



**SHRI LAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
(CENTRAL UNIVERSITY)
B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016**

F.No.(ii)LBSNU/REG/(11)/Ordinance/2023/1064

Dated: 31/01.2023

02/02

NOTIFICATION

In accordance with the provisions prescribed under Clause-29 (1) & (2) and 30 of the Central Sanskrit Universities Act, 2020 and Clause-39 of the Statutes of the University, the following revised Ordinances and Regulations of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi duly approved by the Executive Council are hereby notified for implementation and information of all concerned:-

Ordinance Nos.	Ordinances
1.	Ordinance on Admission of students to the University and their enrollment
2.	Ordinance on The fees to be charged for courses of study in the University and for admission to the examinations, degree, diplomas and certificates of the University.
3.	Ordinance on Award of Fellowship, Scholarships, Studentships, Medals and prizes.
4.	Ordinance on Convocation
5.	Ordinance on Award of Degrees (including Honorary degrees), diplomas, certificates of the University
6.	Ordinance on Recognition by the University for Cooperation/Collaboration with Other University/Authority/Institution
7.	Ordinance on The Courses of Study for all the degrees, diplomas and certificates of the University
8.	Ordinance on Discipline among Students in relation to University Examinations
9.	Ordinance on Equivalence Committee for Recognition of Examinations/Degrees
10.	Students Discipline
11.	Ordinance on Games and Sports Committee
12.	Ordinance on Medium of Instructions and Conduct of Examinations and Evaluation of Students performance for the programmes/courses leading to all Shastri (Bachelor's Degrees)/Acharya (Master's Degrees) & Post Graduate Diploma/Diploma/Certificate following the Semester System of Examinations other than Research Degree Programmes/Courses.
13.	Ordinance on School Boards
14.	Ordinance on Constitution of Board of Studies
15.	Ordinance on University Research Board
16.	Ordinance on Cadre Recruitment Rules for appointment on Non-Teaching and other Academic Posts, 2022
Regulation Nos.	Regulations
1.	Regulations on Rules relating to allotment of residential accommodations to university employees-2021
2.	Regulations on Rules relating to Medical Attendance and Reimbursement thereof to the employees of the University

The above-mentioned Ordinances and Regulations shall apply to all concerned with effect from the date of issue of this notification. Anomaly, if any, in the implementation of the afore-mentioned Ordinances and Regulations, shall be rectified as per rule.

This issues with the approval of the Vice-Chancellor

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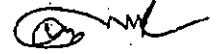
(Prem Kumar Sharma)
Registrar(i/c)

कुलसचिव/Registrar
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
Shri Lal Bahadur Shastri
National Sanskrit University
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Copy for information and necessary action to:-

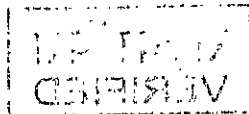
1. Chief Vigilance Officer
2. Director-IQAC
3. All Sectional Heads/Unit-In-charges of SLBSNSU, New Delhi
4. Library (In-charge)/Assistant Librarian
5. All Deputy Registrars
6. Executive Engineer(Civil)
7. System Administrator (Computer Centre) is required to place this Notification along with the above-mentioned Ordinances and Regulations on the website of this University for information of all concerned.
8. All Assistant Registrars
9. OSD to VC
10. PS to VC/Registrar/Finance Officer
11. Notice Boards
12. Concerned file



(Prem Kumar Sharma)
Registrar (i/c)



कुलसचिव / Registrar
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ORDINANCES

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B-4, Qutub Institutional Area, New Delhi-110016

Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 01

On

Admission of students to the University and their enrollment

(For Regular on Campus Mode)

(under Section 6(i) (ii) (xix), & 29 (1)(a) of the act)

1. Admission:

- 1) Admission to academic programmes/courses offered by University shall be open to all who fulfill the conditions of eligibility criteria prescribed for each such programmes/courses by the Academic Council.
- 2) Without prejudice to the provisions of the Statutes, no student shall be eligible for admission to any programmes/courses of study of this University on migration from any other University or Board unless he/she has passed an examination equivalent to the examination of this University prescribed by the Ordinances for admission to the concerned programme/courses of this University:

Provided that the application for admission shall be supported by:-

- a) a migration certificate or a no objection certificate from the concerned University or Board; and

Provided further that the application of a student who has not completed his/her programmes/courses of study of any other University may be considered for admission to a programmes/courses of this University, if the pattern and syllabi are similar, subject to fulfillment of conditions and provisions, if any, regarding transfer of credits etc., which may be prescribed by Regulations in this regard.

- 3) Every student admitted to the University shall be enrolled by the University on receipt of an application for enrolment from him/her duly forwarded by the concerned Head of the Department:

Provided that the application for enrolment shall be supported by:-

- a. Copy of mark sheet of qualifying examination.
- b. migration certificate or no objection certificate, in original; and
- c. fees as prescribed by the University.

- 4) A student enrolled by the University shall be allotted an enrolment number.

- 5) A student desiring to seek admission in any other university or institution on completion of a programme/course of study or otherwise may apply to the University for issue of a migration certificate. On receipt of such an application the University shall issue the migration certificate, provided that

- a) the application is accompanied by the prescribed fee;
- b) all the outstanding dues have been cleared and a no dues certificate has been obtained; and;
- c) an entry to this effect has been made in the Enrolment Register by the Officer of the University issuing the migration certificate.

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- 6) Application form for admission to the various programmes/courses offered by University shall be as prescribed by the Academic Council from time to time.
- 7) The last date for the receipt of applications for admission to various programme/course shall be notified each year by the University.
- 8) The last date for admission to the various programmes/courses shall be notified each year by the University.
- 9) The number of students to be admitted in each programmes/courses shall be prescribed by the Academic Council.
- 10) Admission of students shall be made strictly on the basis of merit adjudged through All India Common Entrance Test conducted by the University or by other agency as approved by the Academic Council wherever applicable, aimed at assessing knowledge, comprehension and aptitude of the student to pursue higher studies through written test/viva/group discussion/personal interview or a combination of these.
- 11) All those programmes/courses where in admission are based on the rank in the entrance examination, the candidate will be eligible only after the result of the qualifying examination has been declared and the candidate meets the minimum eligible criteria. However the candidates whose results of the qualifying results are awaited, may be offered provisional admission subject to submission of result latest by 30th September, failing which there provisional admission will stand cancelled. Such candidates shall submit an undertaking to this effect.
- 12) However, provided that in case of courses where the intake of students is small, admission may be made on the basis of the merit adjudged through the marks obtained in the qualifying examination. The decision to this effect will be taken by the Academic Council on the recommendation of the concerned department.
- 13) The Entrance Examination shall be held at headquarters and/or other such places as notified by the University from time to time.
- 14) Question Paper(s) for entrance examination(s) shall be set by the expert(s) appointed by the Vice Chancellor.
- 15) During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent to be appointed by the Controller of Examinations, whose instructions on the conduct of examination shall be final and binding.
- 16) If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination.

- 17) The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer

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the matter to the Examination Discipline Committee for such further action as the Committee may deem fit.

- 18) Relevant provisions of the relevant Ordinance aimed at maintenance of discipline during examinations shall be applicable to entrance examinations, wherever applicable.
- 19) Admissions to the various programmes/courses of studies shall be made by the Admission Committee of the concerned School comprising of the Dean as Chairman, Heads of the Departments as members, two nominees of the Vice Chancellor out of which one nominee shall represent the reserved categories and one woman representative should be included in the Committee.
- 20) The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee approved by the University.
- 21) Minimum qualifications for admission to the programmes/courses in various Departments shall be prescribed by the Academic Council on the recommendation of the Dean of the School and/or Heads of the Department subject to the concessions provided for by the Regulations.
- 22) In case of a tie/bracketed score in the marks scored in the entrance test, the marks obtained in the qualifying exam will be taken into consideration for deciding merit.
- 23) Only such candidates who have passed an examination of an Indian University/Board established or recognized by State/Central governments or such other examination as has been recognized equivalent by State/Central governments/university shall be considered for admission.
- 24) 15% of the seats in the academic programmes/courses offered by the University shall be reserved for students belonging to Scheduled Caste, 7½% for students belonging to Scheduled Tribe, 27% for students belonging to Other Backward Classes and 10% for Economically Weaker Sections (EWS) **and 5% for persons with disabilities.**

Provided that nothing in this section shall deem to prevent the University from making special provisions for admission of women, persons with disabilities and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens etc.

Provided further that no such special provision shall be made on the ground of domicile.

