Special Invitee(s) during the viva-voce exam. Provision will be available for the examiners to participate in the viva-voce exam. Provision will be available for the examiners to participate in the viva-voce exam through video conferencing or any other suitable online mode if they are not able to be physically present at the IIRS on the date of viva-voce exam. If in any case, external or internal expert who has evaluated the dissertation is not able to participate in the viva-voce exam, Chairperson of the Academic Committee shall appoint another suitable examiner. In exceptional cases (e.g. due to foreign assignment/fellowship etc.) where the student is not able to be physically present for the viva-voce exam, he/she may be allowed to appear in the viva-voce through video conferencing or any other suitable online mode subject to the approval of Chairperson of the Academic

Committee based on recommendation of the Dean (Academics) of the IIRS for reasons to be recorded on the merit of each individual case.

The final grade for dissertation shall be jointly awarded by the viva-voce examination panel on consensus basis taking into consideration the grades awarded by all the examiners, response to the questions by the students, clarity of presentation, quality of written report, etc. The evaluation sheet indicating the name of student, title of dissertation, names and affiliation of examiners, and final grade for dissertation shall be signed by the Chairperson of the viva-voce examination panel.

12.7 A student in order to be eligible for the award of the M.Tech. Degree must have a minimum FGPA of 5.5 (inclusive of course work and dissertation).

Provided that if a student takes more number of optional courses and earns more credits than the number of credits prescribed for optional courses by the IIRS, in the calculation of FGPA only the prescribed number of optional courses in the descending order of the grades obtained by the student shall be included. For example, if the M.Tech. programme has course work comprising of two optional courses and the student credits four optional courses, his/her FGPA shall be calculated on the basis of the best two courses, when all the four optional courses are ranked according to the descending order of grades obtained by him/her. **This Clause shall be applicable in the case of optional courses only.**

12.8 The final results at the end of the programme for the award of the M.Tech. degree in Geospatial Technology and Applications shall be approved by NU on the recommendation of the Academic Committee.

13. No candidate admitted to the M.Tech. programme shall:

(a) Undertake any employment.

Provided that if the candidate is in employment, in following two category, at the time of admission to the Programme, he or she shall obtain Study Leave or any other applicable leave, as per rules of the IIRS, from the concerned organization and submit the leave Sanction Letter to the IIRS at the time of admission or at such later date, as may be prescribed by the Academic Committee.

- (i) Those engaged in teaching and research in recognized institutions of the JNU, including IIRS; and
- (ii) Those whose occupation or special knowledge or professional attainments are adjudged to be specially helpful towards the proposed programme/course.

Provided further that this category shall not exceed 12.5% of the total number of students enrolled for the M.Tech. programmes of the IIRS. Preference in admission, under this clause, shall be given to those engaged in teaching and research in the IIRS, followed by those engaged in the recognized institutions of

the JNU and then followed by those engaged in occupation mentioned at sub-clause 13(a)(ii) above.

- (b) Join any other course of Study; or
- (c) Appear in any examination other than those proscribed by the Department/IIRS without the prior permission of Committee.

14. Fellowships:

Limited number of institutional (IIRS) fellowships may be available for the M.Tech. students of the IIRS. The Criteria for awarding such fellowships to the students shall be decided by the IIRS and shall be binding on the students. Further, the fellowships will be awarded to only such students who do not receive any salary /fellowship/scholarship from any other source.

15. Registration for Only One Full-Time Programme:-

No candidate shall be eligible to register for the programme/course if he /she is already registered for any full time programme of study in the IIRS or JNU or any other University/Institution.

16. Relaxation:

Notwithstanding what is contained in the Ordinance, the Academic Council of the JNU may, in exceptional circumstances and on the recommendation of the Academic Committee as well as on the merits of each individual case, consider, at its discretion and for reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

17. Grade-sheet, Provisional Degree Certificate and the Degree:

The students will be issued Grade-sheet and Provisional Degree Certificate (PDC) jointly from the IIRS and JNU, as per the approved format of the JNU, on successful completion of the 'Viva-Voce Examination' of the M.Tech. dissertation and securing of minimum FGPA as mentioned in clause no. 12.7 above, and after the approval of final results as mentioned in clause no. 12.8 above and submission of 'No Dues Clearance' by the students. The PDC/Degree certificate may be given to the students in a valedictory function organized at IIRS. Senior officials of JNU will also be invited in the function.

58 (A). *ORDINANCE RELATING TO THE AWARD OF DUAL DEGREE (B.TECH. DEGREE + M.TECH./MS DEGREE).

1. Definitions:

- 1.1 “Course” means a unit of study offered in a semester.
- 1.2 “Credit” (C) is the Weightage assigned to a course in terms of contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 1.5 “Semester Grade Point Average” (SGPA) means index grade point average of a student in a semester calculated in the following manner:

$$SGPA = \frac{\sum_{i=1}^s ci \times gi}{\sum_{i=1}^s ci}$$

ci = Credit of the ith course
 gi = Grade point secured by the student in the ith course
 s = Total number of courses offered by the student in a semester

- 1.6 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner.

$$CGPA = \frac{\sum_{i=1}^n ci \times gi}{\sum_{i=1}^n ci}$$

n = Total number of courses offered by the student up to and including the semester for which cumulative index is required.
 CGPA = Cumulative Grade Point Average of the student concerned.

* Added vide Resol. No. 6.1/EC/25.06.2018.

2. “Final Grade Point Average” (FGPA) is the final index of a student at the time of the award of degree.
3. “Final Grade” is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.
4. The final grade point average of a student will be worked out on the basis of the formula indicated below.

$$FGPA = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

c_i = Credit of the i th course

g_i = Grade point secured by the student in the i th course

n = Total number of courses prescribed for the student

2. Eligibility for Admission:

A candidate shall be considered for admission to the Five-year Dual degree programmes after 10+2 schooling from any recognized School/Institute through JEE Main ranking.

3. Disciplines for Five-year Dual Degree programmes:

The programme of study leading to the award of Bachelor of Technology (B.Tech) Degree and Master of Technology /Science (M.Tech/MS) Degree shall be called Dual Degree. Candidates may seek admission to programmes of studies leading to the award of degree in any of the following disciplines:

- 01 Computer Science and Engineering
- 02 Chemical Engineering
- 03 Civil and Environmental Engineering
- 04 Electronics and Communication Engineering
- 05 Mechanical Engineering

And in such other disciplines as may be decided by the Vice-Chancellor on the recommendations of the Special Committee of the School and notified by the University in the Prospectus/Official website.

4. Procedure for Admission:

The procedure for admission to the Dual Degree course shall be laid down from time to time by the Special Committee of the School.

5. Courses of Study:

5.1 The School/Special Centre/Centre shall prescribe the courses(s) and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be approved by the committee on the recommendations of the School/Special Centre/Centre concerned. In any course where an end semester examination is prescribed, a student clears the course only if he/she participated in the sessional work and appeared in the end semester examination and secured a weighted grade higher than 'F'. A student who fails in a course either by not clearing the sessionals and consequently being not eligible to appear in the end semester examination, or by failing in the end semester examination, or by absenting from appearing in the end semester examination (for courses having end semester examination) or by failing to secure an overall grade higher than 'F' (for course having no end semester examination), shall be required to repeat that course or clear another similar (core, optional or tool, as the case may be) course in lieu thereof irrespective of his/her performance in the sessional work.

5.2 A student may with the permission of the School/Special Centre/Centre be allowed to add/drop or substitute course(s) within the permitted period as specified by the University.

6. Duration of the Dual Programme:

The curricular work leading to the award of B.Tech degree and M.Tech/MS shall be spread over a minimum of ten semesters; 5 spring and 5 autumn semesters. Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

7. Credit Requirement:

7.1 No student admitted to the programme shall be eligible for the award of B.tech. degree and M.Tech/MS unless he/she secures a minimum of 183 credits in a discipline at the end of programme.

7.2 The scheme of instructions of specifying the contact hours inclusive of lectures, tutorial and laboratory work etc. shall be laid down by the Academic Council on the recommendation of the Special Committee of the School.

- 7.3 A student may register for additional credits not exceeding one third of the normal load.
- 7.4 A student shall not be permitted to offer a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former.

8. Evaluation:

- 8.1 Subject to confirmation by the Committee, the method of evaluation in the courses leading to the Dual Degree shall be prescribed and assessment be conducted by the School.
- 8.2 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Academic Committee, on the recommendation of the faculty concerned and shall be made known to the students at the commencement of each semester.
- 8.3 The dissertation submitted by a candidate for the award of M.Tech./MS Degree shall be examined by two examiners, to be appointed by the Committee of the School. At least one of the examiners shall be a person who is not on the staff of the University and/or on the Committee of the School.

Provided further that the evaluation process of dissertation should be completed by 30th June.

- 8.4 The Courses and dissertation of the student shall be graded on a 10 point scale that is

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note 1: There shall be no rounding off of SGPA/CGPA/FGPA.

2: The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

The Final Grade Point Average obtained by the student shall be classified into the following divisions.:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second C lass
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class (Pass)

- 8.5 The examiner while recommending the approval of the dissertation for the award of M.Tech./MS degree shall also award grade for the dissertation according to the grading system in Clause 10.3 above. After viva-voce examination, the final grade for the dissertation shall be determined by taking the average of the grades awarded by two examiners.
- 8.6 A student in order to be eligible for the award of Dual Degree of the University must have a minimum CGPA of 5.00 (inclusive of dissertation and course work).

9. Grade Point Requirement/Minimum Standard:

- 9.1 A student will be required to maintain a minimum CGPA of 3.000 in the 1st and 2nd semesters of 10 semesters programme and 3.50 in the 3rd and 4th semester and thereafter 4.00 throughout the programme.
- 9.2 Dual Degree may be awarded to all those students who complete the credit requirements for these degrees prescribed in Clause 6.1 and who possess the required CGPA of 4.0 and above.
- 9.3 A student with a cumulative index of less than 4.0 at the end of ten semesters, will be given a maximum of two more semesters to bring up his/her cumulative index to the prescribed requirement of the Dual Degree or for continuing in the ten semesters proramme for study leading to Dual Degree.
- 9.4 A student in order to be eligible for the award of Dual Degree of the University must have fulfilled the following requirements:
- (i) He/she has taken and passed all the prescribed courses as laid down;
 - (ii) He/she has obtained a minimum CGPA of 4.0 at the end of the programme.
10. Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendation of the Academic Committee of the concerned Engineering Institution as well as on the merits of each individual case, consider at its discretion and for reason to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

58 (B). *ORDINANCE RELATING TO THE AWARD OF B.TECH. DEGREE (W.E.F. ACADEMIC YEAR 2023-24).

1. Definitions:

- 1.1 “Course” means a unit of study offered in a semester.
- 1.2 “Credit” (C) is the weightage assigned to a course in terms of contact hours.
- 1.3 “Grade” means a letter grade assigned to a student based on evaluation of a course on the ten-point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten-point scale.
- 1.5 “Semester Grade Point Average” (SGPA) means index grade point average of a student in a semester calculated in the following manner:

$$\text{SGPA} = \frac{\sum_{i=1}^s c_i \times g_i}{\sum_{i=1}^s C_i}$$

c_i = Credit of the i^{th} course

g_i = Grade point secured by the student in the i^{th} course

s = Total number of courses offered by the Student in a semester.

- 1.6 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n C_i}$$

n = Total number of courses offered by the Student up to and including the semester for which cumulative index is required.

CGPA = Cumulative Grade Point Average of the student concerned.

* Added vide Resolution No. 6.1/EC/25.06.2018 and revised vide Resolution No. 6.1/EC/03.02.2023.

- 1.7 “Final Grade Point Average” (FGPA) is the final index of a student at the time of the award of degree.
- 1.8 “Final Grade” is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.
- 1.9 The final grade point average of a student will be worked out on the basis of the formula indicated below:

$$FGPA = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

c_i = Credit of the i^{th} course.

g_i = Grade point secured by the student in the i^{th} course.

n = total number of courses prescribed for the student.

2. *Eligibility for Admission:

A candidate shall be considered for admission to the Four-year degree programme after 10+2 schooling from any recognized School/Institute through JEE Main ranking.

3. Disciplines for B.Tech degree programmes:

The Programme of Study leading to the award of Bachelor of Technology (B.Tech) Degree. Candidates may seek admission to programmes of studies leading to the award of degree in any of the following disciplines:

- 01 Computer Science and Engineering
- 02 Electronics and Communication Engineering
- 03 Mechanical Engineering

And in such other disciplines as may be decided by the Vice-Chancellor on the recommendation of the Special Committee of the School and notified by the University in the Prospectus/Official website.

4. Procedure for Admission:

The procedure for admission to the B.Tech degree course shall be laid down from time to time by the Special Committee of the School.

5. Courses of Study:

5.1 The School shall prescribe the course(s) and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be approved by the Committee on the recommendations of the School concerned. In any course where an end semester examination is prescribed, a student clears the course only if he/she participated in the sessional work and appeared in the end semester examination and secured a weighted grade higher than 'F'. A student who fails in a course either by not clearing the sessional and consequently being not eligible to appear in the end semester examination, or by failing in the end semester examination, or by absenting from appearing in the end semester examination (for courses having end semester examination) or by failing to secure an overall grade higher than 'F' (for course having no end semester examination), shall be required to repeat that course or clear another similar course in lieu thereof irrespective of his/her performance in the sessional work.

5.1.1 If the course that the student has failed by securing a grade "F" in ways mentioned in 5.1 is a core course from the branch, the student shall have to repeat the same course and secure a grade higher than "F". If the course is an elective, the student may opt to clear a similar course in lieu thereof irrespective of his/her performance in the sessional work.

5.2 A student may with the permission of the School be allowed to add/drop or substitute elective course(s) within the permitted period as specified by the University.

6. Duration of the B.Tech Programme:

The curricular work leading to the award of the B.Tech. degree shall be spread over a minimum of eight semesters; 4 monsoon and 4 winter semesters. Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulation. Such zero semester/year shall not be counted for the calculation of the duration of the programme in case of such a student.

7. Credit Requirement:

7.1 No student admitted to the programme shall be eligible for the award of B.Tech. degree unless he/she secures a minimum of 155 credits in a discipline at the end of the programme.

7.2 The scheme of instructions or specifying the contact hours inclusive of lecture/tutorial and laboratory work etc. shall be laid down by the Academic Council on the recommendation of the Special Committee of the School.

7.3 A student may register for additional credits not exceeding one third of the normal load.

7.4 A student shall not be permitted to offer a course if he/she has not previously cleared a course(s) prescribed as per a pre-requisite for the former.

8. Evaluation:

8.1 Subject to confirmation by the Committee, the method of evaluation in the courses leading to the B.Tech degree shall be prescribed and assessment be conducted by the School.

8.2 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Academic Committee on the recommendation of the faculty concerned and shall be made known to the students at the commencement of each semester.

8.3 The B.Tech project submitted by a candidate for the award of the B.Tech degree shall be examined by the School.

8.4 The courses and BTP/dissertation of the student shall be graded on a 10-point scale that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

- Note 1:** There shall be no rounding off of SGPA/CGPA/FGPA.
2: The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

The Final Grade Point Average obtained by the student shall be classified into the following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
4.0 and above but less than 4.5	Lower Second Class

8.5 A student to be eligible for the award of B.Tech degree of the University must have a minimum FGPA of 4.00 (inclusive of project and course work).

9. *Grade Point Requirement/Minimum Standard:

9.1 *A student will be required to maintain a minimum CGPA of 3.00 in the 1st and 3.5 in the 2nd semesters of 8 semesters programme and thereafter 4.00 throughout the programme.

9.2 B.Tech degrees may be awarded to all those students who complete the credit requirements for these degrees and who possess the required CGPA of 4.00 and above.

9.3 *A student with a cumulative index of less than 4.0 at the end of 8 semesters, will be given a maximum of two more semesters to bring up his/her cumulative index to the prescribed requirement of the B.Tech degree.

9.4 A student to be eligible for the award of B.Tech degree of the University must have fulfilled the following requirements.

(i) He/she has taken and passed all the prescribed courses as laid down.

(ii) He/she has obtained a minimum CGPA of 4.0 at the end of the programme.

10. Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendation of the Special Committee of the School of Engineering as well as on the merits of each individual case, consider, at its discretion and for reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

59. *ORDINANCE RELATING TO THE SPECIAL CENTRE FOR E-LEARNING (SCEL), JAWAHARLAL NEHRU UNIVERSITY.

1. Short Title:

- (a) This Ordinance will be called the “Special Centre for E-Learning (SCEL), Jawaharlal Nehru University, New Delhi, Ordinance, 2018”.
- (b) It shall come into force on a date to be specified by the University.

2. Definitions:

- (a) **“E-Learning” means short-term program or degree courses delivered online by the SCEL.**
- (b) **“Centre” means the “Special Centre for E-Learning (SCEL), Jawaharlal Nehru University, New Delhi” established by the University to promote education through e-learning leading to the award of Certificate, Diploma, Advanced Diploma, Post Graduate Diploma, Degree and credit in Individual courses in various disciplines.**
- (c) **“Chairperson” means the “Chairperson of the SCEL”.**
- (d) **“Faculty” means faculty recruited by the University for the Centre and/or appointed as Concurrent faculty from other School/Special Centre’s of the University.**

3. Concurrent Faculty of SCEL:

- I. Any permanent faculty of JNU (including UGC-FRP members) with minimum three years of teaching experience in eligible to apply for developing online courses through SCEL.
- II. International faculty members with considerable experience in the area.

On the recommendation of the Chairperson, SCEL, such faculty member may be **appointed as a Concurrent Faculty as per University rules.**

4. Core Committee (CC):

- a) The Chairperson, as head of the Centre will recommend names for constituting a Core Committee out of the faculty members of SCEL to the competent authority for approval. **The Core Committee will assist the Chairperson, SCEL in discharging duties and responsibilities.** The Core Committee will consist of:
 - I. Chairperson of the Core Committee – Chairperson of SCEL.
 - II. 2 members: From Sciences
 - III. 1 member: From Engineering
 - IV. **1 member from Management**
 - V. 2 members: From Social Sciences
 - VI. 2 members: From Humanities
 - VII. **Upto 3 external members nominated by the Vice-Chancellor**
 - VIII. Director (CIS), JR/DR/AR (Admission), JR/DR/AR (Evaluation): 3 members as permanent invitee.

* Added vide Resolution No. 6.1/EC/25.06.2018.

- b) On the recommendation of the Chairperson, changes (if deemed necessary) may be made in the constitution of the Core Committee after every two years. New members may be co-opted from the pool of **SCEL's faculty members**.
- c) The Core Committee members will continue to function as **faculty** of the Centre even after they cease to be members of the Core Committee.
- d) A 'Subject Committee' consisting of up to three members may be formed by the Chairperson to initially screen the proposal of faculty members of JNU to offer Online Courses and make its recommendations to the Core Committee.

5. Special Committee:

The Chairperson will recommend to the competent authority for constituting a special committee consisting of the following.

- | | | | |
|------|--|---|---------------|
| I. | Chairperson of the Centre | - | Chairman |
| II. | Three members of Core Committee
Nominated by the Chairperson, SCEL | - | Members |
| III. | Two teachers of the University from
Other than SCEL (to be nominated by
The Vice-Chancellor) | - | Members |
| IV. | Upto five external experts in fields of studies
Or allied fields being dealt by SCEL
to be nominated by the Vice-Chancellor | - | Members |
| V. | Upto three members from the Concurrent Faculty, SCEL | - | Member |

The number of Special Committee members may be changed upon the approval from the Competent Authority.

6. Quorum:

Quorum of the meeting of the Core Committee/Special Committee shall be 1/3 of the total members. While the Committees may meet as often as necessary, it shall however, meet at least once in each semester.

7. Duties and Powers of Special Committee of the Centre:

The Special Committee shall exercise all or such powers as have been laid down in the Ordinances relating to the Special Committee and the Committee for Advanced Studies and Research.

8. Eligibility of Online Courses:

- I. The minimum qualification and eligibility for admission in the concerned courses **shall be as per the Ordinance title ‘Ordinance** related to the award of Certificate, Diploma, Advanced Diploma, Post-Graduate Diploma, Bachelor’s Degree, Master’s Degree and Credit for **Individual courses** through E-Learning’ or the UGC guidelines for offering such courses **issued from time to time**.
- II. **Students enrolled in courses offered by SCEL will not be eligible for availing hostel and medical facilities or any scholarships/fellowships provided/awarded by JNU.**

9. Course Development & Infrastructure:

The SCEL will develop online courses and programs using infrastructure, equipment and facilities of the University, which will be administered by SCEL. The SCEL aims to generate resources to develop and sustain the online Certificate, Diploma, Advanced Diploma, Post Graduate Diploma, Degree and **Individual courses** in various areas on the basis of Revenue Sharing model for all the stakeholders.

59 (A). *ORDINANCE RELATING TO THE AWARD OF CERTIFICATE, DIPLOMA, ADVANCED DIPLOMA, POST GRADUATE DIPLOMA, BACHELOR'S DEGREE, MASTER'S DEGREE AND CREDIT FOR INDIVIDUAL COURSES THROUGH E-LEARNING.

1. Title:

This Ordinance shall be called the "Ordinance relating to the award of Certificate, Diploma, Advanced Diploma, Post Graduate Diploma, Bachelor's Degree, Master's Degree and Credit for Individual Courses through E-Learning".

2. Definitions:

2.1 "Centre" means Special Centre for E-Learning (SCEL).

2.2 "E-Learning" means Individual Courses and Program offered online by the SCEL, JNU.

2.3 "Individual Courses" means Courses offered online by SCEL with a provision that grades/credits are transferrable to other institutions.

2.4 "Program" means an educational program leading to award of a degree, diploma or certificate.

2.5 "Course" means a Semester Course which is part of a program.

2.6 "Credit" (c) is the weightage assigned to a course in terms of study hours. One credit will be equivalent to 13-15 learning hours including going through the course content, participating in discussion forums and other interactions, working on assignments and activities designated for the course.

2.7 "Grade" means a letter grade assigned to a student on the basis of evaluation of a course on the ten-point scale.

2.8 "Grade Point" (g) means the numerical equivalent of a letter grade assigned to a student in the ten-point scale.

2.9 "Semester Grade Point Average" (SGPA) is the semester index grade point average of a student calculated in the following manner;

$$\text{SGPA} = \frac{(g1 \times c1) + (g2 \times c2) + \dots}{\text{Total number of credits opted by the student in any particular semester}}$$

2.10 "Cumulative Grade Point Average" (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g1 \times c1) + (g2 \times c2) + \dots}{\text{Total number of credits opted by the student upto and including the semester for which cumulative index is required}}$$

2.11 "Final Grade Point Average" FGPA is the final index of a student at the time of award of a degree. It shall be calculated in the following manner:

$$\text{FGPA} = \frac{(g1 \times c1) + (g2 \times c2) + \dots}{\text{Total number of credits opted by the student in the entire programme (all courses and dissertation)}}$$

* Added vide Resolution No. 6.1/EC/25.06.2018.