- 25) The 5% of seats over and above the normal intake in each programmes/courses shall be for the awards of the defence personals for admission to each programmes/courses subject to fulfillment the minimum eligibility conditions and other conditions for admission in the concerned programmes/courses as prescribed by the University from time to time.

(Signature)

25(a) The 5% seats shall be earmarked for the children of Indian workers in the Gulf and South Asian out of the 15% of the superannuated seats for foreign students in university departments.

Provided that the rules for order of preference for applicant of defence personal shall be as per the directives from UGC.

26) The commencement of classes for all programmes/courses, other than professional courses, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.

27) The minimum and maximum duration for the programmes/courses offered by the University shall be prescribed by the Academic Council in conformity with requirement of regulations prescribed by National Regulatory Bodies from time to time.

28) A candidate shall be admitted to the programmes/courses in the University on his/her enrollment as a student of the University after paying the fee prescribed by the University.

29) No student of the University shall be permitted to pursue two degree courses or other full time courses simultaneously either from this University or from other University except the online programmes/courses and part time or weekend diploma/certificate courses.

30) A Student admitted to the University shall be a member either of a Hall of Residence/Hostel or Non-Resident Students Centre of the University.

31) If, at any time, it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission his/her name shall be removed from the rolls of the University.

2. Duration of programmes/courses:

1) The minimum and maximum duration for the academic programmes/courses offered by the University leading to the award of degrees, diplomas and certificates shall be prescribed for each such programmes/courses on the recommendations of the Academic Council. The Academic Council may also prescribe such other conditions as the students have to fulfill to become eligible for the award of degrees, diplomas and certificates.

2) The minimum and maximum duration for the programmes/courses offered by the University shall be prescribed by the Academic Council.

3. Structure and pattern of programme/course

The University may on the recommendations of the Academic Council, prescribe the structure and pattern of the programmes/courses offered by it leading to the power of degrees/diplomas and certificates. Provided that the University shall

endeavor to organize all its programmes/courses on the basis of modular structure,

and flexibility in the combination of courses as well as methods and pace of learning

course wise registration for various programmes/courses etc.

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B-4, Kurukshetra Institutional Area, New Delhi-110016

● 4. Registration/Admission of foreign nationals :

- 1) The 5% of seats over and above the normal intake shall be for the students of foreign nationality/international students for admission to the programmes/courses.
- 2) The foreign nationals seeking admission in the University shall have to get themselves registered with the Academic Section of the University in compliance with the schedule notified by the University. No foreign student will be admitted directly by any department/school. They will be registered only on the recommendation of their respective high Commissions/Embassies.
- 3) Foreign nationals shall be exempted from appearing in Admission Entrance Test conducted for admission to various undergraduate and post graduate programmes/courses including professional courses. Foreign nationals who are stationed in India and have passed their last examination from Board/University in India shall also be exempted from appearing in entrance test.
- 4) All the categories of foreign students shall come under the same category of 5% quota for foreign nationals for admission to various programmes/courses. This shall include foreign nationals with qualification attain either from Indian Board/University or Foreign Board/University.
- 5) All admissions in foreign student category shall be done on individual merit and a single merit list of foreign student both with Indian and foreign qualifications shall be prepared for admissions in various programmes/courses.
- 6) At least one seat shall be reserved for foreign nationals in all the programmes/courses wherever the total number of seats for admission is less than 20.
- 7) Foreign nationals admitted to this University will be required to get medical insurance which is mandatory.
- 8) The foreign students shall have to pay annual fee as decided by the Academic Council.

5. Refund of fees:

- 1) The provisions as laid down in the UGC Notification on Remittance and Refund of fees and other student-centric issues shall be strictly followed for refund of fees.



[Signature]
कुलसचिव / Registrar

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B-4, Qutub Institutional Area, New Delhi-110016

Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 02

On

The fees to be charged for courses of study in the University and for admission to the examinations, degree, diplomas and certificates of the University

under Section 6 (1)(xx) & 29 (1)(e) of the Act:

1. The Executive Council on the recommendations of the Academic Council shall, from time to time, prescribe the fees payable by the students.
2. **Due date and mode of payment:**
The students shall deposit fees as prescribed by the University from time to time on or before the date fixed by the University.
3. **Delay or default in payment:**
 - i. If a student does not pay fee on time, a fine shall be levied on the total fee payable as follows:
 - a) 10% of the fees for the first 10 days
 - b) 20% of the fees for the next 10 days
 - c) 30% of the fees thereafter up to one month from the due date
 - ii. The Vice Chancellor, or on his/her behalf any other officer to whom his/her power has been delegated may on the recommendations 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 stating the reasons for late payment of fee. Such applications should be submitted well before the due dates, so that a decision may be taken.
 - iii. 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.
 - iv. A student whose name has been struck off from rolls of the University may be readmitted on the recommendations of the Dean of the School concerned and on the payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University. However, such re-admission shall be within the same semester and subject to the student fulfilling the minimum attendance criteria.
 - v. Whenever a student proposes to withdraw from the University, he/she shall submit an application to the Dean of the School concerned through the Head of the Department intimating the date of his/her withdrawal. If he/she fails to do so, his/her name shall continue to be kept on the rolls of the University for maximum period of one month following the month up to which he/she has paid the fees. He/She shall also be required to pay all fees/charges that may fall due during his/her period.

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6. **Concession in fee:**

- i. The University shall award free ships to the students as per the guidelines issued by the GoI/UGC from time to time.
- ii. Fees concession for SC/ST/Kashmiri migrant students and any other category as per Govt. of India directives shall be applicable.

7. **Refund of fees, security deposit etc.:**

The fee, security deposit etc. will be refunded as per the rules of the University from time to time.

8. The fees for the various Courses/Programmes, as decided by the University from time to time, shall be payable by the students.

9. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.

10. **Fees for re-checking Examination results:**

The fees for re-checking examination results shall be fixed by the University.

Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.

11. **Fees for the supply of Statement of Marks:**

- i. Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination.
- ii. Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each statement of marks.

12. **Fees for issuing transfer, provisional and other certificates:**

- i. The fees for issuing the following documents, and for duplicate copies thereof, shall be as prescribed by the University:

- a) Transfer Certificate/Duplicate copy of the Transfer Certificate.
- b) Provisional Certificate of having passed an examination of the University/Duplicate copy of the above
- c) Degree Certificate (In-person)/Degree Certificate (In-absentia)/Duplicate copy of Degree (on production of FIR)
- d) Bonafide Certificate
- e) Duplicate copy of any other certificate

- ii. A student or candidate, who wishes to add or to alter his/her name as originally recorded in the University Registers shall pay a fees fixed for the purpose by the University. Such addition or alteration shall be made to his/her original name as alias in the University Enrollment Register after he/she has fulfilled the necessary formalities.

- iii. A student who applies for alteration of the record of his/her date of birth as entered in the University Registers shall pay fees fixed for the purpose by the University. No change in the date of birth shall be made unless approved by the Competent Authority.

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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 03

On

Award of Fellowship, Scholarships, Studentships, Medals and prizes

under Section 6(1)(xiv)& 29 (1)(f) of the Act

1. In order to encourage meritorious and deserving students to pursue Programmes/Courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
2. There shall be instituted Scholarships in every subject to be awarded to the students of the University subject to availability of funds. Rules for award of the same will be laid down in the Regulations.
3. There shall be fee concession in the form of half and full Free-ships of tuition fee in each School and teaching Departments as per norms of the funding agency.
4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every subject will be awarded Scholarship the quantum of which shall be decided by the University from time to time.
5. All types of Scholarships and Free ships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
6. There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of various funding agencies from time to time.
7. There shall be a scheme to award medals/prizes to the meritorious students of the University for their Best Performance in various University Examinations.
8. The University shall have power to institute endowments from time to time in accordance with the Central Sanskrit Universities Act, 2020.
9. There shall also be a Committee constituted by the Vice Chancellor for administration of each endowment and to implement the objects of the endowment.

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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 04

On

Convocation

under Section 6 (1) (ii) & 29 (1) (a) of the Act

1. Convocation for the purpose of conferring Degrees/Diplomas shall ordinarily be held on such date and place as may be decided by the Vice Chancellor with the approval of the Chancellor.

Provided that a special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

2. The Chancellor shall, if present preside over at the Convocations of the University held for conferring Degrees/Diplomas. In the absence of Chancellor, Vice-Chancellor will preside over at the Convocation.
3. The Vice Chancellor in consultation with the Chancellor may invite a distinguished person to deliver the convocation address at the convocation.
4. The Vice Chancellor shall present a report on the progress of the University at the annual convocation.
5. Not less than two weeks notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.
6. The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.
7. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

The degree award date/s shall be within 180 days of the date/s by which the students are expected to qualify become eligible for this.