- 2.12 Final grade is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.
- 2.13 “Foreign Educational Institution” means an institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of education institutions.

3. Courses Offered in E-Learning Mode:

Candidates may seek to enroll for individual courses or seek admission in any of the following Programs of Studies to award of the concerned Certificate/Diploma/Advanced Diploma/PG Diploma/Degree:

- 3.1 **Individual Course** in Humanities, Social Sciences and Sciences.
- 3.2 **Certificate Courses:** Certificate of Proficiency (COP) in Humanities, Social Sciences and Sciences.
- 3.3 **Diploma Courses:** Diploma of Proficiency (DOP) in Humanities, Social Sciences and Sciences.
- 3.4 **Advanced Diploma Courses:** Advanced Diploma of Proficiency (ADOP) in Humanities, Social Sciences and Sciences.
- 3.5 **Post Graduate Diploma Courses (PG Diploma):** PG Diploma in Humanities, Social Sciences and Sciences.
- 3.6 **Bachelor’s Program:** Bachelor of Arts (Hons.), Bachelor of Arts (Pass), Bachelor of Science (Hons.), Bachelor of Science (Pass), Bachelor of Technology (B.Tech), Bachelor of Business Administration (BBA).
- 3.7 **Master’s Program:** Master of Arts (M.A.), Master of Science (M.Sc.), Master of Technology (M.Tech), Master of Business Administration (MBA).

4. Eligibility for Admission to the Course:

- (a) Minimum academic qualification required for enrolling for an Online Courses and/or admission in the following programs:
- 4.1 **Individual Courses:**
A candidate will be eligible to enroll for Individual Courses of the SCEL if he/she possesses Senior School Certificate (10+2) or an examination recognized by the University as its equivalent.
- 4.2 **Certificate Courses:**
A candidate shall be eligible for admission if he/she possesses Senior School Certificate (10+2) or an examination recognized by the University as its equivalent.
- 4.3 **Diploma Courses:**
A candidate shall be eligible for admission if he/she possesses
- (i) Senior School Certificate (10+2) or an examination recognized by the University as its equivalent, and

- (ii) any other professional/technical/specific qualification/Certificate, as specified in the admission notification/prospectus/policy.

4.4 Advanced Diploma Courses:

A candidate shall be eligible for admission if he/she possesses

- (i) Senior School Certificate (10+2) or an examination recognized by the University as its equivalent, and
- (ii) any other professional/technical/specific qualification/Diploma, as specified in the admission notification/prospectus/policy.

4.5 Post Graduate Diploma Courses:

A candidate shall be eligible for admission if he/she possesses

- (i) Bachelor's degree or its equivalent from a recognized Institution/University in the subject as specified in the admission notification/prospectus/policy, and
- (ii) any other professional/technical/specific qualification, as specified in the admission notification/prospectus/policy.

4.6 Bachelor's Degree Program:

A candidate shall be eligible for admission if he/she has passed Senior School Certificate Examination (10+2) of a recognized Board of Secondary Education or an examination recognized by the University as its equivalent.

4.7 Master's Degree Program:

A candidate shall be eligible for admission to the program if he/she has obtained a Bachelor's degree or its equivalent from a recognized Institution/University in the subject as specified in the admission notification/prospectus/policy.

(b) Equivalence of Foreign Certificate/Degree:

Any issue relating to equivalence of a Foreign Certificate/Degree with an Indian Certificate/Diploma/Advanced Diploma/PG Diploma/Degree shall be referred to the Equivalence Committee constituted by the University.

5. Admission Procedure:

Procedure for enrolling for an individual Course and/or admission to the programs, mentioned in clause no. 3 above, leading to award of a Certificate/Diploma/Advanced Diploma/PG Diploma/Degree/Individual Courses shall be laid down from time to time by the Core Committee of the Centre.

6. Fee Structure:

The Applicable fees and other charges for enrolling for an individual Course and/or study of programs, mentioned in clause no. 3 above, shall be laid down from time to time by the Core Committee of the Centre.

7. Semester and Course Registration:

- 7.1 Registration in each Semester, as per the academic calendar of the Centre/University for the respective academic year, is mandatory for each student. Late registration may be allowed to a student, in cases subject to proper justification given by him/her, as per Centre/University rules.
- 7.2 Registration of courses, offered for the concerned semester, is the sole responsibility of a student. No student shall be allowed to do a course without registration and no registered shall be entitled to any credit(s) in a course unless he/she has been formally registered for the course by the scheduled date to be announced by the Centre/University.
- 7.3 Students may be allowed to add/drop a course or substitute a course for another course as per schedule of the concerned semester published by the Centre from time to time.

8. Duration of the course:

- (i) The curricular work leading to award of the concerned Certificate/Diploma/Advanced Diploma/PG Diploma/Degree/Individual Course shall be spread over as mentioned below:
- (a) **Certificate Courses/Diploma Courses/Advanced Diploma Courses/Post Graduate Diploma Courses: 2-4 Semesters**
 - (b) **Bachelor's Program:**
B.A./B.Sc./B.B.A. program: 6-12 Semesters
B.Tech. program: 8-16 Semesters
 - (c) **Master's program: 4-8 Semesters**
 - (d) Individual Courses:
 - One credit course : 4 weeks
 - Two credit course : 6 weeks
 - Three credit course : 8 weeks
 - Four credit course : 12 weeks
 - Five credit course : 14 weeks
 - Six credit course : 16 weeks
- (ii) A student who has successfully completed the prescribed number of courses for the program within the prescribed duration, as mentioned in sub-clause (i) above, will become eligible for award of the concerned Credits/Certificate/Diploma/Degree of the University, provided he/she fulfills all requirements as mentioned in this Ordinance.

Provided further extra semester over and above the duration mentioned in sub-clause (i) above, for repeat of the course of final semester of the program or for improvement of grade, if he/she fulfils all requirements as mentioned in this Ordinance.

9. Course Structure and Credit Requirement as per general Guidelines of MOOCs:

Each course may be divided into various sections as per the course plan. Each week of the course to comprise a lesson with a single topic or themed topics with specified learning outcomes including the assessment component of learning from e-Content, reading reference material, participating in discussion forms and other interactions, working on assignment and activities designated for the course etc.

9.1 **Single Course/Individual Course (with the provision of credit transfer):** As prescribed by the SCEL.

9.2 **Certificate/Diploma/Advanced Diploma/Post Graduate/Diploma Programs:**

- (a) The Special Committee of the Centre shall prescribe the course(s) and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be approved by the Special Committee of the Centre.
- (b) A student shall have to earn minimum credits as prescribed below to complete Certificate/Diploma/Advanced Diploma/Post-Graduate Diploma Courses successfully:
 - (i) **Certificate Courses:** minimum of 16 credits at the end of one year (2 semesters).
 - (ii) **Diploma Courses:** minimum of 20 credits at the end of one year (2 Semesters).
 - (iii) **Advanced Diploma Courses:** minimum of 20 credits at the end of one year (2 Semesters).
 - (iv) **Post-Graduate Diploma Courses:** minimum of 32 credits at the end of one year (2 Semesters).

9.3 **Bachelor'/Master's Degree programs:**

- (a) The Special Committee of the Centre shall prescribe the course(s) and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be approved by the Special Committee of the Centre.
- (b) A student shall have to earn minimum credits as prescribed below to complete concerned degree program:
 - i. **B.A./B.Sc. (Honours) program:** Minimum of 148 credits.
 - ii. **B.A./B.Sc. (Pass) program:** Minimum of 132 credits.
 - iii. **B.Tech. program:** Minimum of 160 credits.
 - iv. **B.B.A. program:** Minimum of 132 credits.

- v. **M.A. program:** Minimum of 64 credits and non-credit courses as prescribed in the syllabi of the program.
 - vi. **MBA program:** Minimum of 64 credits and non-credit courses, as prescribed in the syllabi of the program.
 - vii. **M.Sc. program:** Minimum of 64 credits and non-credit courses, as prescribed in the syllabi of the program.
 - viii. **M.Tech. program:** Minimum of 60 credits and non-credit courses, as prescribed in the syllabi of the program.
- (c) A student may be allowed by the Centre to carry additional credits over and above the credits as prescribed in sub-clause (b) above.
 - (d) A student may be allowed by the Centre to take more optional courses than prescribed in the program, in which case for the calculation of Final Grade Point Average (FGPA) only the prescribed number of credits and optional courses in the descending order of the grades obtained by the student shall be included.

10. Examination and Evaluation:

- (i) The system of examination and evaluation for each course shall be laid down from time to time by the Special Committee of the Centre.
- (ii) The students shall be graded in each course on a 10 point scale, that is:

Grade	Grade Point
A+ (AP)	9
A (AO)	8
A- (AM)	7
B+ (BP)	6
B (BO)	5
B- (BM)	4
C+ (CP)	3
C (CO)	2
C- (CM)	1
F (FO)	0

Note:

- (a) There shall be no rounding off of SGPA/CGPA/FGPA obtained by a student at the end of each semester.
- (b) The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points. The final Grade Point Average obtained by the student shall be classified into following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class
3.0 and above but less than 3.5	Pass

- (iii) A student clears a course only if he/she secures a grade higher than 'F' in end semester examination. A student who fails in a course either by failing in the end semester examination, or by absenting, from appearing in the end semester examination shall be required to repeat that course or clear another similar (core, optional or tool as the case may be) course in lieu thereof.
- (iv) A student who secures a grade higher than 'F' in a course may be permitted by the Special Centre, keeping in view its academic constraints, to improve his/her grade by repeating that course.
- (v) The examination shall be conducted as decided by the Core Committee of the Centre under the direction and supervision of the Chairperson of the Centre.

11. Minimum Standard and Grade Point Requirement:

11.1 The syllabi of the each program shall also be approved by the Special Committee of the Centre. The syllabi also prescribe the subject materials for each course.

11.2 Following minimum Grade Points and Standard shall be required for award of credit/grade for Courses/Certificate/Diploma/Advanced Diploma/PG Diploma/Degree:

11.2.1 Certificate/Diploma/Advanced Diploma Courses:

A student in order to be eligible for the award of concerned Course Credit/Certificate/Diploma/Advanced Diploma must have passed all the prescribed grade/courses of the concerned program, fulfills the credit requirements of the concerned program and obtained a minimum FGPA of 3.00 at the end of the concerned course/program.

11.2.2 Post Graduate Diploma Courses:

A student in order to be eligible for the award of Post Graduate Diploma Course must have passed all the prescribed grade/courses of the concerned program, fulfills the credit requirements of the concerned program and obtained a minimum FGPA of 4.00 at the end of the concerned course/program.

11.2.3 Bachelor's degree program:

(i) **B.A./B.Sc./B.B.A. program:**

A student in order to be eligible for the award of B.A./B.Sc./B.B.A. program Course must have passed all the prescribed grade/courses of the concerned program, fulfills the credit requirements of the concerned program and obtained a minimum FGPA of 4.00 at the end of the concerned course/program.

(ii) **B.Tech. program:**

(a) A student joining the 1st semester will be required to maintain a CGPA of 4.00 (3.5 for SC/ST/PWD/OBC(Non-creamy layer)) in the core Courses at the end of second semester and thereafter.

(b) A student will be required to clear all the courses prescribed by the Centre from 1st to 8th semester and also to have a FGPA of 5.00 or more to enable him/her to get B.Tech. degree.

(c) If a student has a CGPA/FGPA of 4.00 in core courses at the end of the eight semester but does not fulfill the requirements for the award of B.Tech. degree, he/she may be given additional semesters, as mentioned in clause no. 9(b) above, to fulfill the prescribed requirements for the award of the said degree.

11.2.4 Master's degree (M.A./M.Sc./M.Tech./M.B.A.) programs:

(a) A student joining the 1st semester will be required to maintain a CGPA of 3.00 in the core Courses at the end of second semester and thereafter.

(b) A student, in order to be eligible for the award of Master's Degree of the University, must have (i) passed all the prescribed courses as laid down; (ii) he/she has obtained a FGPA of 4.00 at the end of the program.

(c) If a student has a CGPA/FGPA of 1.00 in core courses at the end of the fourth semester but does not fulfill the requirements for the award of M.A./M.Sc./M.Tech./M.B.A. degree, he/she may be given additional semesters, as mentioned in clause no. 9(b) above, to fulfill the prescribed requirements for award of the said degree.

11.3 It shall be the duty of the examiner(s) of Board of Examiners, as the case may be, to set question papers for examinations and to evaluate scripts and to submit the grade details to the Chairperson of the Centre within stipulated time.

- 11.4 The final results shall be screened by a Committee, constituted by the Chairperson of the Centre, before placing the same to the Special Committee of the Centre for consideration and approval. The final results, including final semester result of the concerned program, shall be forwarded by the Chairperson of the Centre to the University within the dates specified by the Centre/University for record and further action. The final results, at the end of the final semester of the program, will be approved by the Vice-Chancellor before being announced.
- 12. Credit Transfer:** On successful completion of a course, the credit earned in the course by a student will be allowed to transfer to other program of study as per University rules.
- 13. Removal of the Name of a Student from the Program:**
1. The names of students falling under following categories shall automatically stand removed from the rolls of the University.
 - (a) Those students who fail to fulfill the CGPA requirements as Specified under clause 11.2 above.
 - (b) Those students who fail to clear at least 50% of the prescribed core courses at the end of each semester.
 - (c) Those students who have already exhausted the maximum duration/period of the concerned program defined in clause 9(b) above.
 2. The Special Committee of the Centre may remove the name of a student from a program of study on disciplinary ground.
- 14.** Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Centre as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those proscribing CGPA/FGPA requirements.

60. *ORDINANCE RELATING TO THE AWARD OF MBA DEGREES.

1. Definitions:

- 1.1 “Course” means a Semester Course.
- 1.2 “Credit” (c) is the weightage assigned to a course in terms of Contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten-point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten-point scale.
- 1.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g1 \times c1) + (g2 \times c2)}{\text{Total number of credits offered by the student upto and including the semester for which cumulative index is required.}}$$

- 1.6 “Final Grade Point Average” FGPA is the final index of a student at the time of award of a degree.
- 1.7 Final grade is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.

2. Eligibility for Admission to the Course:

- 2.1 A candidate shall be eligible for admission to the programme leading to the award of MBA degree in Management if he/she has obtained a Bachelor’s degree under 10+2+3 pattern recognized by the University or a degree recognized as its equivalent and provided further that he/she has attained minimum proficiency in the subject concerned at the time of admission as decided by the University from time to time.
- 2.2 No candidate shall be eligible for admission to the programme unless he/she has attained the age of 20 years for admission to the 1st semester of the programme as on 1st October of the year in which admission is sought. Provided that the age limit may be relaxed by the Vice-Chancellor on the recommendations of the Admission Committee of the School concerned on the merits of the case, and in case of candidate belonging to SC/ST.

* Added vide Resolution No. 6.1/EC/23.07.2020.

3. Disciplines for MBA Degree:

Candidates may seek admission to the program of the study leading to the award of Master of Business Administration Degree (MBA Degree) where he/she would be taught several subjects related to Management and Entrepreneurship.

4. Admission Procedure:

Procedure for admission to the programme leading to the award of Master's degree shall be laid down from time to time by the Admission Committee or Committee appointed by the Academic Council under Statute 16(viii).

5. Faculty Advisor:

5.1 The Centre through which a student seeks admission shall appoint an Adviser for students of each year from amongst the members of the faculty concerned. The Adviser shall advise the student about the registration of courses, adding/dropping of courses and how the grades awarded in the courses.

5.2 Registration of courses is the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date to be announced by the University.

5.3 Late registration may be allowed to a student, in exceptional cases subject to the justification given by him/her, beyond the normal date of registration up to a maximum period of 3 weeks from the date of commencement of semester.

5.4 No subject shall be allowed to add a course or substitute a course for another course later than three weeks from the date of commencement of the semester. A student wishing to drop a course must do so as early as possible in no case later than six weeks from the date of commencement of the semester.

6. Duration of the course:

6.1 The curricular work leading to the award of MBA Degree shall be spread over a minimum of four semesters, two Monsoon semesters and two Winter semesters. Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during the period due to illness and hospitalization, technical grounds like visa problems, sequencing of courses, accepting a foreign scholarship/fellowship provided it is meant for upgrading research skill and not for earning a regular degree or diploma subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

- 6.2 The Monsoon and the Winter semesters shall commence from and end on a date to be fixed by Academic Council.

Provided that each semester will ordinarily have 90 working days excluding the examination days.

7. Credit requirements:

- 7.1 Ordinarily a course shall be given in prescribed number of contact hours a week to be decided by the School of the concerned Centre and these courses shall be as follows:

‘Core Courses’

‘Elective Courses’

Provided that the Board may, on the recommendation of the Centre, allot less or more credits to a particular course.

- 7.2 The actual credits requirement for MBA Degree shall be prescribed by the Centre concerned.

Provided that it shall not be less than 112 credits (for 2019-2021 batch only) and so credits for the subsequent batches commencing from Monsoon Semesters 2020 onwards.

Provided that the requirement of cleaning of extra non-credit courses may be relaxed by the Board of the School in the case of a student or a group of students.

- 7.3(a) Normal load of a student in MBA programme in each of the semesters shall be of 28 credits per Semester for the Batch 2019-21 and 20 credits per semester for subsequent batches commencing from Monsoon Semester 2020 onwards.
- (b) The 112-credit requirement for MBA programme will cease to exist after the passing out of 2019-21 batch.
- (c) A student with the permission of the Centre/School concerned may be allowed to carry additional load over and above the normal load prescribed in clause 7.3(a) provided that the additional load shall not exceed 50% of the credits/courses a student is normally expected to cover in a semester.

Provided further that the Centre/School may in exceptional circumstances permit the student a load 50% less than a normal load in a semester.

- 7.4 A student shall not be permitted to offer a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former.

8. Evaluation:

- 8.1 The system of evaluation for each course shall be laid down by the Board of the School on the recommendation of the Centre concerned.
- 8.2 For courses having a semester examination, sessional work shall carry the same weightage as the semester examination.
- 8.3 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Board of the School, on the recommendation of the Centre concerned and shall be made known to the students at the commencement of each semester.
- 8.4 The students shall be graded in each course on a 10 point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

- Note: 1. There shall be no rounding off of SGPA/CGPA/FGPA.
2. The SGPA/CGPA/FGPA obtained by a student shall be out of a maximum possible 9 points.

The Final Grade Point Average obtained by a student shall be classified into following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
4.0 and above but less than 4.5	Lower Second Class

- 8.5 A student shall be deemed to have cleared a course only if he/she has participated in the sessional work and has secured an overall grade higher than 'F' in that course (for courses having no end semester examination) or has participated in the sessional work and appeared in the end semester examination (for courses having semester examination) and secured a weighted grade higher than 'F' in that course. A student who fails in a course either by not participating in the sessional work and thereby securing an overall grade of 'F' (for courses having no semester

examination) or consequently being not eligible to appear in the end semester examination or by absenting from appearing in the end semester examination or by failing to secure a weighted grade higher than 'F' (for courses having end semester examination), shall be required to repeat that course or clear another similar (core or optional, as the case may be) course in lieu thereof.

- 8.6 A student who secures a grade higher than 'F' in a course may be permitted by the Centre of the School, keeping in view its academic constraints, to improve his/her grade by repeating that course once, subject to proviso of Clause 8.5 of the Ordinance. Provided further that a student who wants to repeat a course to improve his/her performance shall be allowed to do so only if he/she surrenders his/her earlier grade in the course by 16th August in case of the Monsoon Semester courses and by 1st February in case o Winter Semester courses. Having surrendered his/her earlier grade by due date, it will be his/her repeat performance in the course which will be taken into account to compute the SGPA and the CGPA. His/her transcript will however, reflect appropriately both the performances and the fact that he/she repeated he course/courses.
- 8.7a) A student with a cumulative grade index of less than 4.0 at the end of four semesters will be given a maximum of two more semesters to bring up his/her cumulative index to the prescribed requirement of the degree or for continuing in the four semesters programme for study leading to Dual Specialization Degree.
- b) The final grade point average of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n \text{cl} \times \text{gl}}{\sum_{i=1}^n \text{ci}}$$

- cl = Credit of the ith course
 gl = Grade point secured by the cadet in the ith course
 n = Total number of courses prescribed for the student
 FGPA = Final Grade Point Average of the student concerned.

- 8.8 Examinations shall be conducted under the directions of the Dean of the School/Chairperson of Specialized Centre.

- 8.9 A student can take part in the curricular programme for the MBA Degree of the University to a maximum of six semesters excluding the period of zero semester(s) granted to the him/her by the University.
- 8.10 Examiners of Board of Examiners shall be appointed for each course by the Board of the School, on the recommendation of the Centre of the concerned School.
- 8.11 An application for admission to the semester examination shall be made in the prescribed form and forwarded to the Dean of the School through the Head of the Centre concerned and shall be accompanied by the following certificates:
- i) Participation in sessional work
 - ii) Clearance of all dues.

9. Grade Point Requirement/Minimum standard:

- 9.1 A student joining the 1st Semester of the four semester of the programme will be required to maintain a CGPA of 3.5 at the end of second Semester and thereafter.
- 9.2 A student, in order to be eligible for the award of MBA degree of the University, must have (i) passed all the prescribed courses as laid down; (ii) he/she has obtained a CGPA of 4.00 at the end of the programme.

Provided that a student may take more optional courses than prescribed in the programme, in which case for the calculation of Final Grade Point Average only the prescribed number of optional courses in the descending order of the grades obtained by the student shall be included. For example, if a programme has 12 compulsory courses and 4 optional courses and a student credits 6 optional courses, his/her Final Grade Point Average shall be calculated on the basis of 12 compulsory courses and the first four optional courses, when all the six are ranked according to descending order of grades obtained by him/her. However, no student shall be permitted to register in a semester only to take an additional optional course.

Provided further that the students of MBA Programmes who are otherwise eligible for award of degree but have secured a CGPA less than 6.00 at the end of the permissible period of four semester may be allowed by the Centre/School concerned to repeat MBA level courses in the 5th and 6th semester, as per provisions contained in Clause 8.6 of the Ordinance, for improvement of CGPA.

- 9.3 (a) The end semester examination shall be conducted by the Centres under the overall guidance of the Dean of the School within the dates specified by the University. The Chairperson of the Centres shall report the award list in respect of all courses to Dean's office.

The end semester results shall be placed before the Dean of the School for approval after they have been screened by a Committee consisting of the Chairperson of the Centre and not more than three faculty members appointed by

the Dean on the recommendations of the Chairperson of the Centre concerned as members.