Provided that in case the Convocation is not held in a particular year, the Vice - Chancellor shall be competent to authorize admission of successful candidates in the year to their respective Degrees/Diplomas in absentia and issue the degrees/diplomas on payment of prescribed fee.

8. A candidate for the Degree/Diploma must submit to the Officer concerned her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.
9. Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Vice-Chancellor

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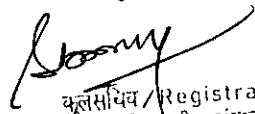
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
Shri Lal Bahadur Shastri National Sanskrit University
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016
B-4, Qutub Institutional Area, New Delhi-110016

and their Degrees shall be issued by the Controller of Examinations on their request and on payment of the prescribed fee.

10. The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.
11. Honorary Degree shall be conferred at Convocation/Special Convocation and may be taken in person or in absentia.
12. The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor or by a person nominated by him.
13. *Candidates at the Convocation shall wear Handloom Fabric Ceremonial dress prescribed by the University appropriate to their respective Degree. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.*
14. The procedure to be followed at the Convocation shall be as laid down by the regulations approved by the Vice Chancellor.
15. Degrees of the passed student will be signed by the Vice-Chancellor and Honorary Degrees will be signed by the Chancellor.



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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 05

On

Award of Degrees (including Honorary degrees), diplomas, certificates of the University
under Section 2 (1) (iv)& 29 (1)(d) of the Act

1. All the Programmes/Courses of study leading to award of respective Degrees/Diplomas/Certificates shall be conducted by the Schools/Departments established by the University.
2. The University may award the degrees, diplomas and certificate to the students who have successfully completed the programme/course of study in each case in accordance with the requirements laid down by the Academic Council from time to time.
3. **Duration of the Course**
 - i. The duration of course shall be three years spread over six semesters to the award of three years undergraduate degree.
 - ii. The duration of the Course shall be five years for integrated programmes spread over ten semesters with exit option after three years (six semesters) leading to the award of the Undergraduate Degree.
 - iii. The duration of course shall be four years spread over eight semesters to the award of four year undergraduate degree.
 - iv. The duration of the Certificate/Diploma Programmes shall be as determined by the university and approved by the Academic Council from time to time.
 - v. The duration of course shall be two years spread over four semesters for award of post graduate degree.
 - vi. The duration of course shall be one year spread over two semesters for award of post graduate degree.
 - vii. M.Phil. and Ph.D. Programmes shall be governed as per UGC regulations as amended from time to time.
 - viii. A Student shall be required to attend at least 75% of the classes actually held in each subject to the satisfaction of the School/Department and such seminars, sessional and practicals as may be prescribed.

Provided that the Vice Chancellor of the University on the recommendations of the Dean/Head of the Department may condone the shortage in attendance not exceeding 5% for valid and convincing reasons.

Provided, further that students deputed by the University to take part in the extra co- curricular events be given a concession of upto 5%.



attendance, if necessary, in addition to the relaxation in the attendance requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students Welfare.

4. Eligibility for admission:

The eligibility criteria for admission to various Courses offered by the University shall be as approved by the Academic Council or any other body authorized for the purpose from time to time.

5. Courses of study and framing of the Syllabi

- i. The Courses in a Subject of study shall be those approved by the Academic Council, on the recommendations of the Board of Studies of the Department concerned.
- ii. The Syllabi/Course structure for the Programme/course of study shall be as approved by the Academic Council on the recommendations of the Board of Studies of the Department concerned.

5. Removal of Students from the programmes/courses

The Dean of the School on the recommendation of the Head of the Department may recommend to the Vice-Chancellor the removal of a student from a programme/course on the basis of unsatisfactory academic performance and/or misconduct (as defined in the Regulations/Rules).

6. Conferment of Honorary Degrees

The Executive Council may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of Honorary Degrees.

7. Provided that in case of emergency, the Executive Council may on its own, make such proposals. The following Honorary Degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to propagate the Sanskrit learning or eminent services to the cause of Education or Society, a fit and proper person to receive such Degree(s):

- Doctor of Literature (D.Lit.) 'Mahamahopadhyaya' for traditional scholars and 'Vachaspati' for modern scholars for their contribution to propagate the Sanskrit learning.

8. Degrees, including Honorary Degrees, shall be conferred at convocation/special Convocation and may be taken in person or in absentia.

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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 06

On

Recognition by the University for Cooperation/Collaboration with Other
University/Authority/Institution
under Section 6 (1) (xii)&29 (1) (k) of the Act

I. PREAMBLE

1. The Central Sanskrit Universities Act, 2020 empowers the University "to co-operate or collaborate or associate with any University or authority or institution of higher learning, including those located outside the country in such manner and for such purposes as the University may determine and to withdraw such recognition".
2. The Act also makes provision for framing of Ordinance to provide for "the manner of co-operation and collaboration with other Universities, institutions and other agencies including learned bodies or associations."
3. In the context of the above, Shri Lal Bahadur Shastri National Sanskrit University proposes to recognize and collaborate with other institutions of higher learning that have core competence in various branches of knowledge to enrich and strengthen instruction and research in such areas as are beneficial to the University in furtherance of its Objectives.

II. ELIGIBILITY FOR RECOGNITION

1. Such institutions that have a proven excellence and academic competence in instruction and research and have proven track record of competence will be eligible for the purpose of recognition to collaborate with the University.

Provided that such institutions may be located anywhere in India and abroad and such bodies may be funded by the Government or private agencies.

2. Proven excellence and academic competence shall be adjudged, among other things, on the following basis:

- i. The institution should fulfill all norms and eligibility for such collaboration as per the guidelines laid down by the UGC and other apex bodies.

- ii. The Institution shall have their own building with required laboratory facility-Library for research purpose and the library shall have adequate number of research journals, reference books, advanced textbook along with internet facility or such modern equipment/facilities used in higher educational institutes/universities in the country and abroad.

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- iii. The Institution shall have sufficient financial resources to fund research activities.

III. PROCEDURE FOR RECOGNITION AND RENEWAL OF RECOGNITION

1. Any such institution that desires to be associated with the University shall express its intention to do so in writing to the University in the prescribed format with supporting documents in proof of para 2 (1).
2. All such requests shall be received by the Registrar and placed before a Committee of Deans and Professors of the University which shall be composed of the following and shall normally meet twice in a year:-

Vice Chancellor	Chairman
All Deans of Schools	Members
Head and all Professors of Department concerned in whose area of instruction the proposed collaboration is to be carried out	Members
Registrar	Member-Secretary

50% of the members shall constitute a quorum.

All decisions shall be taken by consensus of at least 75% of the members present.

3. The above Committee shall consider the requests received and recommend a case for recognition to the Vice Chancellor who shall nominate a three-member committee to carry out physical inspection and verification of the facts claimed by the institute/University.
4. The Committee shall visit the institution by drawing upon the funds of the University and shall carry out physical verification of the institution to assess its case for recognition on the lines of the parameters at para 2 above. After doing so, it shall submit its report to the Committee who then make appropriate recommendation to the Vice Chancellor who, along with his opinion, place it before the statutory authorities for decision in the matter.
5. Recognition granted shall normally not exceed five years and will be subject to a mid-term review the manner and timing of which shall be as decided by the University.
6. Recognition may be extended after five years for subsequent terms of five years each.

a. Provided that the continuing instruction and research schedule shall not be disturbed for the reason of expiry of the term of recognition alone.

- b. Provided further that normally no new registration for research or initiation of an instructional semester shall be initiated by the University during the last six months of the period of recognition.

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7. Request for re-recognition/renewal of recognition shall be received at least six months in advance from the date of expiry of the period and shall be examined as per the procedure already detailed above.
8. The University shall reserve the right to withdraw such recognition with immediate effect if any falsification of facts is found at a later stage or any fact comes to light that is damaging to the credibility or conduct of the institution in terms of academic credentials.
9. All legal disputes shall be subject to the jurisdiction of the courts at New Delhi.