(b) The final results at the end of 4th semester and the award of MBA degree would be considered by a Committee of the School consisting of Dean of the School as Chairman and Chairpersons of the Centres as members and would be approved by the Vice-Chancellor before being announced.

Note: The end Semester examination results of each semester and the final results at the end of the fourth semester shall be forwarded by the Dean of the School to the University within the dates specified by the University for record and further action.

10. Courses of Study and Framing of the Syllabi:

10.1 The Courses of study shall be approved by the Board of Studies of the School, on the recommendations of the Centre concerned.

10.2 The Syllabi for the courses shall be approved by the Centre concerned which shall also prescribe text books/reading material for each course.

11. Removal of the Name of a student from the Programme:

11.1 The name of the student falling under the following categories shall automatically stand removed from the rolls of the University.

(a) Those students who fail to fulfill the CGPA requirements as specified under Clause 9.1.

(b) Those students who have already exhausted the maximum period of six semesters for the MBA Programme and have not fulfilled the requirements for the award of MBA degree as defined in Clause 9.

11.2 The Board of studies of the School, on the recommendation of the Centre, where applicable, may remove the name of a student from a Programme of Study if:

(a) A student who fails to clear at least 50% of the prescribed Core Courses at the end of 1st semester.

(b) A student has still to clear courses which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register for the normal load for the remaining period plus 50% of this normal load.

61 (A). *ORDINANCE RELATING TO THE AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY IN SYSTEMS MEDICINE.

1. Short –Tile and Application:

- 1.1 The Ordinance shall be called the “JNU Ordinance Relating to the Award of the Degree of Doctor of Philosophy”.
- 1.2 This Ordinance shall apply to the students admitted to the Degree of Doctor of Philosophy in accordance with the Admission Notification Prospectus issued by the University for subsequent academic years.
- 1.3 Special Centre for Systems Medicine shall offer Ph.D. in the following two categories:
 - (i) Ph.D.
 - (ii) Joint Ph.D. under collaboration MoU with other Institutes/Universities in India or abroad.

2. Definition:

- 2.1 “Course” refers to an individual subject, either compulsory or optional, taught during the academic semester as part of the Ph.D. course work.
- 2.2 “Credit” (C) is the weightage assigned to a course in terms of contact hours.
- 2.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 2.4 “Grade Point” (G) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 2.5 “Semester Grade Point Average” (SGPA) is the semester index grade point average of a student calculated in the following manner:

$$\text{SGPA} = \frac{(g1 \times c1) + (g2 \times c2) + \dots\dots\dots}{\text{Total number of credits opted by the student in any Particular semester for which cumulative index is required}}$$

- 2.6 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g1 \times c1) + (g2 \times c2) + \dots\dots\dots}{\text{Total number of credits opted by the student upto and Including the semester for which cumulative index is required}}$$

* Added vide Resolution No. 5.1/EC/26.03.2021

- 2.7 “Final Grade Point Average” (FGPA) is the Final index of a student in the courses. It shall be calculated on the basis of the formula indicated below:

$$\text{FGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits opted by the student in all the semesters}}$$

- 2.8 “Foreign Educational Institution” means an institution accredited by an Assessment and Accreditation which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

3. Eligibility Criteria for Admission:

A Candidate shall be eligible for provisional admission to a programme of research leading to the Degree of Doctor of Philosophy (Ph.D.) if he/she has:

- 3.1 Master’s degree (M.Sc., MBBS, M.VSc., M.Pharma)/B.Tech, B.Pharma on a professional degree declared equivalent to the Master’s degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade ‘B’ in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution.

Provided that a relaxation of 5% of marks from 55% to 50% or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer/Differently-abled category), on for those who had obtained their Master’s degree prior to 19th September, 1991. The relaxation of 5% is based only on the qualifying marks without including the grace mark procedures).

Explanation: Any issue relating to equivalence of a foreign degree with an Indian degree shall be referred to the Equivalence Committee established by the University.

- 3.2 In addition to the qualifications mentioned above, the Special Committee of Special Centre for Systems Medicine (referred here on as Special Committee of SCSM), may prescribe additional requisites for seeking admission directly to Ph.D. Programme.

4. Procedure for Admission to the Ph.D. Programme:

- 4.1 The University shall issue admission notification and prospectus, well in advance, which shall contain, inter-alia, intake (number of seats) in the Special Centre, criteria for admission; reservation of seats as per the applicable policy, procedure for admission, examination centre(s) and all other relevant information.
- 4.2 The intake (number of seats) in each Centre, School/Special Centre shall be determined on an annual basis, by the concerned Centre or School Special Centre

keeping in view the number of available Research Supervisors, the norms regarding the scholar-teacher ratio (as indicated in clause 6.4) and other academic and physical facilities available including laboratory, where necessary. The intake so determined shall be forwarded to other Admission Branch to be placed before the Academic Council for its consideration and approval.

4.3 The admission notification and prospectus containing the details mentioned in Clause 4.1 shall be uploaded on the website of the University and the admission notification shall be published by the University.

4.4 Admissions to the programme shall be made through two-stage process consisting of Entrance Examination and interview/viva-voce.

4.4.1 An Entrance Examination, conducted by the University, for admission to the programme shall be qualifying with 50% marks. The format of entrance examination shall be as recommended by a Committee of Special Centre concerned. The syllabus of the entrance examination, recommended by the said Committee, shall consist of topics from both research methodology and specific subject(s) in the relevant area of specialization in equal proportion.

The Committee constituted by the Special Centre concerned may recommend separate terms and conditions for Ph.D. Entrance Examination for those candidates who have qualified NET as specified in UGC regulation 2016 (minimum standard and procedure for the award of M.Phil./Ph.D. degree) and as modified from time to time.

4.4.2 The eligible candidates, who have secured the minimum qualifying marks in the entrance examination, may be shortlisted for the interview/viva-voce based on the marks secured in the entrance examination.

4.4.3 The interview/viva-voce of the candidates qualified in the entrance examination shall be conducted by the Admission Committee of the Special Centre, where the candidates are required to discuss their research interest/area through a presentation. The Admission Committee shall consider the following aspects, viz.

- i. The competence of the candidate to undertake the proposed research.
- ii. The suitability of the research topic/area at the Special Centre.
- iii. The potential of the proposed research to contribute new/additional knowledge.

4.5 The admission shall be based on the criteria notified/Advertised 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 Central Government from time to time.

5. Duration of the Programme:

- 5.1 The duration of the Ph.D. Programmes shall be four years from the date of submission to the Programme. However, in case of Joint Ph.D. programmes with other Universities, the candidate shall spend certain specified number of years in both Universities as mutually agreed by participating Institutions/Universities.

However, the Research Advisory Committee (as defined in clause 13) may, if it finds the research progress satisfactory and the thesis ready for submission, permit the Research Scholar to submit the thesis earlier, provided he/she has pursued the said programme of research at the University for not less than three years, including the course work from the date of admission. Three years shall be the minimum residency period. In the case of a Joint Ph.D. degree where the candidate spends 2 years or more at a partner University or Institution either in India or abroad, the minimum residency requirement will be two years.

- 5.2 Notwithstanding anything in Clause 5.1, the Research Advisory Committee, on receipt of the request for extension in writing by the candidate may recommend to the Special Committee for extension of time for submission of thesis.

The Special Committee shall have the authority to recommend an extension for a period not exceeding six months at a time, but not exceeding overall two years beyond the period prescribed in clauses 5.1. However, in case of women candidates and Persons with Disability (more than 40% disability) extension may be allowed upto four years.

- 5.3 The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of the Programme for upto 240 days.

6. Appointment of Research Supervisor:

- 6.1 The Research Supervisor for a Research Scholar shall be appointed by the Committee for Advanced Studies and Research or its equivalent body, as the case may be on the recommendation of the Special Centre.

- 6.2 The Special Centre shall recommend only a full time regular concurrent faculty of the Special Centre (who is not teaching the age of superannuation in the next three academic years from the date of admission of candidates) as Research Supervisor and shall, while making the recommendation, bear in mind the following:

- i. The number of scholars per Research Supervisor as specified in clause 6.4.
- ii. The specialization of the available Research Supervisors.
- iii. The research interests of the scholars as indicated by them at the time of interview/viva-voce.

- 6.3 In case of research topics which are of inter-disciplinary nature where the Special Centre concerned feels that the expertise in the Special Centre has to be supplement, such Special Centre may recommend for appointing a Co-Supervisor from within or outside the Special Centre or University or on such terms and

conditions as may be specified and agreed upon by the consenting Institutions/University.

- 6.4 A Research 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 six Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to four Ph.D. scholars.
- 6.5 In cases a Research Supervisor, under whose guidance a thesis has been prepared in part or in full ceases to be a teacher of the University he/she may, subject to his/her availability and recommendation of the Special Centre, be continued by the Special Committee as Co-Supervisor of the Research Scholar concerned. In such cases, the Research Scholars shall be allotted a new Research Supervisor from amongst the full-time regular member of the faculty of the Special Centre concerned.

However, while counting the intake of the Research Supervisor under clause 6.1 the Research Scholars so allotted to him/her under this clause shall not be included. They shall be treated as supernumerary.

- 6.6 In case of insuperable difficulties, either the Research Scholar or the Research Supervisor/Co-Supervisor may request in writing for change of supervision arrangement. Such request shall be addressed to the Chairperson of the Special Centre, who shall place it before the Faculty Committee. The Faculty Committee may, if it is considered to be appropriate, feasible and in the best interests of all, recommend to the Committee for Advanced Studies and Research or its equivalent body, as the case may be, for change of Research Supervisor/Co-Supervisor. The Committee for Advanced Studies and Research or its equivalent body may appoint in such case, different Research Supervisor/Co-Supervisor.
- 6.7 In case the Research Supervisor reaches superannuation before five years from the date of admission of a student, it is the Research Supervisor's responsibility to make sure that the student completes all the necessary research work and students the thesis before his/her superannuation.
- 6.8 While recommending appointment of a different Research Supervisor as provided under clause 6.6, the provisions contained in clause 6.2 shall be adhered to.

7. Course work:

- 7.1 The Centre or School/Special Centre shall prescribe the course work to be completed by all candidates admitted to the Programme. It shall be treated as prerequisite for Ph.D. preparation. The duration of the course work shall be one year divided into two semesters.
- 7.2 The Special Centre shall with the approval of the Special Committee decide the number of credits to be assigned to the course work and to each course.

- 7.2.1 Provided that they shall not assign less than eight credits and more than sixteen credits to the course work.
- 7.2.2 A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas, inter-alia quantitative methods, computer applications, research ethics and review of published research in the relevant field, training filed work etc. Other courses shall be advanced level courses pertaining the students for doctoral research.
- 7.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Special Committee of the Special Centre.
- 7.4 The Special Centre where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated under Clause 13.1 below of the research scholar. This may be outside of the Special Centre and at other Schools/Special Centres of the University. In that case, permission may be obtained from other Schools/Special Centres for the Research Scholar to attend the courses there.

The Centre or School/Special Centre may, on the recommendation of the Research Advisory Committee, allow the Research Scholar to add, drop or substitute course(s) within a period of two weeks from the commencement of the semester.

- 7.5 All Research Scholar admitted to the Ph.D. Programme shall be required to complete the course work in the initial two semesters only. In no case shall a Research Scholar be allowed to repeat any course either in the event of failure or for improving the grades.
- 7.6 A student shall be graded, in each course, on a ten point scale, which is as follows:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

- 7.7 Grades in each course shall be awarded, after the assessment, by the concerned course teacher(s) and the grades so awarded in all the courses, including research methodology courses, shall be finalized after a combined review by the Research

Advisory Committee and the Special Centre, as the case may be in each semester of the course work and the final grades shall be communicated to the University.

- 7.8 There shall be no rounding off of SGPA/CGPA/FGPA. The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.
- 7.9 Candidates already holding M.Phil. degree and admitted to the Ph.D. programme may be exempted by the Special Centre, in its discretion, from the Ph.D. course work. The decision to grant exemption shall have the approval of the Special Committee of the Special Centre.

8. Approval of synopsis:

- 8.1 The candidates admitted to the direct Ph.D. programme shall have their research proposal/synopsis approved by the Faculty Committee of the Special Centre within two semesters (one year) from the date of completion of their course work.
- 8.2 The research proposal/synopsis approved by the Faculty Committee shall be presented before the Committee for Advanced Studies and Research or its equivalent body, as the case may be for ratification.

9. Confirmation of Admission:

- 9.1 The Committee for Advanced Studies and Research or its equivalent body, as the case may be of the School or Special Centre concerned shall confirm the admission of the candidates who fulfill the eligibility criteria for confirmation in the Ph.D. Programme as Research Scholar.
- 9.2 The candidates provisionally admitted to the Ph.D. Programme shall be eligible for confirmation in the Ph.D. Programme as Research Scholar, if he or she has:
- i. Completed the course work with minimum CGPA of 5.0 [4.5 CGPA in case of candidate belonging to SC/ST/OBC (non-creamy layer)/differently able categories].
 - ii. Provided that if a student has taken more courses than the proscribed number of courses and has secured the grade higher than F in each course, then in that case the best grades of the required number of courses shall be taken into account for calculation of CGPA for the purpose of deciding his/her case for confirmation to the Ph.D. programme, And
 - iii. His or her research proposal/synopsis approved as stipulated under clause 8.

10. Removal of name/Cancellation of Registration:

- 10.1 The name of the candidate provisionally admitted to Ph.D. programme shall automatically be removed from the rolls of the University if he or she:

- i. Fails to fulfill the eligibility criteria specified for confirmation of admission under clause 9.
 - ii. Fails to submit his/her thesis within the period of four years from the date of admission or within the extended period, where extension has been granted under clause 5.2 & 5.3.
- 10.2 The Committee for Advanced Studies and Research or its equivalent body may remove, at its discretion, the name of the candidate admitted to the Ph.D. Programme, who is undergoing Course Work, from the rolls of the University if he or she:
- i. Fails to clear all the courses prescribed in the first semester of the Course Work; or
 - ii. Fails to secure SGPA of 5.0 in the first semester course work (4.5 in the case of SC/ST/OBC (non-creamy layer)/differently-abled) in order to be eligible to continue in the Programme.
- 10.3 The Committee for Advanced Studies and Research or its equivalent body may in its discretion cancel the registration of the Candidate/Research Scholar if;
- i. The Research Advisory Committee recommends for cancellation under clause 13.4
 - ii. For breach of provisions contained in clause 10.4 and clause 10.5 below:
- 10.4 Before completing the minimum residency period prescribed in clause 5, no candidate/Research Scholar shall Undertake any employment:
- Provided if the candidate is in employment at the time of admission to the Programme, he or she shall obtain a study leave from the concerned organization and submit to the University, at the time of admission or at such later date, as may be prescribed by the Academic Council, the leave sanction letter.
- Provided that those engaged in teaching or research in a recognized institution or University may, after completion of the course work be exempted from the limitation of this sub-clause.
- An application seeking such exemptions shall be made to the Chairperson of the Special Centre who shall forward the same to the Research Advisory Committee of the Research Scholar concerned for its consideration and views.
- The Chairperson, after obtaining the views of the Research Advisory Committee shall place it before the Committee for Advanced Studies and Research or its equivalent body.
- The Committee for Advanced Studies and Research or its equivalent body may, after duly considering the application of the Research Scholar and the views of

the Research Advisory Committee grant exemption subject to the following condition:

- (a) the candidate shall be allowed to simultaneously pursue the Ph.D. Programme in a part-time mode only, and
- (b) All other provisions of this ordinance shall be duly complied with.
 - (i) Join any other course of study.
 - (ii) Appear in any other examination other than those prescribed by the Special Centre concerned without the prior permission of the Committee for Advanced Studies and Research or its equivalent body.

10.5 No candidate shall be eligible to register for the Programme if he/she is already registered for any full time programme of study of this University or in any other University Institution. The selected candidate is required to make a declaration to the effect that he is not pursuing any full time programme of this University or any other University at the time of admission.

11. De-registration:

11.1 No Research Scholar can apply for de-registration from the Ph.D. Programme unless his or her:

- (i) Admission has been confirmed under clause 9; and
- (ii) He or she has completed minimum residency period.

11.2 The University may, by notification, specify the grounds on which de-registration may be permitted.

Provided that no such notification shall be issued without the prior approval of the Academic Council of the University.

11.3 An application seeking de-registration shall be addressed to the Chairperson of the Special Centre who shall forward the same to the Research Advisory Committee of the Research Scholar concerned for its consideration and views.

11.4 The Chairperson, after obtaining the views of the Research Advisory Committee shall place it before the Committee for Advanced Studies and Research or its equivalent body which may, after duly considering the application of the Research Scholar and the views of the Research Advisory Committee, permit the candidate to de-register.

Provided that if the University has issued notification specifying the grounds on which de-registration may be permitted, no candidate shall be permitted to de-register on any other ground(s).

11.5 Details of permission granted for de-registration during the academic semester/year, in Special Centre shall be sent to the Evaluation Branch to be reported in the Academic Council.

12. Re-registration:

12.1 A Research Scholar who has de-registered from the Ph.D. Programme or whose name has been removed from the rolls of the University for non-submission of thesis under clause 10.1 (ii) or (iii) ,may apply for seeking permission to re-register for the programme within five (5) years from the date of de-registration or removal as the case may be.

12.2 On receipt of the application seeking permission to re-register, the Chairperson of the Special Centre shall forward the same to the Research Advisory Committee of the candidate concerned.

12.3 On receipt of the application forwarded to it, the Research Advisory Committee shall require the Research Scholar to make presentation of the progress of his/her research work and assess the preparedness of the research scholar to submit the thesis and send the report of the same to the Chairperson.

12.4 The application seeking re-registration along with the report of the Research Advisory Committee shall be placed before the Committee for Advanced Studies and Research or its equivalent body, which may after duly considering the same permit the Research Scholar to re-register.

12.5 Details of permission granted for re-registration during the academic semester/year in every Centre, School/Special Centre shall be sent to the Evaluation Branch to be reported in the Academic Council.

12.6 The Research Scholar who has been permitted to re-register shall submit the thesis within six months from the date of permission accorded by the Committee for Advanced Studies and Research or its equivalent body.

13. Research Advisory Committee:

13.1 There shall be a Research Advisory Committee constituted by the Committee for Advanced Studies and Research or its equivalent body, as the case may be, on the recommendation of Special Centre, for each Ph.D. Scholar. The Research Supervisor shall be the Convener of this Committee.

The power of the Committee for Advanced Studies and Research or its equivalent body to constitute Research Advisory Committee, on recommendation of Centre, School or Special Centre, shall include the power to re-constitute it, if and whenever required.

- 13.2 The Research Advisory Committee, in addition to the responsibilities imposed under the other provisions of this Ordinance, shall also 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.
- 13.3 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 Committee for Advanced Studies and Research or its equivalent body with a copy to the research scholar.
- 13.4 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 within reasonable time, the Research Advisory Committee may recommend to the Committee for Advanced Studies and Research or its equivalent body, as the case may be, with specific reasons for cancellation of the registration of the research scholar.

14. Submission of Thesis:

- 14.1 Upon confirmation of the admission, the Research Scholar shall be required to undertake research work and produce a draft thesis within the duration of the Programme or within the extended period, where extension has been granted under clause 5.2 & 5.3.
- 14.2 Prior to the submission of the thesis, the Research Scholar shall make a presentation in the Special Centre before the Research Advisory Committee, 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 thesis in consultation with the Research Advisory Committee.
- 14.3 The Research Scholar, before the submission of the thesis for adjudication shall publish at least one research paper in referred journal and make two presentations in conferences seminar etc. and produce, at the time of submission, evidence for the same in the form of reprints or photocopy of the paper published or acceptance letter and certificates of paper presentation.
- 14.4 The Research Scholar before the submission of the thesis for adjudication, shall submit a soft copy of the thesis to a designated functionary of the Dr. B.R. Ambedkar Central Library of the University for plagiarism verification.

The plagiarism verification shall be carried out in accordance with the guidelines formulated by the Academic Council of the University. The software and gadgets to be used to detect plagiarism and other forms of academic dishonesty shall also be indicated in the said guidelines. The Academic Council may formulate, based on the recommendations of the Committee for Advanced Studies and Research or its equivalent body, as the case may be of Special Centre, separate guidelines to be adopted in Special Centre.

The designated functionary of the University shall issue the certificate of Plagiarism Check called the Plagiarism Verification Certificate, certifying and authenticating the check performed. This certificate has to be submitted to the Evaluation Branch at the time of submission of the thesis for evaluation and adjudication.

- 14.5 While submitting for evaluation, the Research Scholar shall include in the thesis a Declaration 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 to this University, or to any other Institution/University in India or abroad. The declaration of the Candidate shall be countersigned by the Research Supervisor/C-supervisor.

15. Evaluation and Adjudication:

- 15.1 The Ph.D. thesis submitted by a Research Scholar shall be evaluated by his/her Research Supervisor and at least two external examiners of whom one examiner may be, but not necessarily from outside the country.
- 15.2 The viva-voce examination based among other things, on the critiques given in the evaluation report, shall be conducted by the viva-voce committee consisting of 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.
- 15.3 The public viva-voce of the research scholar to defend the dissertation thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation reports of the external examiner of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the Institution shall send the dissertation/thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 15.4 The Institutions 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.

16. Depository with INFLIBNET:

- 16.1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. degree(s), the Institution 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.
- 16.2 Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016.

61 (B). *ORDINANCE RELATING TO THE AWARD OF M.Sc. DEGREE IN SYSTEMS MEDICINE.

1. Definitions:

- 1.1 “Course” means a Semester Course.
- 1.2 “Credit” (c) is the weightage assigned to a course in terms of contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of course on the ten point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to student in the ten point scale.
- 1.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:
- $$\text{CGPA} = \frac{(g1 \times c1) + (g2 \times c2)}{\text{*Total number of credits offered by the student upto and including the semester for which cumulative index is required}}$$
- 1.6 “Final Grade Point Average” (FGPA) is the final index of a student at the time of award of a degree.
- 1.7 Final grade is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.

2. Eligibility for Admission to the Course:

A candidate shall be eligible for admission to the programme leading to the award of Master’s degree if he/she has obtained a Bachelor’s degree in Sciences, Engineering, Medicine, Pharmacy or related disciplines under 10+2+3 pattern recognized by the University or a degree recognized as its equivalent and provided further that he/she has attained minimum proficiency in the subject concerned at the time of admission as decided by the University from time to time.

- 3.** The degree in M.Sc. in Systems Medicine shall be equivalent to M.Sc. in Life Sciences/Biotechnology/Molecular Medicine or related disciplines.

4. Admission Procedure:

Procedure of admission to the programme leading to the award of Master’s degree shall be laid down from time to time by the Admission Committee appointed by the Academic Council under Statute 16(viii).

* Added vide Resolution No. 5.1/EC/26.03.2021

5. Faculty Advisor:

- 5.1 The Centre shall appoint an Advisor for students of each academic year from amongst the members of the faculty. Adviser shall advise the student about the registration of courses, adding/dropping courses and the process of award of grades in the courses.
- 5.2 Registration in the course is the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date to be announced by the University.
- 5.3 Late registration may be allowed to a student, in exceptional cases subject to the justification given by him/her, beyond the normal dare of registration maximum period of 3 weeks from the date of commencement of a semester.
- 5.4 No student shall be allowed to add a course or substitute a course for another course later than three weeks from the date of commencement of the semester. A student wishing to drop a course must do so as early as possible as specified by the University.

6. Duration of the Course:

The curricular work leading to the award of Master’s Degree shall be spread over a minimum of four semesters, two Monsoon semesters and two Winter semesters.

Provided that a semester or a year may be declared zero semester or zero year in case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization, technical grounds like visa problems, sequencing of courses, accepting a foreign scholarship/Fellowship provided it is meant for upgrading research skill and not for earning degree or diploma subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

The Monsoon and the Winter semesters shall commence from and end on a date to be fixed by Academic Council.

7. Credit requirements:

- 7.1 Ordinarily a course shall be given in prescribed number of contact hours to be decided by the faculty of the Centre and the credits for courses shall be as follows:

‘C’ level courses	2 credits
‘B’ level courses	3 credits
‘A’ level courses	4 credits

Provided that the Special Committee of the special centre may allot less or more credits to a particular course.

7.2 The actual credits requirement for Master's Degree shall be prescribed by the Special Centre. Provided that it shall not be less than 72 credits.

Provided further that Students who are admitted to the Master's programme, besides earning 72 credits, may also opt for extra non-credit courses.

7.3 (a) Normal load of a student in each of the semesters shall be in the range of 16-20 credits.

(b) A student with the permission of the Centre may be allowed to carry additional load over and above the normal load prescribed in clause 7.3 (a) above, provided that the additional load shall not exceed 50% of the credits/courses a student is normally expected to cover in a semester.

7.4 A student shall not be permitted to opt a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former.

8. Evaluation:

8.1 The System of evaluation for each course shall be laid down by the Academic Committee and will consist of examinations at the middle and at the end of each semester, and may also include submissions of term papers, assignments, practical and dissertation and performance in seminars, etc.

8.2 The end-semester examination shall be conducted by Examiners appointed by Centre under the overall guidance of Centre Chairperson within the schedule specified by the University.

8.3 The students shall be graded in each course on a 10 point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note: 1. There shall be no rounding off of SGPA/CGPA/FGPA.
2. The SGPA/CGPA/FGPA obtained by a student shall be out of a maximum Possible 9 points.

The Final Grade Point Average obtained by a student shall be classified into following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class

- 8.4 A student shall be deemed to have cleared a course only if he/she has participated in the end semester examination (for courses having end semester examination) and secured a grade higher than 'F'. A student who fails in a course securing an overall grade of 'F' or consequently being not eligible to appear in the end semester examination or by absenting from appearing in the end semester examination or by failing to secure a weighted grade higher than 'F', shall be required to repeat that course in lieu thereof.
- 8.5 A student who secures higher than 'F' in a course may be permitted by the Centre, keeping in view its academic consultants, to improve his/her grade by repeating that course once, subject to proviso of Clause 8.5 of the Ordinance.

Provided further that a student who wants to repeat a course to improve his/her performance shall be allowed to do so only if he/she surrenders his/her earlier grade in the course by 16th August in case of the Monsoon Semester courses by 1st February in case of Winter Semester courses. Having surrendered his/her earlier grade by due date, it will be his/her repeat performance in the course which will be considered to compute the SGPA and the CGPA. His/her transcript will however, reflect appropriately both the performances and the fact that he/she has repeated the course/courses.

- 8.6 The final grade point average of a student will be worked out on the basis of the formula indicated below:-

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

Where:

cl	=	Credit of the 1 st course
gl	=	Grade point secured by the cadet in the i th course
n	=	Total number of courses prescribed for the student
FGPA	=	Final Grade Point Average of the student concerned.

- 8.7 Examinations shall be conducted under the directions of the Chairperson of Special Centre.
- 8.8 A student can take apart in the curricular programme for the Master's Degree of the University to a maximum of six semesters exchanging the period of zero semester(s) granted to the him/her by the University.
- 8.9 Examiners shall be appointed for each course by the Chairperson of Special Centre who will be responsible to conduct the mid semester and end semester examinations and evaluation of the answer scripts.
- 8.10 An application for admissions to the end semester examination shall be made in the prescribed form and forwarded to the Centre chairperson accompanied by the certificates of clearance of all dues, attendance, etc.

9. Grade Point Requirement/Minimum standard:

- 9.1 A student joining the 1st semester of the four semester programme will be required to maintain a CGPA of 3.00 in the core courses at the end of the second Semester and thereafter.
- 9.2 A student, in order to be eligible for the award of Master's Degree of the University, must have (i) passed all the prescribed courses as laid down in this ordinance, (ii) he/she has obtained a CGPA of 4.00 at the end of the programme.

Provided that a student may take more optional courses than prescribed in the programme in which case for the calculation of Final Grade Point Average (FGPA) only the prescribed number of optional courses (to fulfill the requirement of credits in a given semester) in the descending order of the grades obtained by the student shall be included. For example, if a programme has 12 compulsory courses and 4 optional courses and a student credits 6 optional courses, his/her FGPA shall be calculated on the basis of 12 compulsory courses and the first four optional courses, when all the six are ranked according to descending order of grades obtained by him/her. However, no subject shall be permitted to register in a semester only to make an additional optional course(s).

Provided further that the students of M.Sc. programme who are otherwise eligible for award of degree but have secured a CGPA less than 6.00 at the end of the permissible period of four semesters may be allowed by the Centre/School concerned to repeat M.Sc. level courses in the 5th and 6th semester, as per provisions contained in Clause 8.6 of the Ordinance, for improvement of CGPA.

- 9.3(a) The end semester examination shall be conducted by the Centre under the overall guidance of the Centre Chairperson within the dates specified by the University. The Chairperson of the Special Centre shall repeat the award list in respect of all courses after they have been screened by a Committee consisting of the Chairperson of the Centre and not more than three faculty members of the Centre concerned.
- (b) The final results at the end of 4th semester and the award of M.Sc. degree would be considered by a Committee of the Centre consisting of Chairperson of the Special Centre as Chairman and three faculty as members and would be approved by the Vice-Chancellor before being announced.

Note: The end Semester examination results of each semester and the final results at the end of the fourth semester shall be forwarded by the Chairperson of the Special Centre to the University within the dates specified by the University for record and further action.

10. Courses of Study and Framing of the Syllabi:

- 10.1 The courses of study shall be approved by the Special Committee of the Special Centre concerned.
- 10.2 The Syllabi for the courses shall be approved by the Centre concerned which shall also prescribe textbooks and reading materials for each course.

11. Removal of the Name of a Student from the Programme:

- 11.1 The names of students failing under the following categories shall automatically stand renewed from the rolls of the University:
- (a) Those students who fail to fulfill the CGPA requirements as specified under clause 9.
 - (b) Those students who have already exhausted the maximum period of six semesters in the M.Sc. programme and have not fulfilled the requirements for the award of M.Sc. degree as defined in clause 9.
- 11.2 The Special Committee of the Special Centre, may remove the name of a student from a programme of study if:
- (a) A student who fails to clear at least 50% of the prescribed core courses at the end of the 1st semester.
 - (b) A student has still to clear courses which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register for the normal load for the remaining period plus 50% of this normal load.

- 12.** Notwithstanding what is contained in this Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Special Committee of the Special Centre as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.
- 13.** No Candidate shall be eligible to register for the programme if he/she is already registered for any full-time programme of study in this University or any other University/Institution.

61 (C). *ORDINANCE RELATING TO THE AWARD OF POST GRDUATE DIPLOMA IN SYSTEMS MEDICINE.

1. Definitions:

- 1.1 “Course” means a Semester Course.
- 1.2 “Credit” (C) is the weightage assigned to a course in terms of Contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on a ten-point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten-point scale.
- 1.5 “Semester Grade Point Average” (SGPA) means a semester index of a student at the end of a semester in respect of courses for which he/she had registered during the semester, calculated as per the following formula:

$$\text{SGPA} = \frac{\sum_{i=1}^2 g_i \times c_i}{\sum_{i=1}^2 c_i}$$

Where g_i = the grade point secured by the student in the i th course

c_i = the credit of the i th course.

i = the total number of courses for which the student had registered during the semester.

- 1.6 “Cumulative Grade Point Average” (CGPA) means a cumulative index of a student at the end of a semester in respect of courses for which he/she had registered till then including those in all the previous semesters, calculated as per the following formula:

$$\text{CGPA} = \frac{\sum_{i=1}^m g_i \times c_i}{\sum_{i=1}^m c_i}$$

* Added vide Resolution No. 5.1/EC/26.03.2021

Where:

$m =$ the total number of courses for which the student had registered till then including those in all the previous semesters.

- 1.7 “Final Grade Point Average” (FGPA) means the final index of a student at the end of a programme for the award of the diploma degree in respect of all the courses for which he/she had registered during the entire programme, calculated as per the following formula:

$$\text{FGPA} = \frac{\sum_{i=1}^n g_i \times c_i}{\sum_{i=1}^n c_i}$$

Where:

$n =$ the total number of courses for which the student had registered during the entire programme.

- 1.8 “Final Grade” is the letter equivalent assigned to a student on the basis of his/her Final Grade Point Average at the time of the award of the degree.

2. Eligibility for Admission:

- 2.1 A candidate shall be eligible for admission if he/she possesses recognized Master’s degree in any branch of Sciences, Engineering, Medicine or related fields.
- 2.2 There shall be a Special Committee of the Centre as may be constituted by the University to guide and supervise the programme.

3. Admission Procedure:

The admission procedure may be laid down by Academic Council from time to time.

4. Subjects for Programmes of Study, Syllabi etc:

- 4.1 Candidate may seek admission to the programmes of study leading to the award of Post Graduate Diploma in:
- i. Data Science in Systems Medicine
 - ii. High Throughput Technology in Systems Medicine
 - iii. Advance Instrumentation in Systems Medicine
 - iv. Immunomics
 - v. Advance Imaging in Systems Medicine

- 4.2 The courses of study shall be approved by the Special Committee of the Special Centre for Systems Medicine (hereinafter referred to as Special Committee, SCMM). The Special Centre shall approve syllabi and prescribe textbooks and reading materials for the course.
- 4.3 There shall be an Advisory Committee to advise students about the courses, projects and other academic activities to be taken by the students.
- 4.4 All the courses shall be compulsory for the students.

5. Duration of Programme:

The curricular work leading to the award of Post-Graduate Diploma in Systems Medicine shall be spread over a period of 2 semesters – one Monsoon Semester and one Winter Semester with a provision of a project report to be submitted by student latest by July 21 at the end of the Winter Semester.

6. Credit Requirements:

- 6.1 Unless otherwise specified by the Academic Committee a student shall have to earn 40 credits including 12 credits for project/dissertation at the end of one year in order to be eligible for the award of Post-Graduate Diploma in Systems Medicine.
- 6.2 The Advisory Committee may prescribe pre-requisite course(s) to a student where necessary.
- 6.3 A student shall not be permitted to register for a course if he/she has not previously cleared a course(s) prescribed as a per-requisite for the former.

7. Evaluation:

- 7.1 The System of evaluation for each course shall be laid down by the Academic Committee and will consist of examinations at the middle and at the end of each semester, and may also include submission of term papers, assignments and performance in seminar, practical etc.
- 7.2 The end-semester examination shall be conducted by Examiners appointed by Centre under the overall guidance of Centre Chairperson within the schedule specified by the University.

7.3 The student shall be graded in each course on a ten-point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

- Note **1:** There shall be no rounding off of SGPA/CGPA/FGPA.
2: The SGPA/CGPA/FGPA obtained by the student is out of a maximum possible 9 points.

7.4 The Final Grade Point Average obtained by the student shall be classified into following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class

8. Grade Point Requirements/Minimum standard:

- 8.1 A student will be required to maintain SGPA of 4.00 in the courses at the end of the first semester. For SC/ST candidates the minimum SGPA requirement shall be 3.5.
- 8.2 A student in order to be eligible for the award of Post-Graduate Diploma in Systems Medicine in the University must have fulfilled the following requirements:
- (i) He/she passed all the prescribed courses as laid down by Academic Committee.
 - (ii) He/she fulfils the credit requirements as prescribed under the Ordinance.
 - (iii) He/she obtained a minimum FGPA of 4.00 at the end of the programme.
- 8.3 The final results at the end of the year for the award of Post-Graduate Diploma in Systems Medicine would be approved by the Vice-Chancellor on the recommendation of the Special Committee.

9. Removal of Name of Student:

The name of the student who fails to secure the minimum CGPA requirement as prescribed in Clause 8 shall automatically stand removed.

10. Registration for only one full time Programme:

No candidate shall be eligible to register for the programme if he/she is already registered for any full-time programme of study in this University or in any other University/Institution.

11. Relaxation:

Notwithstanding what is contained in this Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Special Committee of SCSM as well as on the merits of each individual case, consider relaxation of any of the provisions (except those of Clause 8) at its discretion and for reasons to be recorded.

61 (D). *ORDINANCE RELATING TO THE AWARD OF CERTIFICATE OF PROFICIENCY IN SYSTEMS MEDICINE.

1. Definition:

- 1.1 “Course” means a Semester Course.
- 1.2 “Credit” (C) in the weightage assigned to a course in terms of Contact hours.
- 1.3 “Grade” means a letter grade assigned for a student on the basis of evaluation of course on a ten-point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten-point scale.
- 1.5 “Cumulative Grade Point Average” (SGPA) means a semester index of a student at the end of a semester in respect of course for which he/she had registered during the semester, calculated as per the following formula:

$$\text{CGPA} = \frac{(g1 \times c1) + (g2 \times c2)}{\text{Total number of credits offered by the student upto and including the semester for which cumulative index is required}}$$

- 1.6 “Final Grade Point Average” (FGPA) in the final index of a student at the time of award of the certificate.

2. Eligibility for Admission:

No candidate shall be eligible for admission to the programmes of study leading to the award of Certificate of Proficiency in Systems Medicine, unless he/she has Bachelor Degree in Sciences, Engineering, Medicine or related fields.

3. Subjects for Programmes of Study (Certificate of Proficiency in Systems Medicine):

Candidate may seek admission to the following programmes of study:

- i. Molecular Diagnostics
- ii. Disease Surveillance
- iii. Data in Systems Medicine
- iv. Cells, Spheroids & Organoid Culture
- v. Genomics & Transcriptomics (NGS)
- vi. Proteomics & Metabolomics
- vii. Biobanking

* Added vide Resolution No. 5.1/EC/26.03.2021

4. Courses of Study, Syllabi etc.:

The Courses of study shall be approved by the Special Committee of the Special Centre for Systems Medicine (hereinafter referred to as Special Committee, SCSM). The Special Committee shall approve Syllabi and prescribe textbooks and reading materials for the course.

5. Admission Procedure:

The Procedure for admission to the courses shall be laid down from time to time by the Centre in accordance with the admission policy laid down by the Academic Council under Clause (viii) of Statute 16 of the Statutes of the University.

6. Duration of the Programmes of Study:

6.1 The curricular work leading to the award of Certificate of Proficiency in Systems Medicine shall be of one semester either the Monsoon Semester or the Winter Semester.

6.2 A student can take part in the curricular work of each of the programmes mentioned in Clause 3 upto a maximum period of four consecutive semesters from the date of initial admission subject to his/her eligibility for registration as mentioned in Clause 9.

6.3 The Monsoon and the Winter semesters shall ordinarily commence from and on the dates to be fixed by the Academic Council from time to time.

7. Registration of Courses:

7.1 Registration in the courses is the sole responsibility of the students. No students will be allowed to attend a course without registration and he/she will not be entitled to any credit in the course unless he/she has been formally registered for the course on the scheduled date.

7.2 Late registration may be allowed upto a maximum of two weeks after the beginning of a semester with payment of late/registration fee.

8. Credit Requirement:

8.1 Ordinarily a course lecture shall be given for contact hours a week as per the credits of these courses as follows:

“C” level courses	--	2 credits (2 contact hours per week for 15 weeks)
“B” level courses	--	3 credits (3 contact hours per week for 15 weeks)
“A” level courses	--	4 credits (4 contact hours per week for 15 weeks)

8.2 The actual credit requirement for the award of Certificate of Proficiency in Systems Medicine shall be 20 credits.

9. Grade Point Requirement/Minimum Standard:

At the end of the programme a student is required to have a minimum CGPA of 4.0 to enable him/her to be eligible for award of Certificate of Proficiency.

10. Scheme of Examination:

The subjects for the examination (written papers, practical training and viva-voce etc.) the credits assigned to each course and the time allowed shall be prescribed by the Special Committee of SCSM and shall be announced at the commencement of the courses.

11. Evaluation:

11.1 The pattern and schedule of examination for each course of a semester shall be prescribed by the Special Committee of SCSM and shall be made known to the students at the commencement of each semester.

11.2 For course having a semester examination sessional work/quiz/assignment presentation etc. shall carry the same weightage as the semester examination.

11.3 The system of evaluation for each course shall be laid down by the Special Committee of SCSM.

11.4 The student shall be graded in each course on a ten-point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note **1:** There shall be no rounding off of SGPA/CGPA/FGPA.
2: The SGPA/CGPA/FGPA obtained by a candidate is out of a maximum possible points.

11.5 A student clears a course only if he/she has cleared semester examination by securing an overall grade higher than 'F' in each course.

- 11.6 The final grade point average of student in the courses be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n \text{cl} \times \text{gl}}{\sum_{i=1}^n \text{ci}}$$

Where:

cl	=	Credit of the 1 st course
gl	=	Grade point secured by the student in the i th course
n	=	Total number of courses prescribed for the student
FGPA	=	Final Grade Point Average of the student concerned.

12. Admission to Examination:

An application for admission to the end-semester shall be made in the prescribed form and submitted to the Centre Chairperson. In addition, the student shall be required to produce a certificate from the Finance Office indicating the clearance of all his dues.

13. Conduct of Examination:

13.1 Examination shall be conducted under the direction and overall supervision of the Centre Chairperson.

13.2 Examiner(s) shall be appointed for each course by the Centre Chairperson.

13.3 It shall be the duty of the examiner(s), as the case may be, to set question papers for examination and to evaluate answer scripts and to conduct the viva-voce examination.

13.4 The end semester results would be placed before the Centre Chairperson for approval after they have been screened by the examination & evaluation Committee appointed by the Special Centre.

13.5 The results shall be announced after they have been approved by the Vice-Chancellor.

14. No candidate shall be eligible to register for the programme course if he/she is already registered for any full-time programme of study in this University or any other University/Institution.

62. *ORDINANCE RELATING TO THE NATIONAL ACADEMY OF AUDIT AND ACCOUNTS (NAAA), SHIMLA.

1. Short Title:-

- 1.1 This Ordinance may be called the National Academy of Audit and Accounts, Shimla Ordinance, 2021.
- 1.2 It shall come into force on a date to be specified by the authorities of the University.

2. Definition:-

- 2.1 “Academic Council”
- (a) The Academic Council shall be the academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.
- (b) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the University, and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.
- 2.2 “**Academy**” means the National Academy of Audit and Accounts, Shimla which has been named as a recognized institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Masters degree of the University.
- 2.3 “**Committee**” means the “Academic Committee of the Institute”.
- 2.4 “**Competent Authority**” means “Hon’ble Vice-Chancellor of JNU.”

3. Eligibility of Admission:-

An officer shall be eligible for admission to the Master of Arts in Public Sector Auditing, Accounting and Financial Management, if one has passed Bachelors OR equivalent Degree in any discipline from a recognized University in India.

4. Duration of the Programme:-

The curricular work leading to award of MA degree in Public Sector Auditing, Accounting and Financial Management shall be spread over a minimum of four semesters (two monsoon and two winter semester).

* Added vide Resolution No. 6.1/EC/02.09.2021

5. Credit requirements:-

- 5.1 The Officer pursuing curricular programme leading to award of MA degree in Public Sector Auditing, Accounting and Financial Management shall ordinarily pursue courses carrying the credits as allotted to each course by the Academic Committee of the Academy.
- 5.2 The Officer shall be allowed to register for the courses in a semester as specified by the Academic Committee from time to time.
- 5.3 The Officer shall not be offered a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former.
- 5.4 The Officer pursuing curricular programme for the award of MA degree in Public Sector Auditing, Accounting and Financial Management shall earn a minimum of 64 credits.

6. Evaluation:-

The system of evaluation for each course shall be laid down by the Academic Committee in the recommendations of the faculty concerned. There shall be no rounding of SGPA/CGPA/FGPA. The SGPA/CGPA/FGPA obtained by an Officer is out of a maximum possible of 09 points.

7. Examination:-

Examinations shall be conducted under the directions of the Controller of Examination of the Academy.

8. Grade Point Requirements/Minimum Standard:-

MA degree in Public Sector Auditing, Accounting and Financial Management may be awarded to all those Officers who complete the credit requirement possessing the minimum CGPA of 04 and above.

9. The final result at the end of 4th Semester for the award of MA in Public Sector Auditing, Accounting and Financial Management shall be approved by the Academic Committee after these have been duly screened by the sub-committee including a representative from the University and the same be forwarded to the University for seeking approval of the Competent Authority.

10. Constitution of the Academic Committee:-

There shall be an Academic Committee consisting of the following:-

- 10.1 Director of the Academy or her/his nominee will be the Chairperson of the Committee.
- 10.2 Two faculty members of the Jawaharlal Nehru University and Two outside experts in the field of study, nominated by the Academic Council of the University on the recommendations of the Vice-Chancellor.
- 10.3 All faculty coordinators of the Academy.
- 10.4 The Controller of Examinations of the Academy will be Member Secretary of the Academy.
- 10.5 The Controller of Examinations, JNU or his/her nominee will be special invitee.

The faculty and experts nominated by the Academic Council shall hold office for a period of two years.

11. Quorum:- Quorum of the meeting of the Committee shall be 1/3rd of its total members.

12. Powers and functions of the Academic Committee:-

The powers and functions of the Academic Committee shall be:-

- 12.1 To recommend the courses of study including detailed syllabi to the Academic Council for its approval;
- 12.2 To review general norms and rules for the evaluation of seasonal works;
- 12.3 To maintain standards of teaching and to submit to the Academic Council any proposal in this regard;
- 12.4 To consider any proposal regarding the welfare of the students of the Institution;
- 12.5 To delegate to the Head of the Institution or to any other members of the Academic Committee or to a Committee such general or specific powers as may be decided upon by the Academic Committee from time to time.
- 12.6 To perform all other functions which may be prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Executive Council or the Academic Council or the Vice-Chancellor of JNU.