IV. MANNER OF COLLABORATION COOPERATION AND OTHER DETAILS

1. The University may choose to collaborate with an institution for the purposes of either instruction or research or both.
2. Provided that in case of either of the above, the students shall be admitted and examined by the University as per extant rules and guidelines.
3. Fees shall be prescribed and collected by the University which may be equally shared by the institution after mutual agreement.
4. Guides/research supervisors shall be appointed/recognized by the University as per its rules and regulations as amended from time to time.
5. If a teacher of the institution retires in mid-term of the period of research or instruction, his/her services shall normally be utilized till the end of the semester following which suitable replacement shall be made by the University.
6. The collaboration can also be for a part or paper of the course of study.
7. The timing of residence of a batch of students/research scholar(s) at the institution shall be decided by the Dean/Head of the Department concerned with the approval of the Vice Chancellor. However the maximum period of residence shall be regulated as follows:

For 5 years integrated and Ph.D. courses	3 non-consecutive semesters
For 3/4 years UG course	2 non-consecutive semesters
For PG courses	2 non-consecutive semesters

Any matter not specifically covered in the above shall be regulated as per the University Rules as amended from time to time.

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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 07

On

The Courses of Study for all the degrees, diplomas and certificates of the University
under Section 6 (1)(i) & 29 (1)(b) of the Act

1. There shall be Programmes/Courses of study in the University for the Degrees, Diplomas and Certificates in various Schools as decided by the University and approved by the competent body from time to time.

Provided that the degree to be awarded by the University shall be from the list of degrees specified under section 22(3) of the UGC Act 1956 and as amended from time to time.

All these Programmes/ Courses offered will be governed as per the regulations of the University.

2. In addition to the above, the Academic Council shall have the power to introduce, modify or discontinue a programme on the recommendations of the concerned Board of Studies of the School.
3. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.
4. The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/Institutions/ Boards which have been recognized by the University.

Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other ordinary issues.

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16/07/2016
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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 08

On

Discipline among Students in relation to University Examinations

under Section 6 (1) (xxviii) and 29 (1) (g) of the Act

I. University End Semester Examinations

1. The end-semester examinations shall be held under the general supervision of the Examination Centre Superintendent concerned. He/she shall be responsible for the fair and orderly conduct of the examination.
2. In case of detection of unfair means (as specified in clause 1 of General Guidelines below), the same shall be brought to the notice of the Controller of Examination who shall submit a full report of the same to the Vice Chancellor for further action specified under clause 5 of the General Guidelines below.

II. Entrance Examinations

1. During an entrance examination, the candidates shall be under the disciplinary control of the Examination Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination for that session.
2. The Examination Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examination who will refer the matter to the Examination Discipline Committee in terms of clause 4 of General Guidelines below. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under Clause 7.
3. Every day, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his/her identification card and hall ticket with him/her.

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III. General Guidelines

1. Use of Unfair means:

A candidate shall not use unfair means in any examination.

The following shall be unfair means:

- a. Found in possession of incriminating material related/unrelated to the subject of the examination concerned.
- b. Found copying either from the possessed material or from an neighbor.
- c. Inter-changing of answer scripts.
- d. Change of seat for copying.
- e. Trying to help other candidates.
- f. Found consulting neighbours.
- g. Exchange of answer sheets or relevant materials.
- h. Writing some other candidate's register number in the main answer paper.
- i. Insertion of pre- written answer sheets (Main sheets or Additional Sheets)
- j. Threatening the invigilator, or insubordinate behavior as reported by the Examination Centre Superintendent.
- k. Consulting the invigilator for answering the questions in the examination.
- l. Cases of impersonation.
- m. Copying or Mass copying.
- n. Using electronic devices for the purpose of malpractice.

The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

2. If the Vice-Chancellor is satisfied that there has been mass-scale copying or use of unfair means on a mass-scale at particular center(s), he/she may cancel the examination of all the candidates concerned and order re-examination.
3. Where the invigilator incharge is satisfied that one third (1/3) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.
- a) The Examination Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
- b) A candidate shall not be forced to give a statement but the fact of his/her having refused to make a statement shall be recorded by the Examination Superintendent and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.

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- c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Examination Superintendent, who shall send both the answer books to the Controller of Examinations with his/her report. This will not affect the concerned candidate appearing in the rest of the examinations.
- d) All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, examiner, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.

4. Examination Discipline Committee

- a. All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be constituted by the Vice-Chancellor.
- b. The Committee shall consist of five members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairman from amongst them by the Vice Chancellor.
- c. A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- d. Three members present shall constitute the quorum.
- e. Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members cannot reach a consensus, the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- f. All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.

A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing for a review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

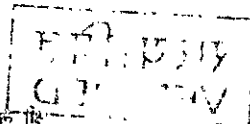
5. The Examination Discipline Committee may recommend one of the following punishments for cases of unfair means.

Nature of unfair means	Scale of Punishment
If the candidate has used unfair means specified in sub-Clause(a) to (g) of Clause 3.	Cancel all the University Examinations registered by the candidate in that session.
If the candidate has repeated the unfair means	Cancel the University Examination of all subjects registered by the candidate in that session.

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shown at clause 3(a) to (g) a second time.	session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session)
If the candidate has repeated the unfair means shown at clause 3(a) to (g) third time.	Cancel the University Examination of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.
If the candidate used unfair means in sub Clause (h) of Clause 3.	Cancel the University Examinations of all subjects registered by the candidate during that semester only.
If the candidate used unfair means in sub Clause (i) of Clause 3.	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two subsequent examination sessions.
If the candidate used unfair means in sub Clause (j) of Clause 3.	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.
If the candidate used unfair means in sub Clause (k) of Clause 3.	Cancel the examination of all subjects registered by the candidate for that session.
If the candidate used unfair means in sub clause (l) of Clause 3.	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved.
If the candidate used unfair means in sub Clause (m) of Clause 3.	ix) a) In the Single Hall : Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc. for the next six examination sessions. b) In a Centre: Cancel the relevant examination taken by the students of the center. Debar the Invigilators of the examination hall and Centre Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination center for two years.

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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 09

On

Equivalence Committee for Recognition of Examinations/Degrees

Section 6 (1) (xxviii) & 29 (1) (0) of the Act

There shall be an Equivalence Committee consisting of the following members:

- | | |
|---|-----------|
| 1. Vice-Chancellor or his/her nominee | Chairman |
| 2. Dean of the Concerned School | Member |
| 3. Two Deans of the Schools to be nominated
by the Vice Chancellor | Members |
| 4. One External Expert to be nominated
by the Vice Chancellor | Member |
| 5. One person nominated by the Academic Council
from amongst its members for a period of three years | Member |
| 6. Controller of Examinations | Member |
| 7. Registrar | Secretary |

Functions

The functions of this Committee shall be:

1. To examine and recommend to the Academic Council equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign Universities.
2. To recognize and determine the weightage to be given to the examinations conducted by other Universities and other examining bodies.
3. To decide equivalence of such examinations and qualifications as may be referred to it from time to time for the purpose of admission; and
4. To examine and recommend to the Academic Council the withholding, suspension or cancellation/recognition to any examination/degree for such reasons and such time as it may deem fit.
5. In special cases, the Vice Chancellor may, if he/she is satisfied, grant equivalence/recognition to any examination/qualifications of other Universities/Institutions for a period of one year and the action taken shall be reported to the committee which may consider for its continuation or otherwise.
6. The Committee may invite a domain expert, wherever necessary, to assist it in its functioning.
7. The Committee may determine the procedures for the transactions of its business. It shall formulate guidelines, for the purpose of determining equivalence and/or according recognition to examinations/qualifications, with the approval of the Academic Council.

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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 10

On

Students Discipline

Section 6 (1) (xxiii) & 29(1) (e) of the Act

1. Discipline includes the observance of good conduct and orderly behavior by the students of the University;
2. The following and such other Rules as framed by the University from time to time shall strictly be observed by the students of the University;

- 2.1 Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
- 2.2 No student shall visit places or areas declared by the University as "Out of Bounds" for the students;
- 2.3 Every student shall always carry on his/her Identity Card issued by the competent authority;
- 2.4 Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
- 2.5 Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
- 2.6 The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority; and
- 2.7 If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the University on payment of the prescribed readmission fee and other dues etc.
- 2.8 The Vice Chancellor may consider readmission beyond the above prescribed period in special circumstances not exceeding one month.

3. Indiscipline shall include:

- 3.1 Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
- 3.2 Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
- 3.3 Disobeying the instructions of teachers or the authorities;
- 3.4 Misconduct or misbehavior of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;

3.5 Misconduct or misbehavior of any nature at the Examination Centre; कुलसचिव, Registrar

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- 3.6 Misconduct or misbehavior of any nature towards a teacher or any employee of the University or any visitor to the University or security persons;
- 3.7 Causing damage, spoiling or disfiguring to the property/equipment of the University;
- 3.8 Inciting others to do any of the aforesaid acts;
- 3.9 Giving publicity to misleading information or rumor amongst the students;
- 3.10 Mischief, misbehavior and/or nuisance committed by the residents of the hostels;
- 3.11 Visiting places or areas declared as 'out of bounds' for the students;
- 3.12 Not carrying the Identity cards issued by the Proctor;
- 3.13 Refusing to produce or surrender the Identity Card as and when required by - Proctorial and other Staff of the University;
- 3.14 Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race etc.;
- 3.15 Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and
- 3.15 Any other conduct anywhere which is considered to be unbecoming of a student.

4. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:

(i) Fine; (ii) Campus Ban; (iii) Expulsion; and (iv) Rustication.

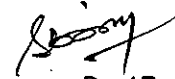
However, no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself/herself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him/her.

5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his/her powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.

6. (i) Without prejudice to Section 11(5) and also Statute 29(1), there shall be a Discipline Committee comprising of the following members:

- a. Vice-Chancellor or his/her nominee
- b. Dean Students' Welfare
- c. Deans of the Schools
- d. Warden, who shall be invited, when the matter concerning his/her Hall of Residence is required to be placed before the Committee for consideration
- e. Proctor (Member/Secretary)

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(ii) Subject to any powers conferred by the Act and the Statute on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behavior of the students of the University and shall have the powers to punish the guilty as it deems appropriate.

- a. The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.
- b. The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he/she is of the opinion that the case merits' review, may refer the case back to the Discipline Committee for re-consideration.
- c. Appeal against the decision of the Vice-Chancellor will be dealt in accordance with the provisions of Section 35 of the Central Sanskrit Universities Act 2020.
- d. Half of the total members shall constitute the quorum for a meeting of the said Committee.

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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 11

On

Games and Sports Committee

Under section 6 (1) (xxviii) & 29(1) (a) of the Act

1. (a) There shall be a Games and Sports Committee consisting of the following members, namely:

1. One Professor to be appointed by the Vice-Chancellor - Chairman
2. Dean Students' Welfare
3. One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year
4. Sport Teacher, - Ex-Officio Secretary

(b) The Chairman of the Committee shall hold office for a term of three years.

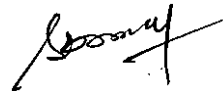
2. The Committee shall:

1. make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
2. frame the budget for games and sports;
3. maintain the play-grounds, gymnasias, of the University;
4. hold contests, competitions, tournaments, athletic meets etc.;
5. recommend to the Vice-Chancellor the names of outstanding players and sportsmen to be nominated for admission
6. perform such other functions, as may be assigned to it by the Academic Council from time to time; and
7. Take measures to attract the sports talent available in the University.

The Committee shall hold its meetings at least once in two months under the supervision of the Director Student Welfare.

Half of the total members shall form the quorum for a meeting of the Committee.

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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 12

On

Medium of Instructions and Conduct of Examinations and Evaluation of Students performance for the programmes/courses leading to all Shastri (Bachelor's Degrees)/Acharya (Master's Degrees) & Post Graduate Diploma/Diploma/Certificate following the Semester System of Examinations other than Research Degree Programmes/Courses.

Under section 6 (1) (ii) & 29(1) (c), (g) of the Act

Applicability: These Ordinances shall apply to all the programmes/courses launched by this University leading to Shastri (Bachelor's Degrees)/Acharya (Master's Degrees) & Post Graduate Diploma/Diploma/Certificate following the Semester System of Examinations (other than research programmes).

1. Medium of Instruction:

- 1.1. The medium of instructions in respect of all the Programmes/Courses of Study offered by the School(s)/Department(s) of Study of this University shall be as per the decision taken by the Academic Council.
- 1.2. Question Papers related to all the subjects of all the programmes/courses for examinations of the University shall be set in Sanskrit or as per the requirement of the subject, except in case of examinations in language(s)/literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course and as per the decision taken by the Academic Council.

2. Examinations:

Definitions:-

- 2.1 **Academic Programmes/ Courses** shall mean a programme/course containing various subjects and/or any other components leading to a Shastri (Bachelor's Degree)/Acharya (Master's Degrees) & Post Graduate Diploma/Diploma/Certificate.
- 2.2 **An Academic Year** is a period of nearly 12 months devoted by the students for completion of the requirements specified in the scheme of teaching and examinations and apportioned into 'terms' and 'breaks' etc. as stipulated in this Ordinance.
- 2.3 **Semester System** is an academic term which divides the academic year in two parts.
- 2.4 **Board of Studies (BOS)** shall mean the Board of Studies of the school concerned offering the course.
- 2.5 **Subject** means a component of the academic programme/course, carrying a distinctive code number and specific credits assigned to it. Code for the subjects shall be allocated in consultation with the Examination Division.
- 2.6 **External Examiner** shall mean a faculty member who is not from the institution to which the students are enrolled and appointed to set the end-term examination question papers/moderator/evaluation of answer sheets and/or act as a practical examiner in the University.

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- 2.7 **Internal Examiner** shall mean an examiner who is from the same institution and assigned the responsibilities to set the question papers, evaluation of answer sheets, theory class test/conduct practical class tests and/or act as a practical examiner in the University.
- 2.8 **Student** shall mean a person enrolled in any of the School of the University in an academic year for pursuing programmes/courses, to which this Ordinance is applicable.
- 2.9 **University** shall mean Shri Lal Bahadur Shastri National Sanskrit University.
- 2.10 **CE/CCIA** shall mean the Continuous Evaluation/Comprehensive Continuous Internal Assessment of the students.
- 2.11 **End-Semester Examination** shall mean the examination conducted by the University after completion of the semester.
- 2.12 **DCO** shall mean the Detailed Course Outline or lecture plan prepared by the concerned faculty member(s).

3. Academic Courses for Examinations

- 3.1 The University shall hold examinations for all such academic programmes/courses as are approved by the academic council and as it may notify from time to time for awarding degrees/diploma/certificate, as per the prescribed syllabi and Scheme of Teaching and Examination as are approved by the Academic Council.

4. Criteria for Examinations

- 4.1 Examinations of the University shall be open to the students enrolled for a programme/course of study in the University, for a period specified for the course/subject of study in the Syllabi and Scheme of Teaching and Examination.
- 4.2 Provided that the Academic Council may allow any other category of candidates/students to take the University Examinations for any specified academic programme/course to the fulfilment of such conditions as may be laid down by the Academic Council from time to time.
- 4.3 Provided further that a student may be debarred from appearing in the examination as provided in Clause 9 of this Ordinance or as provided in any other Ordinance of the University.

5. Course Content and Duration

- 5.1 A Shastri (Bachelor's)/Acharya (Master's) degree and Post Graduate Diploma/Diploma/Certificate programme/course shall comprise of a number of subjects and/or other components as specified in the Syllabi and Scheme of Teaching and Examination of the concerned programme/course, as are proposed by the concerned Board of Studies and approved by the Academic Council. Each subject shall be assigned a weightage in terms of specified credits. The minimum and/or maximum credits to be acquired for the award of degree shall be specified by the Syllabi and Scheme of Teaching and Examination of the concerned programme/course.

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5.2 The minimum period required for completion of a programme/course shall be the programme/course duration as specified in the Syllabi and Scheme of Teaching and Examination for the concerned programme/course.

5.3 The maximum period allowed for completion of a programme/course shall be the maximum programme/course duration as specified in the Syllabi and Scheme of Teaching and Examination for the concerned programme/course. All the programme/course requirements shall have to be completed in the specified duration.

6. Academic Year

6.1 An academic year shall be apportioned into two semesters. Each of the two semesters shall be of working duration of about **18 weeks or more**. There shall be a break of about **2 weeks** after the first semester and a vacation of approximately **4 weeks** after the second semester.

6.2 The break-up of the academic semesters devoted to instructional work shall be as below:-

Imparting of instructions and/or laboratory work - 14 weeks or more
(Including class tests/assignments/projects/training/internship)

Preparatory Leave - 01 week or more

End Semester Examinations, including practical/ - 03 weeks or more

Laboratory examination

The Academic Calendar shall be notified by the Academic Section each year, before the start of academic year.

7. Examination Fees

The University shall notify the fees payable by the students for various examinations after the same is approved by the Academic Council. A student who has not paid the prescribed fees prior to the examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his/her discretion allow in certain cases of genuine hardship, an extension in the last date of payment of fees.

In exceptional circumstances, the Vice-Chancellor may waive off the fees and other charges, if any.

Subject to any modification by the competent authority of the University, the Examination Fee and other charges shall be applicable as per the Ordinance of the University in this regard and the same shall also be published in the Prospectus.