13. Meeting of the Academic Committee:-

13.1 Meetings of the Academic Committee shall be either ordinary or special.

13.2 Ordinary meetings shall be normally held at least once in each semester.

13.3 Special meetings may be called by the Head of the Institution on his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request at least one-fifth of the members of the Committee.

14. Faculty of Study:- There are six faculty of study in the Academy. Each Faculty will have a Faculty Coordinator to be designated by the Director of the Academy.

15. Appointment of Faculty:-

15.1 Teachers of the Academy shall be appointed by the selection process laid down by the Academy provided, however, the qualifications will be laid down as per UGC/UPSC guidelines, The appointments will be communicated to the University for information.

15.2 Any appointment from other Service Officers on the teaching staff of the Academy for more than three months shall be informed to the University.

15.3 Academy shall communicate to the University the appointment of all faculty members with detailed resume for records.

16. Scrutiny:- The semester wise result shall be scrutinized by JNU. For this scrutiny, NAAA, Shimla has to provide conveyance, local hospitality and to pay an honorarium to scrutiny team as per University rules.

17. Inspections:- The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every three years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examination, teaching and evaluation with a view to ensuring of academic standards.

18. Jurisdiction:- The decision of the authorities of the University and action taken by the Vice-Chancellor on behalf of the authorities, JNU would be final and binding on all concerned. Any dispute arising would be settled under the jurisdiction of Delhi Courts.

63. *ORDINANCE RELATING TO THE INTERNATIONAL CENTRE FOR FREE AND OPEN SOURCE SOFTWARE (ICFOSS), THIRUVANANTHAPURAM.

1. Short Title:-

- (a) This Ordinance may be called the International Centre for Free and Open Source Software (ICFOSS), Thiruvananthapuram Ordinances, 2022.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definition:-

- (a) “Institute” means the International Centre for Free and Open Source Software (ICFOSS), Thiruvananthapuram which has been named as a recognized Institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Ph.D. degrees of the University.
- (b) “Committee” means the “Academic Committee of the Institute”.

3. Constitution of the Academic Committee:-

The Academic Committee of the Institute shall consist of the following:

- (i) Director of the Institute who will be the Chairman of the Committee.
- (ii) At least two senior members of the research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes.
- (iii) At least two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Centre.
- (iv) At least two senior faculty members of the University nominated by the Vice-Chancellor.
- (v) Coordinator (Evaluation), JNU or his nominee (Special Invitee).

4. Terms of Office:-

Barring Director all other members of the Committee shall hold office for a period of two years.

* Added vide Resolution No. 6.1/EC/14.09.2022.

5. Quorum:-

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of one outside member. While the Committee may meet as often as necessary it shall however meet at least once in each semester.

6. The Academic Committee:-

The Academic Committee of the Institute shall exercise the powers and duties of the Centre of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the university in relation to Ph.D. programmes except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance:-

Such of the Scientists on the strength of the Institute will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the students registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University only for the purpose of intake of students for Ph.D. programme in accordance with UGC Regulations 2016. Each of such scientists shall seek prior recognition of the University for performing such functions.

8. Admission to the Centre:-

The Admission to the Ph.D. programme of the Institute shall be in accordance with the provisions contained in the Ph.D. Ordinances of the University as amended from time to time.

9. Inspection:-

The Executive Council of the University on the recommendation of the Academic Council of the University shall have the right to cause an inspection after every five years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view o ensuring of academic standards and to decide on continuation of recognition granted.

10. Scrutiny:-

The semester wise result shall be scrutinized by JNU. For this scrutiny, Institute of International Centre for Free and Open Source Software (ICFOSS), Thiruvananthapuram has to provide conveyance, local hospitality and to pay an honorarium to scrutiny team as per University rules.

64. *ORDINANCE RELATING TO THE ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT (AJNIFM), FARIDABAD, HARYANA.

1. Short Title:-

- 1.1 This Ordinance may be called the Arun Jaitley National Institute of Financial Management, Faridabad, Haryana, Ordinance, 2022.
- 1.2 It shall come into force on a date to be specified by the authorities of the University.

2. Definition:-

- 2.1 “Act” means the Jawaharlal Nehru University Act, 1966.
- 2.2 “Academic Council”
- (a) The Academic Council shall be the academic body of the Jawaharlal Nehru University (JNU), and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by its Statutes.
- (b) The Academic Council shall, subject to the provisions of this Act, the Statute and the Ordinances, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the University, and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.
- 2.3 “Institute” means the Arun Jaitley National Institute of Financial Management, Faridabad, Haryana, which has been named as a recognized institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of MBA (Master of Business Administration) degrees of the University.
- 2.4 “Academic Year” means a period of twelve (12) months, as decided by the University.
- 2.5 “Academic Committee” means the “Academic Committee of the Institute.
- 2.6 “Competent Authority” means “Hon’ble Vice-Chancellor of JNU and Director, AJNIFM, as the case may be.
- 2.7 “University” means Jawaharlal Nehru University, New Delhi.

The word “Participant” used in this Ordinance and elsewhere shall mean and include Civil and Defence Officers and other participants pursuing post graduate programmes namely MBA in Finance and MBA in Financial Management at AJNIFM.

* Added vide Resolution No. 6.1/EC/14.09.2022.

3. Eligibility of Admission:-

A candidate shall be eligible for admission to the programme leading to the award of MBA Degree in Finance and MBA Degree in Financial Management if he/she has obtained a Bachelor's degree under 10+2+3 pattern recognized by the University or a degree recognized as its equivalent and provided further that he/she has attained minimum proficiency in the subject concerned at the time of admission as decided by the University from time to time.

4. Duration of the Programme:-

The curricular work leading to award of MBA degree in Finance and MBA Degree in Financial Management shall be spread over two academic years.

5. Credit requirements:-

5.1 The Civil and Defence Officers and Other participants pursuing the course at AJNIFM leading to award of MBA Degree in Finance and MBA Degree in Financial Management shall ordinarily pursue courses carrying the credits as allotted to each course by the Academic Committee of the Institute.

5.2 The Civil and Defence Officers and Other participants pursuing the course at AJNIFM shall be allowed to register for the courses in a trimester/quadmester as specified by the Academic Committee from time to time.

5.3 The Civil and Defence Officers and Other participants pursuing the course at AJNIFM shall not be offered a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former.

5.4 The Civil and Defence Officers and Other participants pursuing the course at AJNIFM for the award of MBA Degree in Finance and MBA Degree in Financial Management shall earn a minimum credit requirement of 80.

6. Evaluation:-

The system of evaluation for each course shall be laid down by the Academic Committee on the recommendations of the faculty concerned. There shall be no rounding of CGPA. The CGPA obtained by a Participant is out of a maximum possible of 10 points.

7. Examination:-

Examinations shall be conducted under the directions of the Competent Authority of the Institute.

8. Grade Point Requirements/Minimum Standard:-

- 8.1 A participant joining the 1st Trimester/Quadmester of the programme will be required to maintain a CGPA of 3.5 at the end of each trimester/quadmester and thereafter.
- 8.2 A participant, in order to be eligible for the award of MBA (Finance) and MBA (Financial Management) degree of the Institute, must have (i) passed all the prescribed courses as laid down; (ii) he/she has obtained a CGPA of 4.00 at the end of the programme.
- 8.3 (a) The end trimester/quadmester examination shall be conducted by the Institute under the overall guidance of the Competent Authority of the Institute within the dates specified by the University.

(b) The final results at the end of the programme and the award of the MBA (Finance) and MBA (Financial Management) degree would be forwarded by the Director of the Institute and would be approved by the Vice-Chancellor before being announced.

Note: The end term examination results of each trimester/quadmester and the final results at the end of the programme shall be forwarded by the Director of the Institute to the University for record and further action.

9. Constitution of the Academic Committee:-

There shall be an Academic Committee consisting of the following:-

- 9.1 Director of the Institute or her/his nominee will be the Chairman of the Committee.
- 9.2 Two faculty members of the University and two outside expert in the field of finance/financial management, with one member nominated by the Academic Council of the University on the recommendations of the Vice-Chancellor and One member nominated by the Competent Authority of the Institute.
- 9.3 All Programme Chairs/Programme Directors of the Institute.
- 9.4 The Controller of Examinations of the Institute will be Member Secretary of the Academic Committee.
- 9.5 The Controller of Examinations, JNU or his nominee will be special Invitee.
- 9.6 Barring Director, AJNIFM the faculty and experts nominated by the Academic Council of JNU and the Institute shall hold office for a period of four years.

10. Quorum:-

Quorum of the meeting of the Committee shall be 1/3rd of its total members, inclusive of one outside member. While the Committee may meet as often as necessary it shall however meet at least once in each year.

11. Powers and functions of the Academic Committee:-

The powers and functions of the Academic Committee shall be:-

- 11.1 To recommend the courses of study including detailed syllabi to the Academic Council for its approval;
- 11.2 To review general norms and rules for the evaluation;
- 11.3 To maintain standards of teaching and to submit to the Academic Council any proposal in this regard.
- 11.4 To consider any proposal regarding the welfare of the students of the Institute;
- 11.5 To delegate to the Head of the Institute or to any other members of the Academic Committee or to a Committee such general or specific powers as may be decided upon by the Academic Committee from time to time;

To perform all other functions as prescribed herein and other functions as may be mutually agreed upon by the Parties from time to time.

12. Meeting of the Academic Committee:-

- 12.1 Meetings of the Academic Committee shall be either ordinary or extraordinary.
- 12.2 Ordinary meetings shall be normally held at least once in each year.
- 12.3 Extraordinary meetings may be called by the Head of the Institution on his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Committee.

13. Appointment of Faculty:-

- 13.1 Faculty of the Institute Shall be appointed by the selection process laid down by the Institute provided however, the qualifications will be laid down Board of Governors of the Institute. The appointments will be communicated to the University for Information.
- 13.2 Any appointment from other Service Officers on the teaching staff of the Institute for more than two years shall be informed to the University.
- 13.3 Institute shall communicate to the University the appointment of all faculty members with detailed resume for records.

14. Scrutiny:-

The year wise result shall be scrutinized by NUN. For this scrutiny, AJNIFM has to provide conveyance, local hospitality and to pay an honorarium to scrutiny team as per University rules.

15. Jurisdiction:-

The decision of the authorities of the University and action taken by the Vice-Chancellor on behalf of the authorities, would be final and binding on all concerned. Any dispute arising would be settled under the jurisdiction of Delhi Courts.

64 (A). *ORDINANCE RELATING TO THE ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT (AJNIFM), FARIDABDAD, HARYANA FOR AWARD OF MBA DEGREES.

1. Definitions:-

- 1.1 “Course” means a Trimester/quadmester Course.
- 1.2 “Credit” (C) is the weightage assigned to a course in terms of Contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten-point scale.
- 1.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:
- $$\text{CGPA} = \frac{(g1 \times c1) + (g2 \times c2)}{\text{Total number of credits offered by the student upto and including the semester for which cumulative index is required}}$$
- 1.6 “Final Grade Point Average” (FGPA) is the final index of a student at the time of award of a degree.
- 1.7 Final grade is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.

2. Eligibility for Admission to the Course:-

- 2.1 A candidate shall be eligible for admission to the programme leading to the award of Master of Business Administration Degree (MBA Degree) in Finance and MBA Degree in Financial Management if he/she has obtained a Bachelor’s degree under 10+2+3 pattern recognized by the University or a degree recognized as its equivalent and provided further that he/she has attained minimum proficiency in the subject concerned at the time of admission as decided by the University from time to time.

3. Disciplines for MBA (Finance) and MBA (Financial Management) Degree:-

Candidates may seek admission to the program of the study leading to the award of MBA Degree in Finance and MBA Degree in Financial Management where he/she would be taught several subjects, as prescribed by the Institute from time to time, to award of degree in MBA (Finance) and MBA (Financial Management).

* Added vide Resolution No. 6.1/EC/14.09.2022

4. Admission Procedure:-

Procedure for admission to the programme leading to the award of Master's degree shall be laid down from time to time by the Institute.

5. Course registration:-

5.1 Registration of courses is the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date to be announced by the Institute. Late registration may be allowed to the student, in exceptional conditions as decided by the Institute.

6. Duration of the course:-

6.1 The Curricular work leading to the award of MBA Degree shall be spread over a minimum of six trimesters/eight quadmesters.

6.2 The trimester/quadmester shall commence from and end on a date to be fixed by Institute.

7. Credit requirements:-

7.1 Ordinarily a course shall be given in prescribed number of contact hours a week to be decided by the Institute and these courses shall be as follows.

‘Core Courses’

‘Elective Courses’

Provided that the Institute may, on the recommendation of the Academic Committee, allot less or more credits to a particular course.

7.2 (a) Normal load of a participants in MBA programme in each of the trimester/quadmester shall be of approx. 18 credits.

(b) There will be minimum requirement of 80 credit for MBA programme.

8. Evaluation:-

8.1 The system of evaluation for each course shall be laid down by the Academic Committee.

8.2 For courses having a tri/quadmester examination, continuous evaluation shall carry the same weightage as the end term examination.

- 8.3 The pattern and schedule of continuous evaluation for each course of a trimester/quadmester shall be prescribed by the Academic Committee and shall be made known to the participants at the commencement of the each trimester/quadmester.
- 8.4 The participant shall be graded in each course on a 10 point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

- Note:**
1. There shall be no rounding off of CGPA/FGPA.
 2. The CGPA/FGPA obtained by a student shall be out of a maximum possible 09 points.

The Final Grade Point Average obtained by a student shall be classified into following divisions:-

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
4.0 and above but less than 4.5	Lower Second Class

- 8.5 A participant shall be deemed to have cleared only if he/she has participated in the continuous evaluation and has secured an overall grade higher than 'F' in that course (for courses having no end term examination) or has participated in the continuous evaluation and appeared in the end term examination (for courses having end term examination) and secured a weighted grade higher than 'F' in that course. A participant who fails in a course either by not participating in the continuous evaluation and thereby securing an overall grade of 'F' (for courses having no end term examination) or consequently being not eligible to appear in the end term examination or by absenting from appearing in the end term examination or by failing to secure a weighted grade higher than 'F' (for course having end term examination), shall be required to repeat that course or clear another similar (core or optional, as the case may be) course in lieu thereof.

- 8.6 A participant who secures a grade higher than ‘F’ in a course may be permitted by the Institute, keeping in view its academic constraints, to improve his/her grade by repeating that course once, subject to proviso of Clause 8.5 of the Ordinance. Provided further that a participant who wants to repeat a course to improve his/her performance shall be allowed to do so only if he/she surrenders his/her earlier grade in the course as decided by Institute. Having surrendered his/her earlier grade by due date, it will be his/her repeat performance in the course which will be taken into account to compute the CGPA. His/her transcript will however, reflect appropriately both the performances and the fact that he/she repeated the course/courses.
- 8.7 The final grade point average of a participant will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n \text{cl} \times \text{gl}}{\sum_{i=1}^n \text{ci}}$$

Where:

- cl = Credit of the 1st course
 gl = Grade point secured by the cadet in the ith course
 n = Total number of courses prescribed for the participant
 FGPA = Final Grade Point Average of the participant concerned.

- 8.8 Examinations shall be conducted under the directions of the Competent Authority of the Institute.
- 8.9 A participant can take part in the curricular programme for the MBA (Finance) and MBA (Financial Management) Degree of the Institute to a maximum of eight trimesters and six quadesters respectively granted to him/her by the University.
- 8.10 Examiners or Board of Examiners shall be appointed for each course by the Competent Authority of the Institute.

9. Grade Point Requirement/Minimum standard:-

- 9.1 A participant joining the 1st trimester/Quadester of the programme will be required to maintain a CGPA of 3.5 at the end of each trimester/quadester and thereafter.

- 9.2 A participant in order to be eligible for the award of MBA (Finance) and MBA (Financial Management) degree of the Institute, must have (i) passed all the prescribed courses as laid down; (ii) he/she has obtained a CGPA of 4.00 at the end of the programme.
- 9.3 (a) The end trimester/quadmaster examination shall be conducted by the Institute under the overall guidance of the Competent Authority of the Institute within the dates specified by the University.
- (b) The final results at the end of the programme and the award of the MBA (Finance) and MBA (Financial Management) degree would be forwarded by the Director of the Institute and would be approved by the Vice-Chancellor before being announced.

Note: The end examination results of each trimester/quadmaster and the final results at the end of the programme shall be forwarded by the Director of the Institute to the University for record and further action.

10. Courses of Study and Framing of the Syllabi:-

- 10.1 The Courses of study shall be approved by the Academic Committee of the Institute.
- 10.2 The Syllabus for the courses shall be approved by the Academic Committee concerned which shall also prescribe text books reading material for each course.

11. Removal of the Name of a participant from the Programme:-

The name of the participant failing under the following categories shall automatically stand removed from the rolls of the Institute:

- (a) Those participants who fail to fulfill the CGPA requirements as specified under Clause 9.1.
- (b) Those participants who have already exhausted the maximum period of six trimesters/eight quadmasters for the MBA (Finance) and MBA (Financial Management) programme and have not fulfilled the requirements for the award of MBA degree as defined in Clause 9.

65. *ORDINANCE RELATING TO THE DEFENCE INSTITUTE OF PHYSIOLOGY & ALLIED SCIENCES (DIPAS), DEFENCE RESEARCH & DEVELOPMENT ORGANIZATION (DRDO), DELHI.

1. Short Title:-

- (a) This Ordinance may be called the Defence Institute of Physiology & Allied Sciences (DIPAS), Defence Research & Development Organization (DRDO), Delhi Ordinance 2022.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definition:-

- (a) “Institute” means the Defence Institute of Physiology & Allied Sciences (DIPAS), Defence Research & Development Organization (DRDO), Delhi which has been named as a recognized Institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Ph.D. degree of the University.
- (b) “Committee” means the “Academic Committee of the Institute”.

3. Constitution of the Academic Committee:-

The Academic Committee of the Institute shall consist of the following:

- (i) Director of the Institute who will be the Chairman of the Committee.
- (ii) At least two senior members of the research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes.
- (iii) At least two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Centre.
- (iv) At least two senior faculty members of the University nominated by the Vice-Chancellor.
- (v) Coordinator (Evaluation), JNU or his nominee (special invitee).

4. Terms of Office:-

Barring Director all other members of the Committee shall hold office for a period of two years.

* Added vide Resolution No. 6.1/EC/14.09.2022.

5. Quorum:-

Quorum of the meeting of the Committee shall be 1/3rd of its total members inclusive of one outside member. While the Committee may meet as often as necessary it shall however meet at least once in each semester.

6. The Academic Committee:

The Academic Committee of the Institute shall exercise the powers and duties of the Centre of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the University in relation to Ph.D. programmes except that the course of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance:-

Such of the Scientists on the strength of the Institute will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the students registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University only for the purpose of intake of students for Ph.D. programme in accordance with UGC Regulations, 2016. Each of such scientists shall seek prior recognition of the University for performing such function.

8. Admission to the Centre:-

The Admission to the Ph.D. programme of the Institute shall be in accordance with the provisions contained in the Ph.D. Ordinances of the University as amended from time to time.

9. Inspection:-

The Executive Council on the recommendations of the Academic Council shall have the right to cause an inspection after every five years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of academic standards and to decide on continuation of recognition granted.

10. Scrutiny:-

The semester wise result shall be scrutinized by JNU. For this scrutiny, Defence Institute of Physiology & Allied Sciences (DIPAS), Defence Research & Development Organization (DRDO), Delhi has to provide conveyance, local hospitality and to pay an honorarium to scrutiny team as per University rules.

66. *ORDINANCE RELATING TO NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE (NIHFW), NEW DELHI.

1. Short Title:

- (a) This Ordinance may be called the National Institute of Health and Family Welfare (NIHFW), New Delhi, Ordinances, 2023.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definition:

- (a) “Institute” means the National Institute of Health and Family Welfare (NIHFW), New Delhi, which has been named as a recognized Institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Ph.D. degree of the University.
- (b) “Committee” means the “Academic Committee of the Institute”.

3. Constitution of the Academic Committee:

The Academic Committee of the Institute shall consist of the following:

- (i) Director of the Institute who will be the Chairman of the Committee.
- (ii) At least two senior members of the research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes.
- (iii) At least two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Centre.
- (iv) At least two senior faculty members of the University nominated by the Vice-Chancellor.
- (v) Rector-I, JNU or his nominee (special invitee).

4. Terms of Office:

Barring Director all other members of the Committee shall hold office for a period of two years.

* Added vide Resolution No. 6.1/EC/30.05.2023.

5. Quorum:

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of one outside member. While the Committee may meet as often as necessary it shall however meet at least once in each semester.

6. The Academic Committee:

The Academic Committee of the Institute shall exercise the powers and duties of the Centre of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the University in relation to Ph.D. programmes except that the courses of study along with detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance:

Such of the Scientists on the strength of the Institute will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the students registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University only for the purpose of intake of students for Ph.D. programme in accordance with UGC Regulations 2016. Each of such scientists shall seek prior recognition of the University for performing such functions.

8. Admission to the Centre:

The Admission to the Ph.D. programme of the Institute shall be in accordance with the provisions contained in the Ph.D. Ordinances of the University as amended from time to time.

9. Inspection:

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every five years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of academic standards and to decide on continuation of recognition granted.

10. Scrutiny:

The semester wise result shall be scrutinized by JNU. For this scrutiny, National Institute of Health and Family Welfare (NIHFW), New Delhi, has to provide conveyance, local hospitality and to pay an honorarium to scrutiny team as per University rules.

67. *ORDINANCE RELATING TO THE INDIAN INSTITUTE OF GEOMAGNETISM (IIG), MUMBAI.

1. Short Title:

- (a) This Ordinance may be called the Indian Institute of Geomagnetism (IIG), Mumbai, Ordinances, 2023.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definition:

- (a) “Institute” means the Indian Institute of Geomagnetism (IIG), Mumbai, which has been named as a recognized Institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Ph.D. degree of the University.
- (b) “Committee” means the “Academic Committee of the Institute”.

3. Constitution of the Academic Committee:

The Academic Committee of the Institute shall consist of the following:

- (i) Director of the Institute who will be the Chairman of the Committee.
- (ii) At least two senior members of the research staff of the Institute recognized by the University as teachers of the University for instructional and research guidance of students registered for the doctoral programmes.
- (iii) At least two outside experts nominated by the Academic Council of the Jawaharlal Nehru University representing areas of research pursued by the Centre.
- (iv) At least two senior faculty members of the University nominated by the Vice-Chancellor.
- (v) Rector-I, JNU or his nominee (special invitee).