8. Attendance

8.1 Attendance is an important component in the assessment and evaluation system of the University.

8.2 The criteria for allotment of marks for attendance shall be mentioned in Detailed Course Outline (DCO) or lecture plan by concerned faculty member(s).

8.3 The teacher handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course and shall send the monthly attendance record to the academic section through the Dean of the concerned School/Head of department concerned.

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- 8.4 A student shall be required to have a minimum attendance of 75% in the aggregate of all the subjects taken together in a semester, provided that the Vice Chancellor may condone attendance shortage upto 5% for individual students for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 75% in a semester shall not be allowed to appear in the semester term end examination.

For courses, regulated by a statutory regulatory body, if the statutory body provides for any specific guideline for attendance, the same shall be applicable as approved by Board of Studies of the concerned School.

- 8.5 For Attendance less than 75% in a particular subject, zero mark shall be awarded on account of the attendance in that subject.
- 8.5 Marks for attendance in a particular subject shall be given based on the attendance record submitted by the respective faculty member(s) concerned. The break-up of marks for Attendance shall be as per table given below:

Total marks for Attendance	Range of Attendance	Marks Allotted
5 (Five)	Greater than or equal to 75% and less than or equal to 80%	1
	Greater than 80% and less than or equal to 85%	2
	Greater than 85% and less than or equal to 90%	3
	Greater than 90% and less than or equal to 95%	4
	Greater than 95% and less than or equal to 100%	5

- 8.7 Student who has been disallowed due to shortage of attendance shall be required to repeat all the subjects of the said semester with the next batch of students. The University enrolment number of such student shall however remain unchanged and he/she shall be required to complete the course in a maximum permissible period as mentioned in clause 5.3.

The Academic Section shall announce the names of all such students who are not eligible to appear in the semester term end examination based on the attendance record received from the concerned departments, at least 5 calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examination.

- 8.8 In case any disallowed student appears in the semester/supplementary examination, his/her result shall be treated as null and void.
- 8.9 If a student remains absent from classes on medical grounds, he/she shall have to submit the "Medical Certificate" issued by a Government Hospital to the Head of the Department within one week after returning to classes. After the end of stipulated time of one week, the Medical Certificate shall not be accepted and considered.

9. Conduct of Examination

- 9.1 All examinations of the University (except the Entrance Examinations for admission in different Programmes/Courses of Study) shall be conducted and held at the University Campus only.

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- 9.2 The schedule of End-Semester Examinations of the Programmes/Courses of Study wherein students are enrolled across Departments, shall be prepared by the office of Controller of Examinations (CoE) and sent to all the Head of the Departments atleast 15 (fifteen) days prior to the commencement of the respective examinations.
- 9.3 The End-Semester Examinations of all the Departments of the University shall be conducted under the general supervision of the Controller of Examinations, who through the approval of Vice-Chancellor shall appoint Centre Superintendent (CS) and Deputy Centre Superintendent (DCS) for the conduct of aforementioned Examinations. The Standard Operating Procedures (SOPs) may be formulated by the office of Controller of Examinations for conducting the same and shall be duly approved by the competent authority.
- 9.4 The Continuous Evaluation/Comprehensive Continuous Internal Assessments (CE/CCIAs) shall be conducted by the concerned faculty member of the respective departments as per guidelines of Assessment and Evaluation System of the University mentioned here in this Ordinance and as amended from time to time.
- 9.5 The Head of Department concerned shall ensure the conduct of CE/CCIA in a very smooth manner so that the students can be evaluated continuously as well as comprehensively as per the spirit of CE/CCIA.
- 9.6 Assessment of Attendance and Award of Marks against attendance shall be part of CE/CCIA.
- 9.7 The University may also prescribe for the programme/course wherever appropriate projects/dissertation/field work/seminars/practical/internship/training or any other techniques/methods for assessment to determine the level of performance of the students pursuing different programme/courses in each semester.

10. Examination System

- 10.1 All Programmes/Courses of Study of the University shall be offered under Semester System and Examinations & Evaluation of students shall be done through Assessment and Evaluation System.
- 10.2 As a general principle, the Assessment and Evaluation System shall comprise the following components:
- Continuous evaluation/internal assessment by the teacher(s) of the subject
 - Evaluation through an End Semester Examination

- 10.3 The guidelines for distribution of weightage for various components of evaluation shall be as below:

a. Theory Subjects:-

- Continuous Evaluation/Comprehensive Continuous Internal Assessment (CE/CCIA): 20% (15% for assignments/quizzes/Home test/presentations/live projects etc. & 5 % for attendance)
- End-Semester Examination (ESE): 80%

b. Practical/Laboratory subjects

- Continuous evaluation/internal assessment and practical by teacher(s) 50%
- End Semester Examination 50%

- 10.4 The breakup of marks under Assessment and Evaluation System irrespective of the Credit(s) allotted to subject(s) shall be as under:

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Assessment and Evaluation System	2 Credit	4 Credit	6 Credit
Continuous Evaluation/Comprehensive Continuous Internal Assessment (CCIA)	20 Marks	20 Marks	20 Marks
End-Semester Examination	80 Marks	80 Marks	80 Marks
Total	100 Marks	100 Marks	100 Marks

- 10.5 For any other component of the course not covered by the above, the weightage shall be prescribed by the Board of Studies with the approval of the Vice Chancellor and reported to the Academic Council.

11. Conduct of Continuous Evaluation/Comprehensive Continuous Internal Assessment

- 11.1 The CE/CCIA in a theory course may comprise Written Test, Assignments, Presentations, Quizzes, Viva-Voce, Case Study, Group Discussion etc. as prescribed by the concerned Board of Studies (BoS) and School Board (SB) from time to time.
- 11.2 In a course consisting laboratory component, each practical performed by a student will be subjected to evaluation by the concerned faculty member(s). The evaluation will involve documentation of the Practical Exercise/Experiment, Precision in the performance of experiment, Viva-Voce Examination etc.
- 11.3 In the case of Industrial Training/Project/Dissertation, the CE/CCIA will include periodical Progress Report.
- 11.4 In the case of field work, the CE/CCIA will include Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Participation in Individual & Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc. or/and as approved by the Board of Studies of the concerned subject or Programme/Course of Study.
- 11.5 The concerned Department shall maintain the complete record in respect of the CE/CCIA of each student and display it on the notice board of the respective department(s). Each Department shall submit the record of CE/CCIA within one week of completion of End-Semester Examinations to the office of Controller of Examinations (CoE).
- 11.6 If a student fails to appear in the CE/CCIA in a particular course, he/she shall be awarded "F" Grade and shall not be allowed to appear in End-Semester Examination (ESE) in that course in spite of being eligible to appear in End-Semester Examination on the basis of aggregate attendance.
- 11.7 It shall be the bounden duty of the concerned faculty members to evaluate all assignments, quizzes and other component of CE/CCIA.
- 11.8 A student pursuing a course of study shall be required to follow the criteria prescribed by the University for Completion of the course.

12. Conduct of End-Semester Examination

- 12.1 The End-Semester examination for various subjects/courses will ordinarily be held in the month prescribed by the University in every semester. The students will appear in the examinations on completion of minimum period of study for the relevant subject/course.

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- 12.2 The schedule of examination shall be notified by the Controller of Examination at least 10 days prior to the commencement of end semester examinations.

However, the students, who take admission to some individual course as per the term of any MOU executed by the University with any other University or accredited institution, will be allowed to appear in the end semester examination as per the schedule of the University as to enable them to complete the pre-requisite subject/course for their degree/diploma from the respective Universities/accredited Institution.

- 12.3 The University may conduct the online examination for such courses as may be decided from time to time. The online examination will be conducted in the manner as may be laid down by the Regulations.

- 12.4 The End-semester examination for the students who are enrolled in the various courses launched by the University under MOOCS will be conducted by the University or by the authorized institution as per laid down procedure.

- 12.5 All semester/supplementary end semester examination shall be conducted by the Controller of Examination with the approval of the Vice Chancellor.

- 12.6 For theory and practical examinations, the project report/dissertation/training report and any other term end evaluation component, all examiners shall be appointed with the approval of the Vice Chancellor.

- 12.7 For the courses being run by the University, recommendations for names of the external examiners shall be obtained from the concerned Board of Studies through the respective Head of Department and Dean of the School. Where there is an exigency and the Board of Studies cannot meet, the Dean of School may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.

- 12.8 In emergent situations, where, for some reasons, the recommendations cannot be obtained from the Board of Studies as stipulated above, recommendations may be obtained from one of the Dean of School nominated by the Vice Chancellor.