4. Terms of Office:

Barring Director all other members of the Committee shall hold office for a period of two years.

* Added vide Resolution No. 6.1/EC/30.05.2023.

5. Quorum:

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of one outside member. While the Committee may meet as often as necessary it shall however meet at least once in each semester.

6. The Academic Committee:

The Academic Committee of the Institute shall exercise the powers and duties of the Centre of Studies in the School, the Committee for Advanced Studies and Research as well as Board of the School of the University in relation to Ph.D. programmes except that the courses of study along with detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance:

Such of the Scientists on the strength of the Institute will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the students registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University only for the purpose of intake of students for Ph.D. programme in accordance with UGC Regulations 2016. Each of such scientists shall seek prior recognition of the University for performing such functions.

8. Admission to the Centre:

The Admission to the Ph.D. programme of the Institute shall be in accordance with the provisions contained in the Ph.D. Ordinances of the University as amended from time to time.

9. Inspection:

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every five years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, laboratories and equipments and also of the examinations, teaching and evaluation with a view to ensuring of academic standards and to decide on continuation of recognition granted.

10. Scrutiny:

The semester wise result shall be scrutinized by JNU. For this scrutiny, Indian Institute of Geomagnetism (IIG), Mumbai, has to provide conveyance, local hospitality and to pay an honorarium to scrutiny team as per University rules.

68. *ORDINANCE RELATING TO THE AWARD OF MASTER OF TECHNOLOGY DEGREE IN SCIENCE COMMUNICATION TO THE STUDENTS REGISTERED IN THE NATIONAL COUNCIL OF SCIENCE MUSEUMS (NCSM), KOLKATA.

1. Short Title:

1.1 This Ordinance shall be called the National Council of Science Museums (NCSM), Kolkata, Ordinance, 2023.

1.2 It shall come into force on a date to be specified by the authorities of the University.

2. Definitions:

2.1 “Academic Council”

(a) The “**Academic Council**” shall be the Academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(b) The Academic Council shall, subject to the provisions of this Act, the Statutes, and the Ordinances, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the University, shall exercise such other power and perform such other duties as may be conferred or imposed upon it by the Statutes.

2.2 “**Institute**” means the National Council of Science Museums, Kolkata, which has been named as a recognized Institute of the University Act of 1966 for the purpose of instruction and research leading to the award of Masters Degrees of the University.

2.3 “**Committee**” means the “Academic Committee of the Institute”.

2.4 “**Competent Authority**” means “Hon’ble Vice-Chancellor of JNU”.

2.5 “**Course**” means a Semester Course.

2.6 “**Credit**” (c) is the weightage assigned to a course in terms of Contact hours.

2.7 “**Grade**” means a letter grade assigned to a student based on evaluation of a course on the ten-point scale.

2.8 “**Grade Point**” (g) means the numerical equivalent of a letter grade assigned to a student in the ten-point scale.

* Added vide Resolution No. 6.1/EC/30.05.2023.

2.9 **“Cumulative Grade Point Average”** (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

c_i = Credit of the i^{th} course

g_i = Grade point secured by the student in the i^{th} course

n = Total number of courses prescribed for the student

CGPA = Cumulative Grade Point Average of the student concerned

2.10 **“Final Grade Point Average”** (FGPA) is the final index of a student at the time of award of a degree.

2.11 **“Final Grade”** is the letter equivalent assigned to a student based on his/her Final Grade Point at the time of the award of the degree.

2.12 The Final Grade Point Average of a student will be worked out on based on the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

c_i = Credit of the i^{th} course

g_i = Grade point secured by the student in the i^{th} course

n = Total number of courses prescribed for the student

FGPA = Final Grade Point Average of the student concerned

3. Eligibility for Admission:

A Candidate shall be considered for admission to the M.Tech programme if he/she possesses:

- a. M.Sc. in any subject (including M.Sc. in Museology) with at least 55% marks at M.Sc. level. For candidates belonging to SC/ST/OBC categories, the cut off marks is 50% at M.Sc. level.

OR

- b. B.E./B.Tech. in any subject with at least 55% marks at BE./B.Tech. level. For candidates belonging to SC/ST/OBC categories, the cut off marks in 50% at B.E./B.Tech. level.

Candidates with the Ph.D. (in Science or Engineering) or M.Tech. in Engineering are also eligible to apply. However, for such candidates, the minimum marks at M.Sc./B.E./B.Tech. level can be relaxed.

4. Disciplines for Master of Technology (M.Tech.) degree:

The Programme of study leading to the award of Master of Technology Degree shall be called M.Tech degree. Candidates may seek admission to programmes of studies leading to the award of M.Tech. degree in Science Communication.

5. Admission Procedure:

The procedure for admission to the course shall be decided by Academic Committee of the Institute.

6. Courses of Study:

The Academic Committee shall prescribe the course(s) and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be approved by the Committee. In any course where an end semester examinations is prescribed, a student clears the course only if he/she participated in the sessional work and appeared in the end semester examination and secured a weighted grade higher than 'F'. In case a candidate fails to clear a course or fails to appear in the mid-semester/comprehensive examination due to illness or any other unforeseen circumstances, he/she will be allowed to sit for a supplementary examination only once (with due concurrence from the Director General, NCSM). In case, a candidate fails to clear a course even after appearing in the supplementary examination, he/she shall be required to repeat the course with the next batch. A candidate's promotion to the next semester and/or declaration of the result will be with held till he/she clears all courses in the current semester.

7 Duration of the Programme:

The duration of the course will be two years and of which the course work shall be completed within the first three consecutive semesters and the dissertation in the third and/or fourth semester.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

8. Credit Requirements:

No student admitted to the programme shall be eligible for the award of M.Tech degree unless he/she earns 60 credits overall which should include 16 credits for the dissertation.

9. Topic of the Dissertation:

The topic of dissertation shall be approved by the Committee of the Institutes on a proposal submitted by the student through his/her Supervisor.

10. Evaluation:

10.1 Subject to confirmation by the Committee, the method of evaluation in the courses leading to the M.Tech. degree shall be prescribed and assessment be conducted by the Institute.

10.2 The dissertation submitted by a candidate for the award of M.Tech. degree shall be examined by two examiners, to be appointed by the Committee of the Institute. At least one of the examiners shall be a person who is not on the staff of the University and/or on the Committee of the Institute. Provided further that the evaluation process of dissertation should be completed by 30th June/31st December (depending on whether the new batch joins in July or January).

10.3 The courses and dissertation of the student shall be graded on a (10) ten point scale, that is

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note:

- 1: There shall be no rounding off CGPA/FGPA obtained by a student at the end of each semester.
- 2: The CGPA/FGPA obtained by a student is out of a maximum possible 9 points

The Final Grade Point Average obtained by the student shall be classified into the following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	First Class
6.5 and above but less than 7.5	High Second Class
6.0 and above but less than 6.5	Second Class

- 10.4 The examiner while recommending the approval of the dissertation for the award of M.Tech. degree shall also award grade for the dissertation according to the grading system in Clause 10.3 above. The final grade for the dissertation shall be determined by taking the average of the grades awarded by two examiners.
- 10.5 A student in order to be eligible for the award of M.Tech. degree of the University must have a minimum FGPA of 6.50 (inclusive of dissertation and course work) for General Candidates OR a minimum FGPA of 6.00 (inclusive of dissertation and course work) for SC/ST/OBC Candidates.
- 10.6 The question whether viva-voce examination in respect of M.Tech. dissertation submitted by the student be conducted or not shall be decided by the Committee of the Institute. Where the Committee decides to hold the viva-voce examination, grade for dissertation shall be jointly awarded by the two examiners at the time of viva-voce examination.
11. No candidate shall be eligible to register for the programme/course if he/she is already registered for any full-time programme of study in this University or any other University/Institution.
12. **Powers of Relaxation:**

Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Academic Committee of the Institute as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

69 (A). *ORDINANCE RELAITING TO THE AWARD OF M.SC. DEGREE IN HOSPITALITY ADMINISTRATION (HA) DEGREE TO THE STUDENTS REGISTERED IN THE NAITONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY (NCHMCT), NOIDA.

1. Short Title:

1.1 This Ordinance shall called the (M.Sc.) “National Council for Hotel Management and Catering Technology (NCHMCT), Noida, Ordinance”.

1.2 It shall come into force on a date to be specified by the authorities of the University.

2. Definitions:

2.1 “Academic Council”

(a) The “**Academic Council**” shall be the Academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(b) The Academic Council shall, subject to the provisions of this Act, the Statutes, and the Ordinances, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the University, shall exercise such other power and perform such other duties as may be conferred or imposed upon it by the Statutes.

2.2 “**Institute**” means the National Council for Hotel Management and Catering Technology, Noida, which has been named as a recognized Institute of the University Act of 1966 for the purpose of instruction and research leading to the award of Masters Degrees of the University.

2.3 “**Academic Chapter**” The academic chapters (IHM’S) functioning under the academic umbrella of the Institute.

2.4 “**Committee**” means the “Academic Committee of the Institute”.

2.5 “**Competent Authority**” means “Hon’ble Vice-Chancellor of JNU”.

2.6 “**Course**” means a Semester Course.

2.7 “**Credit**” (c) is the weightage assigned to a course in terms of Contact hours.

2.8 “**Grade**” means a letter grade assigned to a student on the basis of evaluation of a course on the ten-point scale.

* Added vide Resolution No. 6.1/EC/30.05.2023.

2.9 “**Grade Point**” (g) means the numerical equivalent of a letter grade assigned to a student in the ten-point scale.

2.10 “**Cumulative Grade Point Average**” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits offered by the officer upto and including the semester for which cumulative index is required.}}$$

Total number of credits offered by the officer upto and including the semester for which cumulative index is required.

2.11 “**Final Grade Point Average**” (FGPA) is the final index of a student at the time of award of a degree.

2.12 “**Final Grade**” is the letter equivalent assigned to a student based on his/her Final Grade Point at the time of the award of the degree.

2.13 “**HA**” means Hospitality Administration.

3. Eligibility for Admission:

The eligibility criteria for admission to the 2 years M.Sc. (HA) Degree programme shall be decided by the Institute.

4. Admission Procedure:

The Academic Committee of the Institute shall decide procedure for admission leading to award of the 2-year M.Sc. (HA) Degree.

5. Duration of the Programme:

5.1 The curricular work leading to award of 2-year M.Sc. (HA) Degree shall be spread over a minimum four semesters (two monsoon and two winter semesters).

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization.

Such zero semester/year shall not be counted for calculation of the duration of the program in case of such a student.

5.2 The monsoon and the winter semester shall commence from and end on a date to be fixed by the Academic Committee. Provided that each semester will ordinarily have 90 working days excluding examination days.

6. Credit requirements:

- 6.1 The student pursuing curricular programme leading to award of 2-years M.Sc. (HA) Degree shall ordinarily pursue courses carrying the credits as allotted to each course by the Academic Committee of the Institute and approved by the Academic Council.
- 6.2 The scheme of instruction specifying the contact hours inclusive of lectures, tutorials and laboratory work etc. shall be laid down by the Academic Committee of the Institute. The syllabus of the course/programme shall have the approval of the Academic Council of the University on the recommendations of the Academic Committee of the Institute.
- 6.3 The student shall be allowed to register for the courses in semester as specified by the Director (Studies) of the Institute.
- 6.4 The actual credits requirement will be as per the guidelines of UGC curriculum framework. The credit requirements for M.Sc. Degree (HA) shall be of 80 credits.
- 6.5 A student with the permission of the Institute may be allowed the additional load shall not exceed 50% of the credits/courses a student is normally expected to cover in a semester. Provided further that the Institute may in exceptional circumstances permit the student a load 50% less than a normal load in semester.

7. Evaluation:

The System of evaluation for each course shall be laid down by the Academic Committee. There shall be no rounding of SGPA/CGPA/FGPA. The SCPA/CGPA/FGPA obtained by a student is out a maximum possible 09 points.

8. Examination:

Examinations shall be conducted under the directions of the Academic Committee of the Institute.

9. Grade Point Requirements/Minimum Standard:

- 9.1 A Student joining the 1st semester of the four semester of the programme will be required to maintain a CGPA of 3.00 in the core courses at the end of second semester and thereafter.
- 9.2 A Student, in order to be eligible for the award of Master's Degree of the University, must have (i) passed all the prescribed courses as laid down; (ii) he/she has obtained a CGPA of 4.00 at the end of the programme.

M.Sc. degree in Hospitality Administration may be awarded to all those Students who fulfill the credit requirement and possess the minimum CGPA of 4.00 and above.

The final result at the end of 4th Semester for the award of M.Sc. (HA) degree shall be approved by the Academic Committee after these have been duly screened by sub-committee including a representative from the Jawaharlal Nehru University and the same be forwarded to the University for seeking approval of the Competent Authority.

10. Constitution of the Academic Committee:

There shall be an Academic Committee consisting of the following:

- (i) The Chief Executive Officer of institute will be the Chairman of the Committee.
- (ii) Two faculty members of the Jawaharlal Nehru University and two outside experts in the field of study, nominated by the Academic Council of the University on the recommendations of the Vice-Chancellor.
- (iii) Two outside experts from management institution by rotation for three-year tenure, to be nominated by the Chairperson of the institute in consultation with CEO for a tenure of three years.
- (iv) Six heads of academic chapters of the Institute, to be nominated by the Chairperson of the Institute in consultation with CEO for a tenure of three years.
- (v) Six heads of departments of academic chapters of the Institute, to be nominated by the Chairperson of the institute in consultation with CEO for a tenure of three years.
- (vi) Three expert from the area of cuisine, retail, tourism & other niche areas of hospitality management for three-year tenure, to be nominated by the Chairperson of the Institute in consultation with CEO for a tenure of three years.
- (vii) Director (Academics) of the Institute.
- (viii) Director (Administration & Finance) of the Institute.
- (ix) Director (Studies) and Controller of Examination of the Institute will be Member Secretary of the Academic Committee.
- (x) Rector-I of JNU or his nominee will be special invitee.

11. Quorum:

Quorum of the meeting of the Committee shall be 1/3 of its total members.

12. Powers and functions of the Academic Committee:

The power and functions of the Academic Committee shall be:

- i) To recommend the course of study including detailed syllabi to the Academic Council for its approval;
- ii) To review general norms and rules for the evaluation of internal evaluation
- iii) To maintain standards of teaching and to submit to the Academic Council any proposal in this regard;
- iv) To consider any proposal regarding the welfare of the students of the Institute;
- v) To delegate to the Head of the Institution or to any other members of the Academic Committee or to a Committee, such matters as may be referred to it by the Executive Council or the Academic Council or the Vice-Chancellor of JNU;

13. Meeting of the Academic Committee:

- a. Meeting of the Academic Committee shall be either ordinary or special as the case may be.
- b. Ordinary meeting shall be normally held at least once in each semester.
- c. Special meeting may be called by the Head of the Institution on his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from at least one-third of the members of the Committee.

14. Faculties of Study:

There must be Course Coordinators at each of the Academic Chapters of the Institute, may coordinate & facilitates to the Academic Committee through the member secretary of the Committee.

15. Appointment of Faculty:

- a. Teachers of the Institute shall be appointed by the selection process laid down as per the guidelines of the Institute.
- b. Institute shall communicate to the University the appointment of all faculty members at it's Academic Chapters with detailed resume for records within every six month.

16. Scrutiny:

The Semester wise result shall be scrutinized by JNU. For this scrutiny, NCHMCT, Noida has to provide conveyance, local hospitality and to pay an honorarium to scrutiny team.

17. Inspection:

The Executive Council of the University on the recommendation of the Academic Council shall have the right to cause an inspection after every three year to be made by such person or persons as may be decided by the Executive Council in respect of its building, laborites and equipment and also of the examination, teaching and evaluation with a view to ensuring of Academic standards.

18. Jurisdiction:

The decision of the Authorities of the University and action taken by the Vice-Chancellor on behalf of Authorities, JNU would be final and binding on all concerned. Any dispute arising would be settled in the jurisdiction of Delhi Courts.

19. Powers of Relaxation:

Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Academic Committee of the Institute as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

69 (B). *ORDINANCE RELAITING TO THE AWARD OF B.SC. DEGREE IN HOSPITALITY AND HOTEL ADMINISTRATION (HHA) TO THE STUDENTS REGISTERED IN THE NAITONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY (NCHMCT), NOIDA.

1. Short Title:

1.1 This Ordinance shall called the (B.Sc.) “National Council for Hotel Management and Catering Technology (NCHMCT), Noida, Ordinance”.

1.2 It shall come into force on a date to be specified by the authorities of the University.

2. Definitions:

2.1 “Academic Council”

(a) The Academic Council shall be the Academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(b) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the University, shall exercise such other power and perform such other duties as may be conferred or imposed upon it by the Statutes.

2.2 **“Institute”** means the National Council for Hotel Management and Catering Technology, Noida, which has been named as a recognized Institute of the University Act of 1966 for the purpose of instruction and research leading to the award of Bachelor Degrees of the University.

2.3 **“Academic Chapter”** The academic chapters (IHM’S) functioning under the academic umbrella of the Institute.

2.4 **“Academic Committee”** means the “Academic Committee of the Institute”.

2.5 **“Competent Authority”** means “Hon’ble Vice-Chancellor of JNU”.

2.6 **“Course”** means a Semester Course.

2.7 **“Credit”** (C) is the weightage assigned to a course in terms of Contact hours.

2.8 **“Grade”** means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.

* Added vide Resolution No. 6.1/EC/30.05.2023.

2.9 “**Grade Point**” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.

2.10 “**Cumulative Grade Point Average**” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits offered by the officer upto and including the semester for which cumulative index is required.}}$$

Total number of credits offered by the officer upto and including the semester for which cumulative index is required.

2.11 “**Final Grade Point Average**” (FGPA) is the final index of a student at the time of award of a degree.

2.12 “**Final Grade**” is the letter equivalent assigned to a student on the basis of his/her Final Grade Point at the time of the award of the degree.

2.13 “**HHA**” is Hotel and Hospitality Administration.

3. **Eligibility for Admission:**

The eligibility for the programme shall be decided by the Institute. A minimum qualification for admission is senior school certificate Examination (10+2) or equivalent from recognized board of senior secondary education or an examination recognized by University or its equivalent.

4. **Admission Procedure:**

Procedure for admission leading to award of the B.Sc. (HHA) Degree shall be decided by the Academic Committee of the Institute.

5. **Duration of the Programme:**

5.1 The curricular work leading to award of 3-year UG Bachelor’s Degree (HHA), spread over a minimum six semesters (Three Monsoon and Three Winter semesters) & 4-year UG Bachelor’s Degree (HHA) spread over eight semesters on the recommendation of Academic Committee of the Institute in line with the NEP 2020.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization.

Such zero semester/year shall not be counted for calculation of the duration of the program in case of such a student.

5.2 The monsoon and the winter semester shall commence the date to be fixed by the Academic Committee of the Institute.

Provided that each semester will ordinarily have 90 working days excluding the examination days.

- 5.3 A student who has successfully completed the prescribed number of courses for the programme take for a minimum of six semester will become eligible subject to Regulations made in this regard for the award of Bachelor's degree of the University, provided he/she fulfills the credit requirements as referred to in clause 7.3 and grade requirements as referred to in clause 9.2.

6. Credit requirements:

- 6.1 The student pursuing curricular programme leading to award of B.Sc. (HHA) Degree shall ordinarily pursue courses carrying the credits as allotted to each course by the Academic Committee of the Institute.
- 6.2 The scheme of instruction specifying the contact hours inclusive of lectures, tutorials and laboratory work etc. shall be laid down by the Academic Committee of the Institute. The syllabus of the course/programme shall have the approval of the Academic Council of the University on the recommendations of the Academic Committee, of the Institute concerned.
- 6.3 The actual credits requirement for Bachelor's Degree shall be decided by the Academic Committee of the Institute. Provided that it shall not be less than 100 credits
- 6.4 a) Normal load of a student in each semester shall be decided by the academic committee of the institute.
- b) A student with permission of the Institute concerned may be allowed to carry additional load over & above the normal prescribed, the additional load shall not exceed 50% of the credits/courses a student is normally expected to cover in a semester.
- 6.5 Provided further that the Institute might in exceptional circumstances; permit the student a load 50% less than normal load in a semester.

7. Evaluation:

- 7.1 The System of evaluation for each course shall be laid down by the Academic Committee of the Institute.
- 7.2 In semester end examination, internal evaluation shall carry 40% weightage and the term end examination shall carry 60% weightage.
- 7.3 The pattern and schedule of internal evaluation for each course of a semester shall be prescribed by the Academic Committee of the Institute and shall be made known to the students at the commencement of each semester.

7.4 The student shall be graded in each course on a (10) ten point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note:

- 1: There shall be no rounding off SGPA/CGPA/FGPA obtained by a student at the end of each semester.
- 2: The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points

The Final Grade Point Average obtained by the student shall be classified into the following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class
3.0 and above but less than 3.5	Pass

7.5 A student clears a course only if he/she has cleared both the components, namely, internal evaluation and term end semester examination by securing a grade higher than "F" in both of them, or only if he or she secures an overall grade higher than "F". A student who fails in a course either by not clearing the internal evaluation and consequently being not eligible to appear in the term-end semester examination, or by failing in the end semester examination, or by absenting from appearing in the end semester examination or by failing to secure an overall grade higher than "F", shall be required to repeat that course.

- 7.6 The Final Grade Point Average of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- c_i = Credit of the i th course
 g_i = Grade Point secured by the student in the i th course
 n = Total number of courses prescribed for the student
 FGPA = Final Grade point Average of the student concerned

- 7.7 Examinations shall be conducted under the direction and supervision of the Director (studies) of the Institute.
- 7.8 A student can take part in the curricular programme for the Bachelor's Degree of the University upto a maximum of 08 semesters.
- 7.9 Constitution of Examiners or Board of Examiners for a course shall be appointed for each course by the Institute.

8. Grade Point Requirements/Minimum Standard:

- 8.1 A Student joining the 1st semester of the six-semester programme will be required to maintain a CGPA of 3.00 in the core courses at the end of second semester and thereafter.
- A student, joining the 3rd semester of six-semester programme will also be required to maintain a CGPA of 3.00 in core courses at the end of the 4th semester and thereafter.
- 8.2 At the end of the sixth semester, a student will be required to have a CGPA of 4.00 and also have cleared all the courses prescribed by the Institute from 1st to 6th semester to enable him/her to get Bachelors degree (HHA).
- 8.3 (a) The end term semester examination shall be conducted by the academic chapters under the overall guidance directions of the Director (Studies) of the Institute within the dates specified by the Institute.
- (b) The end semester results shall be placed before the Academic Committee for approval after they have been scrutinized by the JNU scrutiny team.