- 12.9 The panel of external examiners received by the Controller of Examinations shall be approved by the Vice Chancellor.

- 12.10 The paper setters appointed by the Controller of Examinations with the approval of the Vice Chancellor, out of the approved panel for setting the Question papers, shall set the question papers. The question papers shall be set out of the entire syllabus of the course.

- 12.11 Question Paper-setting shall be done as per the guidelines/regulations decided by the University and as amended from time to time.

- 12.12 After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderation board appointed by the Controller of Examinations with the approval of the Vice-Chancellor. The composition of the moderation board shall be as under:-

- i. Head of the Department
- ii. One faculty of the concerned subject
- iii. One External Member

- Chairman
- Member
- Member

(The external member shall be appointed School wise by the Vice Chancellor)

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- 12.13 End Semester Examination answer scripts of students shall be evaluated by the teachers appointed by the Controller of Examinations with the approval of the Vice Chancellor from the subject wise list of teachers. The subject wise list of teachers teaching the specific subject shall be forwarded by the academic section after obtaining from the concerned Head of Department and Dean of the School offering the programme/course. The list of teachers shall be forwarded to the Controller of Examinations within one month of the commencement of the semester.
- 12.14 The Syllabi and Scheme of Teaching and Examinations of a programme/course shall prescribe supplementary examinations for the course, if required.
- 12.15 End Semester practical examinations shall be conducted by a Board of Examiners for each subject. The Board shall consist of one or more examiners appointed by the Controller of Examinations with the approval of the Vice Chancellor.
- 12.16 For any other type of examination, not covered by sub-clause (10.2 and 10.3) above, the mode of conduct of examination shall be as specified in the Syllabi and Scheme of Teaching and Examination and in the absence of such a provision shall be decided by the Controller of Examinations with the approval of the Vice Chancellor on the recommendation of the Board of Studies concerned.
- 12.17 The results of a semester (including the teacher's continuous evaluation and semester/supplementary term end examination) shall be declared by the Controller of Examinations on the recommendation of the Examination Board and with the approval of the Vice Chancellor. However, after scrutiny of the detailed result, if it is observed by the Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular subject, he/she may refer the matter to the Examination Board.
- 12.18 The award list/term end mark-sheet containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations/Deputy Registrar (Exam)/Assistant Registrar (Exam) at the end of each academic semester, after the declaration of the result.

13. Criteria for Passing subjects, Marks, Promotion and Divisions

- 13.1 The details on the above is given as under:-
- The maximum marks in a subject of programme/course shall be decided by the concerned Board of Studies.
 - The passing marks in subject(s) of a programme/course shall be uniform across the subjects of a particular course and shall be specified by a Syllabi and Scheme of Teaching and Examination. The passing marks shall be defined as a percentage of total marks (sum of both the teachers' continuous evaluation/internal assessment and end semester examination) and shall not be less than 40 per cent.
 - To pass/qualify a subject, the student must appear in all components of the subject.
- 13.2 A student may apply for re-evaluation of his/her answer sheets of the specific subject on the payment of prescribed fees within four weeks from the date of the declaration of the result.
- 13.3
- A student obtaining less than passing marks assigned to a subject and failing in the subject, shall be allowed to re-appear in end semester examination of the subject.

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when the examination of such semester are conducted subject to maximum permissible period as mentioned in clause 5.3.

- ii. A student who has to re-appear in a semester term end examinations in term of clause 13.3 (i) above shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, if there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of the students joining the concerned course the examinations will be held in accordance with the old syllabus.
- iii. Students who are eligible to re-appear in a supplementary/ end semester examination shall have to apply to the Controller of Examinations through the Academic Section and pay the examinations fees prescribed by the University, to be allowed to re-appear in an examination.
- iv. The re-appearing student who secured less marks than equal to passing percentage [as described in 13.1(ii)] of maximum marks of teacher's continuous evaluation/internal assessment also have the option to repeat and improve the class test performance with regular batch of student. In such cases, the student will be required to apply for such improvement in the beginning of the said year, to the Head of the Department concerned. The revised marks, received from the faculty concerned atleast seven days before the commencement of end semester examinations shall be considered; otherwise the previous marks already obtained by the student shall be taken into account without any modification. In such cases, where the student opts to improve the class test performance with the next batch of students, the marks obtained in the class test will be proportionately increase to include the component of assignment/group discussion/home test/projects/internships/viva-voce/additional test/etc. If such students do not re-appear in the end semester examinations, the improvement in teacher's continuous evaluation/internal assessment shall not be taken into account for result declaration. No extra fee shall be charged from the students for repeating the teacher's continuous evaluation/internal assessment.
- v. Promotion Policy to the Next Academic Year
 - a. A student will be promoted to the next academic year only if such student has obtained at least 50% (rounding to full digits) of the total credits of the existing academic year from which the promotion to next academic year is being sought.
 - b. All such students who fail to get promoted to next academic year for the reason of deficiency in required credits, as stated above or due to being detained in a particular academic year, will automatically be declared to have taken academic break to repeat such examinations of the year in which the student has failed or has been detained, so as to obtain sufficient credits to be promoted to the next academic year. Such a student shall not be required to repeat any course that student has already completed successfully.
- vi. On acquisition of sufficient credits for promotion, such students who have taken at least one academic break shall be automatically readmitted in the regular batch of that academic year of the concerned course. The Syllabi and Scheme of Teaching and Examination applicable to such students on re-admission (from the year of re-admission) shall be Scheme as offered to the students of the regular batch. If the total credit of all the subjects offered to the student is less than the minimum credits of the regular batch students then the minimum credits for the award of the degree of such students shall be as proposed by the Controller of Examinations and approved by the Vice Chancellor. Otherwise it shall be equal to the minimum credits of the regular batch in which the student has studied the final year of the course.

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- vii. Academic break shall be applicable only to students:-
- who are detained due to shortage of attendance
 - who do not attain the required credits for promotion
 - those who want to drop the acquired credits of an academic year and repeat the full academic year (that is, appear in all academic components), such students shall be required to apply through Dean of the faculty concerned for readmission. This break shall be deemed as an academic break.
- viii. Only two academic breaks are permissible for student for the completion of the academic course. A student will not be allowed to take more than two academic breaks, for any reason whatsoever. A student who has exhausted two academic breaks and a further occasion arises for him/her to take academic break, in such cases the admission of such student would automatically stand cancelled. If due to this clause, a situation arises where the student shall not be able to complete the requirements for the award of the degree in stipulated time as per clause 5.3, the admission of such students shall automatically stand cancelled. If such students, whose admission have been cancelled as per this clause, and he/she appears for examinations, the result of such students shall be declared null and void.
- ix. In course of studies governed by a statutory body, if the regulations/rules of the statutory body specify any promotion policy, the same shall be applicable, after approval for implementation by the concerned Board of Studies. The Board of Studies governing the concerned course of study may impose additional requirements for promotion to the next academic year by incorporating the same in the Syllabi and Scheme of Teaching and examination for the concerned course.

14. Final Year Supplementary Term End Examinations

A supplementary examination shall be conducted after the declaration of the final year result, only for those regular students who do not have backlog upto the pre-final year subjects. That is, supplementary end semester examinations to be held only for the subjects of the final year for the regular students who have failed only in subjects of the final year. The supplementary end semester examinations shall be allowed only to students who have been offered one chance to appear in the examinations of the final year subject(s). The teacher's continuous evaluation/internal assessment components shall not change in these cases. The supplementary end semester examinations shall be held for courses whose Syllabi and Scheme of Teaching and Examination specify this examination.

15. Transfer of Credits

- 15.1 A student may be permitted to do certain subjects in another Institution/University subject to compatibility of subject content and assessment process with the prior approval of the Dean of the School concerned and the competent authority; and the University may allow transfer of credits of such subjects on the recommendation of the Dean of the School. Similar benefit could also be given, on the recommendation of the Dean of the school, if a student has successfully completed a subject, equivalent to a core subject of the programme/course for which the student has registered, in a recognised Institution/University prior to joining a Programme/course of study.
- 15.2. The University shall give equivalent credit weightage to the students for credits earned through Online Learning Courses (in the category of Elective subjects) through SWAYAM platform in the credit plan of the Programmes/course of Study as

per guidelines of UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016 and as amended from time to time.

- 15.3. The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Study in which a student has been admitted.
- 15.4. Only such subject(s) may be considered for acceptance of credit transfer, in which the student has secured at least D Grade or a minimum of 40% marks, as the case may be. In case a student has earned more credits from other Universities/Educational/Research Institutions, the student may indicate his/her preference of subjects for credit transfer.