- (c) The Institute shall forward the results of each semester, after scrutiny, for approval of the Competent Authority of the University before placing the same before the Academic Committee of the Institute.

Note: The end Semester examination results and the final results at the end of the sixth/eighth semester shall be forwarded by the Director (Studies) of the Institute within the dates specified by the University for record and further action.

9. Courses of Study and Framing of the Syllabi:

- 9.1 The Courses of Study shall be approved by the Academic Committee of the Institute.
- 9.2 The Syllabi for the courses shall be approved by the Academic Committee of the Institute and Academic Council of the University.

10. Removal of the Name of a Student from the Programme:

- 10.1 The names of students falling under following categories shall automatically stand removed from the rolls of the University:
 - (a) Those students who fail to fulfill the CGPA requirements as specified under clause 8.1.
 - (b) Those students who have already exhausted the maximum period of eight semesters for the B.Sc. (Hospitality & Hotel Management) programme and have not fulfilled the requirements for the award of Bachelors degree as defined in clause 8.2.
- 10.2 The Academic Committee of the Institute, on the recommendations of the Director of the Institute, may remove the name of a student from a programme of study if:
 - (a) A student of B.Sc. first year fails to clear at least 50% of the prescribed core courses at the end of the 1st semester.
 - (b) A student has still to clear courses which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register for the normal load for the remaining period plus 50% of this normal load.

11. Constitution of the Academic Committee:

There shall be an Academic Committee consisting of the following:

- (i) The Chief Executive Officer of institute will be the Chairman of the Committee.
- (ii) Two faculty members of the Jawaharlal Nehru University and two outside experts in the field of study, nominated by the Academic Council of the University on the recommendations of the Vice-Chancellor.

- (iii) Two outside experts from management institution by rotation for three-year tenure, to be nominated by the Chairperson of the institute in consultation with CEO for a tenure of three years.
- (iv) Six heads of academic chapters of the Institute, to be nominated by the Chairperson of the Institute in consultation with CEO for a tenure of three years.
- (v) Six heads of departments of academic chapters of the Institute, to be nominated by the Chairperson of the institute in consultation with CEO for a tenure of three years.
- (vi) Three expert from the area of cuisine, retail, tourism & other niche areas of hospitality management for three-year tenure, to be nominated by the Chairperson of the Institute in consultation with CEO for a tenure of three years.
- (vii) Director (Academics) of the Institute.
- (viii) Director (Administration & Finance) of the Institute.
- (ix) Director (Studies) and Controller of Examination of the Institute will be Member Secretary of the Academic Committee.
- (x) Rector-I of JNU or his nominee will be special invitee.

12. Quorum:

Quorum of the meeting of the Committee shall be 1/3 of its total members.

13. Powers and functions of the Academic Committee:

The power and functions of the Academic Committee shall be:

- i) To recommend the course of study including detailed syllabi to the Academic Council for its approval;
- ii) To review general norms and rules for the evaluation of internal evaluation;
- iii) To maintain standards of teaching and to submit to the Academic Council any proposal in this regard;
- iv) To consider any proposal regarding the welfare of the students of the Institute;
- v) To delegate to the Head of the Institution or to any other members of the Academic Committee or to a Committee, such matters as may be referred to it by the Executive Council or the Academic Council or the Vice-Chancellor of JNU;

14. Meeting of the Academic Committee:

- a. Meeting of the Academic Committee shall be either ordinary or special as the case may be.
- b. Ordinary meeting shall be normally held at least once in each semester.
- c. Special meeting may be called by the Head of the Institution on his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from at least one-third of the members of the Committee.

15. Faculties of Study:

There must be Course Coordinators at each of the Academic Chapters of the Institute, may coordinate & facilitates to the Academic Committee through the member secretary of the Committee.

16. Appointment of Faculty:

- a. Teachers of the Institute shall be appointed by the selection process laid down as per the guidelines of the Institute.
- b. Institute shall communicate to the University the appointment of all faculty members at it's Academic Chapters with detailed resume for records within every six month.

17. Scrutiny:

The Semester wise result shall be scrutinized by JNU. For this scrutiny, NCHMCT, Noida has to provide conveyance, local hospitality and to pay an honorarium to scrutiny team.

18. Inspections:

The Executive Council of the University on the recommendation of the Academic Council shall have the right to cause an inspection after every three year to be made by such person or persons as may be decided by the Executive Council in respect of its building, laborites and equipment and also of the examination, teaching and evaluation with a view to ensuring of Academic standards.

19. Jurisdiction:

The decision of the Authorities of the University and action taken by the Vice-Chancellor on behalf of Authorities, JNU would be final and binding on all concerned. Any dispute arising would be settled in the jurisdiction of Delhi Courts.

20. Powers of Relaxation:

Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Academic Committee of the Institute as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.

70. *ORDINANCE RELATING TO THE AWARD OF B.Sc.-M.Sc. INTEGRATED PROGRAM IN AYURVEDA BIOLOGY DEGREES.

1. Definitions:

- 1.1 “Course” means a Semester Course.
- 1.2 “Credit” (c) is the weightage assigned to a course in terms of Contact hours.
- 1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 “Grade Point” (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 1.5 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g1 \times c1) + (g2 \times c2) + \dots}{\text{Total number of credits offered by the student up to and including the semester for which cumulative index is required.}}$$

Total number of credits offered by the student up to and including the semester for which cumulative index is required.

- 1.6 “Final Grade Point Average” (FGPA) is the final index of a student at the time of award of a degree.

Final grade is the letter equivalent assigned to a student on the basis of his/her grade point at the time of the award of the degree.

2. Eligibility for Admission to the Course:

A candidate shall be eligible for admission if he/she has passed the Senior School Certificate Examination (10+2) of a recognized Board of Secondary Education or an examination recognized by the University as its equivalent.

The student shall be required to appear and clear the entrance examination prescribed by the University.

No candidate shall be eligible for admission to the programme unless he/she has attained the age of 17 years for admission to the 1st semester of the programme as on 1st October of the year in which admission is sought. Provided that the age limit may be relaxed by the Vice-Chancellor on the recommendations of the Committee for Advanced Studies and Research/Special Committee of the School/Special Centre (Admission Committee) of the School Concerned on the merits of the case, and in case of candidate belonging to SC/ST.

* Added vide Resolution No. 6.1/EC/24.11.2023.

3. Disciplines/languages for Bachelor's Degree:

Candidates may seek admission to 5 years B.Sc.-M.Sc. integrated Program of Studies leading to the award of B.Sc.-M.Sc. in Ayurveda Biology In the following manner:

a) 3-Year B.Sc. (Hons.) in Ayurveda Biology.

The student will be eligible for award of B.Sc. (Hons.) in Ayurveda Biology after completion of 3-years i.e. six semesters after fulfilling the minimum credits requirement for the award of the degree as laid down in the Ordinance.

b) 5-Year B.Sc.-M.Sc. Integrated.

The student will be eligible for award of B.Sc.-M.Sc. Integrated degree in Ayurveda Biology after completion of 5 years i.e. ten semesters after fulfilling the minimum credits requirement for the award of the degree as laid down in the Ordinance.

The student wishing to quit after 3-year shall get a B.Sc. (Hons.) degree in Ayurveda Biology.

4. Admission Procedure:

Procedure for admission to the course leading to the B.Sc.-M.Sc. integrated in Ayurveda Biology degree shall be laid down from time to time by the Committee for Advanced Studies and Research of the School (Admission Committee) of Committee appointed by the Academic Council under Statute 16(viii).

5. Faculty Adviser:

The Centre through which a student seeks admission shall appoint an Adviser for students of each year from amongst the members of the faculty concerned. The Adviser shall advise the students about the registration of courses adding/dropping of courses and how the grades awarded in the courses.

Registration of courses is the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date to be announced by the University.

Late registration may be allowed to a student, in exceptional cases subject to the proper justification given by him/her, upto a maximum period of 3 weeks from the commencement of semester.

No student shall be allowed to add a course or substitute a course for another course later than three weeks from the date of commencement of the Semester. A student wishing to drop a course must do so as early as possible but in no case later than six weeks from the date of commencement of the Semester.

6. Duration of the course:

The curricular work leading to the award of B.Sc.-M.Sc. Integrated program in Ayurveda Biology Degree shall be spread over a minimum of ten semesters, five Monsoon semesters and five Winter semesters.

Students may opt for an exit route after successfully completing all minimum credit requirements for the award of 3 years B.Sc. (Hons.) degree in Ayurveda biology.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization, technical grounds like visa problems, sequencing of courses, accepting a foreign scholarship/fellowship provided it is meant for upgrading research skill and not for earning a regular degree or diploma subject to the fulfillment of requirements as laid down by the regulations.

Provide further that such zero semester/year shall not be counted for calculation of the duration of the programme (total number of Semesters spent by a student in a programme) in case of such a student.

The Monsoon and the winter semesters shall commence from and end on a date to be fixed by the Academic Council of the University.

Provided that each semester will ordinarily have 90 working days excluding the examination days.

A student who has successfully completed the prescribed number of courses for the programme taken for a minimum of six semesters will become eligible subjects to Regulations made in this regard for award of B.Sc. (Hons.) degree of the University, provided he/she fulfills the credit requirements as referred to in clause 7.3 and grade requirements as referred to in clause 9.2.

7. Credit requirements:

7.1 a) B.Sc. (Hons.) in Ayurveda Biology (6 Semesters)

- (i) 18 credits (6 courses x 3 credits) each semester x 6 semester = 108 credits as prescribed by UGC/JNU rules).
- (ii) A 2-week training program in online/offline mode (during winter break) every year in the newer and emerging areas of Ayurvedic Sciences.
- (iii) The courses in the first four semesters are compulsory.
- (iv) 6th Semester will include a compulsory Ayurveda entrepreneurship course of 6 credits which includes internship and report writing with presentation by the student in which the students will learn entrepreneurship skills and do an internship in their intended area of interest.

b) M.Sc. in Ayurveda Biology (10 Semesters)

Ordinarily a course shall be given in three/four contact hours a week and the credits for these courses shall be as follows:

- (i) 7th to 9th semesters will offer optional masters level courses. The students have to do 12 courses worth 48 credits.
- (ii) In 9th semester, the focus will be on research methods, data standards, research project and product design with 2 compulsory courses.
- (iii) The 10th semester will offer only 1 course worth 16 credits where the students will write their masters dissertation in collaboration with academia/industry under collaborative supervision.

7.2 Provided that the Board of Studies of the School may, on the recommendation of the Centre(s), allot less or more credits to a particular course.

7.3 The actual credits requirement for Bachelor's Degree shall be prescribed by the Centre concerned. Provided that it shall not be less than 100 credits.

7.4 (a) Normal load of a student in each of the first two semesters shall be of 10 credits; in each of the third to sixth semesters, it shall be of 15 credits.

(b) A student with the permission of the Centre/School concerned may be allowed to carry additional load over and above the normal load prescribed in 7.4 above provided that the additional load shall not exceed 50% of the credits/courses a student is normally expected to cover in as semester.

7.5 The student may earn his/her 'C' level credits from the prescribed courses offered by the Centre and the remaining credits, if any, from other disciplines.

7.6 A student joining the 1st semester of the programme shall be required to earn at least a minimum of 10 credits from courses in tools, techniques and methodology which will be prescribed by the Centre concerned.

7.7 (i) In the 5 years B.Sc./M.Sc. integrated program, all courses for first four semesters, are core courses and are compulsory courses.

(ii) In fifth and sixth semester, courses are optional. However, Environmental studies course in the fifth semester and Ayurveda Entrepreneurship course in sixth semester are compulsory.

(iii) In fifth and sixth semesters, student can opt one optional course from any other schools of the University.

- (iv) For M.Sc. in Ayurveda Biology, 7th, 9th Semesters Master level courses are optional. In the 7th & 8th semester, student can opt one optional master level course from other School/Centre of the University. In the 9th semester, a research methodology in Ayurveda Biology course and Seminar Course-Research Project in Ayurveda Course are compulsory.
- (v) The 10th Semester has only one course (16 credits) which will be in the form of a dissertation which is compulsory.

7.8 A student shall not be permitted to offer a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former.

8. Evaluation:

- 8.1 The system of evaluation for each course shall be laid down by the Board of the School on the recommendation of the Centre concerned.
- 8.2 For courses having a semester examination, sessional work or internal evaluation shall carry the same weightage as the semester examination.
- 8.3 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Board of Studies of the School, on the recommendation of the Centre concerned and shall be made known to the students at the commencement of each semester.
- 8.4 The students shall be graded in each course on a 10 point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note:

- 1: There shall be no rounding off of SGPA/CGPA/FGPA obtained by a student at the end of each semester.
- 2: The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

The Final Grade Point Average obtained by the student shall be classified into the following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class
3.0 and above but less than 3.5	Pass

8.5 A student clears a course only if he/she has cleared both the components, namely, sessional work or internal evaluation and end semester examination (for courses having end semester examination) by securing a grade higher than 'F' in both of them, or only if he or she secures an overall grade higher than 'F' (for courses having no end semester examination). A student who fails in a course either by not clearing the sessional and consequently being not eligible to appear in the end semester examination, or by failing in the end semester examination, or by absenting from appearing in the end semester examination (for courses having end semester examination) or by failing to secure an overall grade higher than 'F' (for courses having no end semester examination), shall be required to repeat that course or clear another similar (core, optional or tool, as the case may be) course in lieu thereof irrespective of his/her performance in the sessional work.

8.6 A student who secures a grade higher than 'F' in a course may be permitted by the Centre, keeping in view its academic constraints, to improve his/her grade by repeating that course only once, subject to proviso of Clause 8.5 of the Ordinance.

Provided further that a student who wants to repeat a course to improve his/her performance shall be allowed to do so only if he/she surrenders his/her earlier grade in the course by 16th August in case of the Monsoon Semester courses and by 1st February in case of Winter Semester courses. Having surrendered his/her earlier grade by due date, it will be his/her repeat performance in the course which will be taken into account to compute the SGPA and the CGPA. His/her transcript will however, reflect appropriately both the performances and the fact that he/she repeated the course/courses.

- 8.7 The Final Grade Point Average of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n \text{cl} \times \text{gl}}{\sum_{i=1}^n \text{ci}}$$

cl= Credit of the ith course

gl= Grade point secured by the cadet in the ith course

n = Total number of courses prescribed for the student

FGPA: Final Grade Point Average of the student concerned

- 8.8 Examinations shall be conducted under the direction and supervision of the Dean of School.
- 8.9 A student can take part in the curricular programme for the five years B.Sc.-M.Sc. Ayurveda Biology Degree of the University up to a maximum of 12 semesters.
- 8.10 Constitution of Examiners or Board of Examiners for a course shall be appointed for each course by the Board of the School, on the recommendation of the Centre concerned.
- 8.11 An application for admission to the semester examination shall be made in the prescribed form and forwarded to the Dean of the School through the Head of the Centre concerned and shall be accompanied by the following certificates:
- i) Clearance in Sessional Evaluation.
 - ii) Clearance of all dues.

9. Grade Point Requirement/Minimum standard:

- (a) A student joining the 1stv semester of the six semester programme will be required to maintain a CGPA of 3.00 in the core Courses at the end of second semester and thereafter.
- 9.1 A student joining the 3rd semester of six semester programme will also be required to maintain a CGPA of 3.00 in core courses at the end of the 4th semester and thereafter.

- 9.2 At the end of the sixth semester, a student will be required to have a CGPA of 4.00 and also have cleared all the courses prescribed by the Centre from 1st to 6th semester to enable him/her to get B.Sc. (Hons.) degree.
- 9.3 If a student has a CGPA of 3.00 in core courses at the end of the sixth semester or fourth semester in case of students admitted under Clause 2.2 but does not fulfill the requirements for the award of B.Sc. (Hons.) degree, he/she will be given maximum of two more semesters to fulfill the prescribed requirements for the award of B.Sc. (Hons.) degree.
- 9.4 (a) The end semester examination shall be conducted by the Centres under the overall guidance/directions of the Dean of the School within the dates specified by the University. The Head of the Centres shall report the award list in respect of all courses to the Dean's office.
- (b) The end semester results shall be placed before the Dean of the School for approval after they have been screened by the Committee consisting of the Head of the Centre and not more than three faculty members appointed by the Dean on the recommendations of the Head of the Centre/concerned.
- (c) The final results at the end of the sixth and tenth semester i.e. for the award of B.Sc.-M.Sc. Integrated degree in Ayurveda Biology would be considered by a Committee of the School consisting of the Dean of the School as Chairman and Heads of the Centres concerned as members and would be approved by the Vice-Chancellor before being announced.

Note: The end semester examination results and the final results at the end of the sixth semester shall be forwarded by the Dean of the School to the University within the dates specified by the University for record and further action.

10. Courses of Study and Framing of the Syllabi:

- 10.1 The Courses of Study shall be approved by the Board of the School, on the recommendations of the Centre concerned.
- 10.2 The Syllabi for the courses shall be approved by the Centre concerned which shall also prescribe text books/reading text for each course.

11. Removal of the Name of a Student from the Programme:

- 11.1 The names of students failing under following categories shall automatically stand removed from the rolls of the University:
- a) Those students who fail to fulfill the CGPA requirements as specified under clause 9.
- b) Those students who have already exhausted the maximum period of eight semesters for the B.Sc. (Hons.) defined in clause 9.

- 11.2 The Board of the School, on the recommendations of the Centre, may remove the name of a student from a programme of study if:
- i. A student of B.Sc. (Hons.) in Ayurveda Biology first year fails to clear at least 50% of the prescribed core courses at the end of the first semester.
 - ii. A student has still to clear courses which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register for the normal load for the remaining period plus 50% of this normal load.
- 12.** Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Centre/Department and Board of the School as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA/FGPA requirements.
- 13.** No candidate shall be eligible to register for the programme/courses if he/she is already registered for any full time programme of study in this University or in any other University/Institution.

71 (A). *ORDINANCE RELATING TO THE AWARD OF B.B.A. IN TOURISM AND ALLIED STREAMS TO THE STUDENTS OF THE INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT (IITTM), GWALIOR, MADHYA PRADESH.

1. Short Title:

- 1.1 This Ordinance shall be called the Bachelor of Business Administration (B.B.A) Indian Institute of Tourism and Travel Management (IITTM), Gwalior, Ordinance.
- 1.2 It shall come into force on a date specified by the authorities of the University from the academic session 2023-24.

2. Definitions:

2.1 “Academic Council”

- (a) The Academic Council shall be the Academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.
- (b) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and general regulation, Statutes and the Ordinance, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the University, shall exercise such other power and perform such other duties as may be conferred or imposed upon it by the Statutes.

2.2 “Indian Institute of Tourism and Travel Management (IITTM), Gwalior” which has been named as a recognized Institute of the University Act of 1966 for the purpose of instruction and research leading to the award of Bachelor Degrees of the University.

2.3 “**Academic Chapter**” The academic chapters (IITTM), functioning under the academic umbrella of the Institute.

2.4 “**Academic Committee**” means the “Academic Committee of the Institute”.

2.5 “**Competent Authority**” means “Hon’ble Vice-Chancellor of JNU.”

2.6 “**Course**” means a Semester Course.

2.7 “**Credit**” (C) is the weightage assigned to a course in terms of Contact hours.

2.8 “**Grade**” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.

* Added vide Resolution No. 6.1/EC/24.11.2023.

2.9 **“Grade Point”** (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.

2.10 **“Semester Grade Point Average” (SGPA)** means a semester index of a student at the end of a semester in respect of courses for which he/she had registered during the semester. Calculated as per the following formula:

$$SGPA = \frac{\sum_{i=1}^n g_i \times c_i}{\sum_{i=1}^n C_i}$$

Where:

g_i = the grade point secured by the student in the i th course;

C_i = the credit of the i th course;

c_i = the total number of courses for which the student had registered during the semester.

2.11 **“Cumulative Grade Point Average” (CGPA)** means a cumulative index grade point average of a student calculated in the following manner:

$$CGPA = \frac{\sum_{i=1}^m g_i \times c_i}{\sum_{i=1}^m C_i}$$

OR

$$CGPA = \frac{g_1 \times g_2 \times g_3 \dots \dots \dots n}{\text{The total number of courses for which the student had registered till then including those in all the previous semesters}}$$

The total number of courses for which the student had registered till then including those in all the previous semesters

m = The total number of courses for which the student had registered till then including those in all previous semester.

2.12 “**Final Grade Point Average**” (FGPA) is the final index of a student at the time of award of a degree.

$$FGPA = \frac{\sum_{i=1}^n g_i \times c_i}{\sum_{i=1}^n C_i}$$

OR

$$FGPA = \frac{g_1 \times g_2 \times g_3 \dots \dots \dots n}{\text{The total number of courses for which the student had registered till then including those in all the previous semesters}}$$

n = The total number of courses for which the student had registered during the entire program.

2.13 “**Final Grade**” is the letter equivalent assigned to a student on the basis of his/her Final Grade Point at the time of the award of the degree.

3. Eligibility for Admission:

The eligibility for the programme shall be decided by the Institute. A minimum qualification for admission is senior school certificate Examination (10+2) or equivalent from recognized board of senior secondary education or an examination recognized by university or it equivalent.

4. Admission Procedure:

Procedure for admission leading to award of the B.B.A. Degree shall be decided by the Academic Committee of the Institute.

5. Duration of the Programme:

5.1 The curricular work leading to award of 3-year UG Bachelor’s Degree (IITTM), Gwalior spread over a minimum of six semesters. (Three Monsoon semesters and three winter semesters) & 4-year UG Bachelor’s Degree (IITTM) Gwalior, spread over eight semesters on the recommendation of Academic Committee of the Institute in the line with NEP 2020.

Provided that a semester or a year may be declared zero semester or zero year in the case of student if he/she could not continue with the academic programme during that period due to illness and hospitalization.

Such zero semester/year shall not be continued for calculation of the duration of the programme in case of such a student.

- 5.2 The Monsoon and the Winter Semester shall commence the date to be fixed by the Academic Committee of the Institute.

Provided that each semester will ordinarily have 90 working days excluding the examination days.

- 5.3 A student who has successfully completed the prescribed number of courses for the programme take for a minimum of six semesters will become eligible subject to Regulations made in this regard for the award of Bachelors degree of the University, provided he/she fulfills the credit requirements as referred to in clause 7.3 and grade requirements as referred to in clause 9.2.

6. Credit requirement:

- 6.1 The student pursuing curricular programme leading to award of B.B.A. Degree shall ordinarily pursue courses carrying the credits as allotted to each course by the Academic Committee of the Institute.

- 6.2 The scheme of instruction specifying the contact hours inclusive of lectures, tutorials and laboratory work etc. shall be laid down by the Academic Committee of the Institute. The syllabus of the course/programme shall have the approval of the Academic Council of the University on the recommendations of the Academic Committee, of the Institute concerned.

- 6.3 The actual credits requirement for Bachelor's Degree shall be decided by the Academic Committee of the Institute. Provided that it shall not be less than 140 credits.

- 6.4 (a) Normal load of a student in each semester shall be decided by the academic committee of the institute.

(b) A student with permission of the institute concerned may be allowed to carry additional load over & above the normal load prescribed, the additional load shall not exceed 50% of the credits/courses a student is normally expected to cover in a semester.

- 6.5 Provided further that the institute might in exceptional circumstances; permit the student a load 50% less than normal load in a semester.

7. Evaluation:

- 7.1 The system of evaluation for each course shall be laid down by the Academic Committee of the Institute.

- 7.2 In semester end examination, internal evaluation shall carry 40 % weightage and the term end examination shall carry 60% weightage.

- 7.3 The pattern and schedule of internal evaluation for each course of a semester shall be prescribed by the Academic Committee of the Institute and shall be made known to the students at the commencement of each semester.
- 7.4 The students shall be graded in each course on a (10) ten point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note:

- 1: There shall be no rounding off in SGPA/CGPA/FGPA obtained by a student at the end of each semester.
- 2: The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

The Final Grade Point Average obtained by the student shall be classified into following divisions:

FGPA	Class/Division
8.5 and above	High First Class
7.5 and above but less than 8.5	Middle First Class
6.5 and above but less than 7.5	Lower First Class
5.5 and above but less than 6.5	High Second Class
4.5 and above but less than 5.5	Middle Second Class
3.5 and above but less than 4.5	Lower Second Class
3.0 and above but less than 3.5	Pass

- 7.5 A student clears a course only if he/she has cleared both the components, namely, internal evaluation and term end semester examination by securing a grade higher than 'F' in both of them, or only if he or she secures an overall grade higher than "F". A student who fails in a course either by not clearing the internal evaluation and consequently being not eligible to appear in the term-end semester examination, or by failing in the end semester examination, or by absenting from appearing in the end semester examination or by failing to secure an overall grade higher than 'F', shall be required to repeat that course.

- 7.6 The Final Grade Point Average of a student will be worked out on the basis of the formula indicated below:

$$\text{FGPA} = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n C_i}$$

c_i = Credit of the i th course

g_i = Grade point secured by the student in the i th course

n = Total number of courses prescribed for the student

FGPA = Final Grade Point Average of the student concerned

- 7.7 Examinations shall be conducted under the direction and supervision of the Director (Studies) of the Institute.
- 7.8 A student can take part in the curricular program for the bachelor's Degree of the University upto a maximum of 08 semesters.
- 7.9 Constitution of Examiners or Board of Examiners for a course shall be appointed for each course by the Institute.

8. Grade Point Requirements/Minimum Standard:

- 8.1 A student joining the 1st semester of the six-semester programme will be required to maintain a CGPA of 3.00 in the core courses at the end of second Semester and thereafter.

A student, joining the 3rd semester of six-semester programme will also be required to maintain a CGPA of 3.00 in core courses at the end of the 4th semester and thereafter.

- 8.2 At the end of the sixth semester, a student will be required to have a CGPA of 4.00 and also have cleared all the courses prescribed by the Institute from 1st to 6th semester to enable him/her to get Bachelors degree.
- 8.3 (a) The end term semester examination shall be conducted by the academic chapters under the overall guidance/directions of the Director (Studies) of the Institute within the dates specified by the Institute.
- (b) The end semester result shall be placed before the Academic Committee for approval after they have been scrutinized by the JNU scrutiny team.

- (c) The Institute shall forward the results of each semester, after scrutiny, for approval of the Competent Authority of the University before placing the same before the Academic Committee of the Institute.

Note: The end Semester examination results and the final results at the end of the sixth/eighth semester shall be forwarded by the Director (Studies) of the Institute within the dates specified by the University for record and further action.

9. Courses of Study and Framing of the Syllabi:

- 9.1 The Courses of Study shall be approved by the Academic Committee of the Institute.
- 9.2 The Syllabi for the courses shall be approved by the Academic Committee of the Institute and Academic Council of the University.

10. Removal of the Name of a Student from the Program:

- 10.1 The names of students falling under following categories shall automatically stand removed from the rolls of the University.
 - (a) Those students who fail to fulfill the CGPA requirements as specified under clause 8.1.
 - (b) Those students who have already exhausted the maximum period of eight semesters for the B.B.A. (Tourism & Allied Streams) programme and have not fulfilled the requirements for the award of Bachelor's degree as defined in clause 8.2.
- 10.2 The Academic Committee of the Institute, on the recommendations of the Director of the Institute, may remove the name of a student from a programme of study if:
 - (a) A student of B.B.A. first year fails to clear at least 50 % of the prescribed core courses at the end of the 1st semester.
 - (b) A student has still to clear courses which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register for the normal kind for the remaining period plus 50% of this normal load.

11. Constitution of the Academic Committee:

There shall be an Academic Committee consisting of the following:

- 11.1 Director of the Institute will be the Chairman of the Committee.
- 11.2 Two faculty members of the University and, two faculty members nominated by the Institute.

- 11.3 Two external experts in the field of Tourism and Travel, with one member nominated by the Academic Council of the University on the recommendations of the Vice-Chancellor, and one member nominated by Director of the Institute.
- 11.4 Program Chairperson of the Institute.
- 11.5 The Rector-I, JNU or his nominee will be special invitee.
- 11.6 As and when required, the Director, of the Institute shall co-opt an expert in the meeting of the Academic Committee.

Note: Except Director IITTM, Gwalior, the faculty and experts nominated by the Academic Council of JNU and the Institute shall have a term of two years.

12. Quorum:

Quorum of the meeting of the Committee shall be 1/3 of its total members.

13. Powers and functions of the Academic Committee:

The power and function of the Academic Committee shall be:

- i) To recommend the course of study including detailed syllabi to the Academic Council for its approval;
- ii) To review general norms and rules for the evaluation of internal evaluation;
- iii) To maintain standards of teaching and to submit to the Academic Council any proposal in this regard;
- iv) To consider any proposal regarding the welfare of the students of the Institute;
- v) To delegate to the Head of the Institution or to any other members of the Academic Committee or to a Committee, such matters as may be referred to it by the Executive Council or the Academic Council or the Vice-Chancellor of JNU.

14. Meeting of the Academic Committee:

- a. Meeting of the Academic Committee shall be either ordinary or special as the case may be.
- b. Ordinary meeting shall be normally held at least once in each semester.
- c. Special meeting may be called by the Head of the Institution on his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from at least one-third of the members of the Committee.

15. Faculties of Study:

There must be Course Coordinators at each of the Academic Chapters of the Institute, may coordinate & facilitates to the Academic Committee through the member secretary of the Committee.

16. Appointment of Faculty:

- a. Teacher of the Institute shall be appointed by the selection process laid down as per the guidelines of the Institute.
- b. Institute shall communicate to the University the appointment of all faculty members at it's Academic Chapters with detailed resume for records within every six month.

17. Scrutiny:

The Semesters wise result shall be scrutinized by JNU. For scrutiny, (IITTM), Gwalior, Madhya Pradesh has to provide conveyance, local hospitality and to pay an honorarium to scrutiny team.

18. Inspection:

The Executive Council of the University on the recommendation of the Academic Council shall have the right to cause an inspection after every three year to be made by such person or persons as may be decided by the Executive Council in respect of its building, laborites and equipment and also of the examination, teaching and evaluation with a view to ensuring of Academic standards.

19. Jurisdiction:

The decision of the Authorities of the University and action taken by the Vice-Chancellor on behalf of Authorities, JNU would be final and binding on all concerned. Any dispute arising would be settled in the jurisdiction of Delhi Courts.

20. Powers of Relaxation:

Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Academic Committee of the Institute as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA/FGPA requirement.

71 (B). ORDINANCE RELATING TO MBA (TOURISM AND TRAVEL MANAGEMENT) CONDUCTED BY THE INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT (IITM), GWALIOR, MADHYA PRADESH.

1. Short Title:-

- 1.1 This Ordinance will be called the Indian Institute of Tourism and Travel Management (IITM), Gwalior, Ordinance 2023.
- 1.2 It shall come into force on date specified by the authorities of the University from the academic session 2023-24 onwards.

2. Definition:-

- 2.1 “Act” means the Jawaharlal Nehru University Act, 1966.
- 2.2 “Academic Council”
- (a) The Academic Council shall be the academic body of the Jawaharlal Nehru University (JNU), and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by its Statutes.
- (b) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the University, and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.
- 2.3 “Institute” means a multi-campus Indian Institute of Tourism and Travel Management, headquartered at Govindpuri, Gwalior, Madhya Pradesh (hereinafter referred to as IITM) which has been named as a recognized institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of MBA (Master of Business Administration) degrees of the University.
- 2.4 “Academic Year” means a period of twelve (12) months, having two semesters, as proposed by the Institute and decided by the University.
- 2.5 “Academic Committee” means the “Academic Committee of the Institute”.
- 2.6 “Competent Authority” means the “Hon’ble Vice-Chancellor of JNU”.
- 2.7 “University” means Jawaharlal Nehru University, at New Delhi.

* Added vide Resolution No. 6.1/EC/24.11.2023.

3. Eligibility of Admission:-

A candidate shall be eligible for admission to the programme leading to the award of MBA Degree in Tourism and Travel Management in case he/she has obtained a Bachelor's degree under 10+2+3 pattern recognized by the University or a degree recognized as its equivalent and. Provided further that he/she has attained minimum proficiency in the subject concerned at the time of admission, as decided by the University from time to time.

4. Duration of the Programme:-

The curricular work leading to award of MBA Degree in Tourism and Travel Management shall be spread over two academic years consisting of four semesters.

5. Credit requirements:-

5.1 The participants pursuing the course at IITTM leading to award of MBA in Tourism and Travel Management shall ordinarily pursue courses carrying the credits as allotted to each course by the Academic Committee of the Institute.

5.2 The participants pursuing the courses at IITTM shall be allowed to register for the course, as specified by the Academic Committee from time to time.

5.3 The participants pursuing the course at IITTM shall not be offered a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former but he/she can apply on provisional basis whereas the degree award will be the subject to the successful completion of the previous requisite.

5.4 The participants pursuing the course at IITTM for the award of MBA Degree in Tourism and Travel Management shall earn a minimum credit requirement of 80.

6. Examination:-

Examination shall be conducted under the directions of the Competent Authority of the Institute.

7. Grade Point Requirements/Minimum Standard:-

7.1 A participant joining the programme semester-wise will be required to maintain a SGPA of 4.00 at the end of each semester.

7.2 A participant, in order to be eligible for the award of MBA degree, must have:

(a) passed all the semesters/prescribed courses as laid down;

(b) he/she has obtained a CGPA of 4.00 at the end of the program.

- 7.3 (a) The end semester examination shall be conducted by the Institute under the overall guidance of the Competent Authority of the Institute within the dates specified by the University.
- (b) The final results at the end of the program and award of MBA degree would be forwarded by the Director of the Institute and would be approved by the Vice-Chancellor before being announced.

Note: The end term examination results of each semester and the final results at the end of the programme shall be forwarded by the Director of the Institute to the University for record and further action.

8. Constitution of the Academic Committee:-

There shall be an Academic Committee consisting of the following:-

- 8.1 Director of the Institute will be the Chairman of the Committee.
- 8.2 Two faculty members of the University and, two faculty members nominated by the Institute.
- 8.3 Two external experts in the field of Tourism and Travel, with one member nominated by the Academic Council of the University on the recommendations of the Vice-Chancellor, and one member nominated by Director of the Institute.
- 8.4 Program Chairperson of the Institute.
- 8.5 The Controller of Examinations, the Institute will be Member Secretary of the Academic Committee.
- 8.6 The Rector-I JNU or his nominee will be Special Invitee.
- 8.7 As and when required, the Director of the Institute shall co-opt an expert in the meeting of the Academic Committee.

Note: Except Director IITTM Gwalior, the faculty and experts nominated by the Academic Council of JNU and the Institute shall have a term of two years.

9. Quorum:-

Quorum of the meeting of the Committee shall be $1/3^{\text{rd}}$ of its total members, inclusive of one outside member. While the Committee may meet as often as necessary it shall however meet at least once in each semester.

10. Powers and functions of the Academic Committee:-

The powers and functions of the Academic Committee shall be:-

- 10.1 To recommend the courses of study including detailed syllabi to the Academic Council for its approval;
- 10.2 To review general norms and rules for the evaluation;
- 10.3 To maintain standards of teaching and to submit to the Academic Council any proposal in this regard;
- 10.4 To consider any proposal regarding the welfare of the students of the Institute;
- 10.5 to delegate to the Head of the Institute or to any other members of the Academic Committee or to a Committee such general or specific powers as may be decided upon by the Academic Committee from time to time;

To perform all other functions as prescribed herein and other functions as may be mutually agreed upon by the Parties from time to time.

11. Meeting of the Academic Committee:-

- 11.1 Meetings of the Academic Committee shall be either ordinary or extraordinary.
- 11.2 Ordinary meetings shall be normally held at least once in each semester.
- 11.3 Extraordinary meetings may be called by the Competent Authority of the Institution on his own initiative or shall be convened at the suggestion of the Hon'ble Vice-Chancellor or on a written request from at least one-fifth of the members of the Committee.

12. Appointment of Faculty:-

- 12.1 Faculty of the Institute shall be appointed by the selection process laid down by the Institute provided however, the qualifications will be laid down by the Board of Governors of the Institute. The appointments will be communicated to the University for information.
- 12.2 Any appointment from other Service Officers on the teaching staff of the Institute for more than two years shall be informed to the University.
- 12.3 Institute shall communicate to the University the appointment of all faculty members with detailed resume for records.

13. Inspection:-

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every five years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, facilities, laboratories and equipment, as also of the examinations, teaching and evaluation with a view to ensuring academic standards and to decide on continuation of recognition granted.

14. Scrutiny:-

The semester wise result will be scrutinized by JNU. For such scrutiny, IITM has to provide conveyance, local hospitality and to pay an honorarium to scrutiny team as per University rules.

15. Jurisdiction:-

The decision of the authorities of the University and action taken by the Vice-Chancellor on behalf of the authorities, would be final and binding on all concerned. Any dispute arising would be settled under the jurisdiction of Delhi Courts.

71 (C).ORDINANCE RELATING TO PH.D. (TOURISM AND TRAVEL) OF THE INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT (IITTM), GWALIOR, MADHYAPRADESH.

1. Short Title:-

- (a) This Ordinance may be called the Indian Institute of Tourism and Travel Management (IITTM), Gwalior Ph.D. Ordinance, 2023.
- (b) It shall come into force on a date to be specified by the authorities of the University.

2. Definition:-

- a. **“Institute”** means a multi-campus Indian Institute of Tourism and Travel Management, headquartered at Govindpuri, Gwalior, Madhya Pradesh (hereinafter referred to as IITTM) which has been named as a recognized institute of the University in terms of Section 5(13) of the Jawaharlal Nehru University Act of 1966 for the purpose of instruction and research leading to the award of Ph.D. in Tourism and Travel Management of the University.
- b. **“Committee”** means the “Academic Committee of the Institute”.

3. Constitution of the Academic Committee:-

There shall be an Academic Committee consisting of the following:-

- 3.1 Director of the Institute will be the Chairman of the Committee.
- 3.2 Two faculty members of the University and, two faculty members nominated by the Institute.
- 3.3 Two external experts in the fields of Tourism and Travel, with one member nominated by the Academic Council of the University on the recommendations of the Vice-Chancellor, and one member nominated by Director of the Institute.
- 3.4 Program Chairperson of the Institute.
- 3.5 The Controller of Examinations, the Institute will be Member Secretary of the Academic Committee.
- 3.6 The Rector-I, JNU or his nominee will be Special Invitee.
- 3.7 As and when required, the Director of the Institute shall co-opt an expert in the meeting of the Academic Committee.

Note: Except Director, IITTM Gwalior, the faculty and experts nominate by the Academic Council of JNU and the Institute shall have a term of two years.

* Added vide Resolution No. 6.1/EC/24.11.2023.

4. Terms of Office:-

Except Director all other members of the Committee shall hold office for a period of two years.

5. Quorum:-

Quorum of the meeting of the Committee shall be 1/3 of its total members inclusive of one outside member, Committee may meet, as often as necessary. However,, are meeting in each semester is mandatory.

6. The Academic Committee:-

The Academic Committee of the Institute shall exercise the powers and duties of the centres of the studies of the Institute, in relation to the Ph.D. program except that the courses of study alongwith detailed syllabi will be submitted to the Academic Council of JNU for its consideration and approval.

7. Participation in Instructional and Research Guidance:-

Such of the faculty on the strength of the Institute will be recognized as teachers of the University to participate in the Instructional and Research Guidance of the students registered for the doctoral programme and may be designated appropriately as Professor, Associate Professor and Assistant Professor on the basis of their qualifications and experience as laid down by the University from time to time and comparable to corresponding faculty positions in the University only for the purpose of intake of students for Ph.D. programme in accordance with the Ordinances governing Ph.D. programme in the University as amended from time to time. Each of such faculty shall seek prior recognition of the University for performing such functions.

8. Admission to the Centre:

The Admission to the Ph.D. programme of the Institute shall be in accordance with the provisions contained in the Ph.D. Ordinances of the University, as amended from time to time.

9. Inspection:-

The Executive Council on the recommendation of the Academic Council shall have the right to cause an inspection after every five years to be made by such person or persons as may be decided by the Executive Council in respect of its buildings, facilities, laboratories and equipment, as also of the examinations, teaching and evaluation with a view to ensuring academic standards and to decide on continuation of recognition granted.

10. Scrutiny:-

The semester wise result shall be scrutinized by JNU. For such scrutiny, Indian Institute of Tourism and Travel Management, has to provide conveyance, local hospitality and honorarium to scrutiny team as per University rules.

72. *ORDINANCE RELATING TO PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM (w.e.f. 23.07.2018).

1. SHORT-TITLE AND APPLICATION:

1.1 This Ordinance shall be called the “JNU Ordinance Relating to Promotion of Academic Integrity and Prevention of Plagiarism”.

1.2 This Ordinance shall come into force from the date of Gazette Notification of UGC Regulations, 23.07.2018.

1.3 The provisions of this Ordinance shall be applicable till such time as the concerned provision is modified by the appropriate regulatory authority.

2. Definitions:

In this Ordinance, unless the context otherwise requires—

- a. “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. “Author” includes a student or a faculty or a researcher or staff of University who claims to be the creator of the work under consideration;
- c. “Commission” means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d. "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;
- e. “Degree” means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- f. “Departmental Academic Integrity Panel” shall mean the body constituted at the School/ Special Centre/ Centre level to investigate allegations of plagiarism;
- g. “Faculty” refers to a person who is teaching and/or guiding students enrolled in Jawaharlal Nehru University in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- h. “University” means Jawaharlal Nehru University;
- i. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;

* Added vide Resolution No. 6.1/EC/22.10.2018

- j. “Institutional Academic Integrity Panel” shall mean the body constituted at University level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the University level;
- k. “Notification” means a notification published in the Official Gazette and the expression “notify” with its cognate meanings and grammatical variation shall be construed accordingly;
- l. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
- m. “Programme” means a programme of study leading to the award of a masters and research level degree;
- n. “Researcher” refers to a person conducting academic / scientific research in the University;
- o. “Script” includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of Jawaharlal Nehru University; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- p. “Source” means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (l);
- q. “Staff” refers to all non-teaching staff working in University in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- r. “Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
- s. “Year” means the academic session/year in which a proven offence has been committed.

Words and expressions used and not defined in these Ordinance but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

3. Duties of School/Special Centre/Centre:

Every School/Special Centre/Centre should establish the mechanism as prescribed in this ordinance, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

4. Awareness Programs and Trainings:

- i. The concerned School/Special Centre/Centre shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- ii. The concerned School/Special Centre/Centre shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- iii. The School/Special Centre/Centre shall :
 1. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
 2. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
 3. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
 4. Establish facility equipped with modern technologies for detection of plagiarism.
 5. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

5. Curbing Plagiarism:

- a. The University shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b. The mechanism, as defined at (a) above, shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c. Every student submitting a thesis, dissertation, or any other such documents to the School/Special Centre/Centre shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

- d. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.
- e. Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- f. The University shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "*Shodh Ganga e-repository*".
- g. The University shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

6. Similarity checks for exclusion from Plagiarism:

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

7. Levels of Plagiarism:

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

8. Detection/Reporting/Handling of Plagiarism:

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the University.

The authorities of University can also take *suo motu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

9. Departmental Academic Integrity Panel (DAIP):

- i. All schools/Special Centres in the University shall notify a DAIP whose composition shall be as given below:
 - a. Chairperson – Dean of the School/Chairperson of the Special Centre
 - b. Member - Senior academician from outside the School, to be nominated by the Vice Chancellor.
 - c. Member - A person well versed with anti plagiarism tools, to be nominated by the Dean of the School/Chairperson of the Special Centre.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairperson).

The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University.

The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

10. Institutional Academic Integrity Panel (IAIP):

- i. The University shall notify an IAIP whose composition shall be as given below:
 - a. Chairperson – Rector/ Senior Academician of the University.
 - b. Member - Senior Academician other than Chairperson, to be nominated by the Vice Chancellor.

- c. Member - One member nominated by the Vice Chancellor from outside the University
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.

The Chairperson of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairperson shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairperson).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University.
- iv. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- v. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vi. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

11. Penalties:

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

11.1 Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. Level 0: Similarities upto 10% -** Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40% -** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

- iii. **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3: Similarities above 60%** -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism - Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit, as the case may be, then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Vice Chancellor.

11.2 Penalties in case of plagiarism in academic and research publications

- I. Level 0: Similarities up to 10%** - Minor similarities, no penalty.
- II. Level 1: Similarities above 10% to 40%** - Shall be asked to withdraw manuscript.
- III. Level 2: Similarities above 40% to 60%**
 - (i) Shall be asked to withdraw manuscript.
 - (ii) Shall be denied a right to one annual increment.
 - (iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- IV. Level 3: Similarities above 60%**
 - (i) Shall be asked to withdraw manuscript.
 - (ii) Shall be denied a right to two successive annual increments.
 - (iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination, as per service rules, shall be taken by the University.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained, as the case may be, then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Vice Chancellor.

Note 3: University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Vice Chancellor of the University, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

Note5: If there is any complaint of plagiarism against the Chairperson/Dean/Head of Department/Authorities at the University level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Vice Chancellor.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

12. GENERAL:

UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and its amendments, in future, shall be applicable in all other matters wherein this Ordinance is silent.