16. Grading System

After adding the teaching continuous evaluation/internal assessment marks to the end semester examinations, the marks secured by a student from maximum 100 shall be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the points scale as given below:-

Letter Grade	Letter Description	Grade Point	Class Interval (in%)
O	outstanding	10	90 and above
A+	excellent	9	75 and < 90
A	very good	8	60 and < 75
B+	good	7	55 and < 60
B	above average	6	50 and < 55
C	average	5	45 and < 50
P	pass	4	40 and < 45
F	fail	0	< 40
Ab	absent	0	Absent

Grade P (grade point 4) shall be the subject passing grade unless specified otherwise by the Syllabi and Scheme of Teaching and Examination for the course. For grade(s) below the passing grade as defined in the Syllabi and Scheme of Teaching and Examination, the associated grade points shall be zero. Both acquired marks and grades shall be reflected on the end semester mark-sheets.

Note:

- F = fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination
- Minimum qualifying marks for a subject is 40% or less than 45% i.e. 'P' grade.
- 'C' grade is 45% or less than 50%
- 'B' grade is 50% or less than 55%
- 'B+' grade is 55% or less than 60%
- 'A' grade is 60% or less than 75%
- 'A+' grade is 75% or less than 90%
- 'O' grade is 90% and above
- Students shall have to qualify the sessionals (tests, assignments, attendance, presentation etc.) and end-semester examinations separately and the student failing to qualify either of the components shall not be considered as qualified in any case.
- Students shall be allowed to improve their grades during the maximum duration of the course of study.
- There shall be no rounding of SGPA/CGPA
- The SGPA/CGPA obtained by a student is out of a maximum possible 10 points.

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- xiii. A student in order to be eligible for the award of the degree/diploma of the University must have obtained CGPA of 4 at the end of the course.
- xiv. Provided that students who are otherwise eligible for the award of the degree/diploma but have secured a CGPA less than 4 at the end of the permissible period of semesters may be allowed by the University to repeat the same subject of the same type in lieu thereof in the two extra semesters provided in **clause 5.2 on "Duration of course"**.

University shall adopt the 10-points grading system with the letter grades as given below. The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following divisions:-

CGPA	Class/Division
10	Outstanding
9 and above, but less than 10	First Class with distinction
8 and above, but less than 9	First
7 and above, but less than 8	High Second
6 and above, but less than 7	Second
4 and above, but less than 5	Third
less than 4	Fail

In respect of components other than internal assessment and end semester examination, wherever prescribed, the level of attainment necessary to qualify for the award of degree/diploma/certificate will be prescribed in respect of each such programmes/courses of study separately by the academic council on the recommendation of the concerned Board of Studies.

- To qualify the award of master degree a candidate should obtain the prescribed credits relevant to the course.
- To qualify the award of bachelor's degree with a particular subject as honors, a candidate should obtain the prescribed credits including those in skill oriented subjects relevant to the course.
- To qualify the award of post-graduation diploma/diploma/certificate, a candidate should obtain the prescribed credits to the relevant course.

17. Ranking of Students:

- One Student in each programme/course of Study shall be awarded Gold Medal and Certificate of Merit, subject to condition(s) that he/she (or as decided by the office of Controller of Examination from time to time):
 - Should have first position with more than 60% marks
 - Should have passed all the Semesters of a programme/course of Study without any break;
 - Should have passed all the subjects in a programme/course of Study without any back log meaning thereby that he/she has not been awarded 'F' or 'I' Grade in any subject;
 - Should have exhibited good conduct and character during the period of a programme/course of Study.

13. Unfair Means/Students' Grievance Committee

18.1 Use of Unfair Means

All cases regarding reported use of Unfair Means (UFM) in the examination during term end examinations shall be placed before an Unfair Means Committee/s to be

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constituted by the Vice-Chancellor for making decision in individual cases, and recommending penalties as specified in the ordinance, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Examination Division and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall be approved by the Vice-Chancellor. For UFM cases during teacher's continuous evaluation the Dean of the concerned school shall take appropriated necessary decision and communicate to the Examination Division.

18.2 Students Grievance Committee

In case of any written representation/complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the School the same shall be considered by the Students Grievance Committee to be constituted by the Vice-Chancellor. The Vice-Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

19. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

- 19.1 Performance in a semester will be expressed as Semester Grade Point Average (SGPA) and shall be rounded to two decimal digits.
- 19.2 Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Cumulative Grade Point Average (CGPA), and shall be rounded to two decimal digits.
- 19.3 The formula for calculating of SGPA and CGPA is given below:

$$SGPA = \frac{\sum C_i G_i}{\sum C_i}$$

$$CGPA = \frac{\sum \sum C_{ni} G_{ni}}{\sum \sum C_{ni}}$$

Where:-

- C_i - number of credits for the ith course
- G_i - grade point obtained in the ith course.
- C_{ni} - number of credit of the ith course of the nth semester
- M_{ni} - marks of the ith course of the nth semester
- G_{ni} - grade points of the ith course of the nth semester

- 19.4 Audit papers (as per clause 4.4) shall not be accounted for in the calculation of SGPA and CGPA.
- 19.5 The successful candidates as per clause 11.6 and having an overall CGPA higher than an equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree shall be awarded the degree and shall be placed in Divisions as below:

- i. CGPA of 4.00 - 4.99 shall be placed in the Third Division
- ii. CGPA of 5.00 to 6.49 shall be placed in the Second Division.
- iii. CGPA of 6.50 or above shall be placed in the First Division
- iv. CGPA of 10 shall be placed in the Exemplary Performance. Exemplary Performance shall be awarded, if and only if, every subject of the course offered to the student is passed in the first chance of appearing in the paper that is offered to the student. A student with an academic break shall not be awarded the exemplary performance.

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- v. The CGPA x 10 shall be deemed equivalent to percentage of marks obtained by the student for the purpose of equivalence to percentage of marks.

23. Award of Degree

A student shall be awarded a degree if:

- 20.1 He/She has registered himself/herself, undergone the programme/course of studies, completed the project/training report/dissertation specified in the curriculum of his/her programme/course within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- 20.2 There are no dues outstanding in his/her name to the University; and
- 20.3 No disciplinary action is pending against his/her.
- 20.4 He/She has acquired the CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree.
21. Subject to the provisions of the Act, the statutes and the Ordinance such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners. Superintendents Examination Centre, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purpose by the Vice-Chancellor.
22. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining the opinion/advice of a Committee consisting of any or all of the Deans of the faculty. The decision of the Vice-Chancellor shall be final.

23. Appointment of Amanuensis:

- 23.1. The rules and regulations pertaining to appointment of amanuensis shall be as follows:-
- An amanuensis shall be allowed in case of:
 - Blind Candidates (visually handicapped); and
 - The candidates, who are disabled due to an accident or disease and are unable to write with their own hands,
 - Provided that the candidates under above shall have to produce a medical certificate issued from the competent authority.
- 23.2. Candidates who are suffering with writing disabilities and cannot write with their own hands would be entitled to seek assistance of computers for purpose of typing only, subject to the conditions that the computers/laptops shall be provided by the University on advance intimation by the concerned candidate to the office of CoE at least two weeks prior to the commencement of End Semester Examinations.

Provided further that the University shall ensure that the computer provided to the candidate does not have any data stored in it which is relevant to the examination in which the candidate is appearing, and that it does not have Internet facility. Such benefits to the physically challenged persons shall be allowed on production of a medical certificate from the designated authority.

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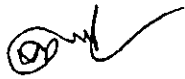
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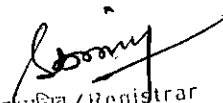
- 23.3. The Controller of Examinations, on receiving an Application from the candidate at least two weeks before the commencement of End Semester Examinations, will arrange for the appointment of an amanuensis and shall inform the Examination Centre Superintendent of the concerned examination.
- 23.4. The amanuensis shall be a person of qualification not above 12th standard.
- 23.5. The Examination Centre Superintendent of the Examinations shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the office of the Controller of Examinations.
- 23.6. One extra hour will be given to the blind candidates for examinations of 3 hours of duration (i.e. 20 minutes per hour of examination).
- 23.7. An honorarium as approved by the Academic Council from time to time may be paid to the Amanuensis for the services provided.

24. Rates of Remuneration

The remuneration to be paid to the paper setters, moderators, examiners and evaluators of students answer scripts, projects, dissertation, thesis etc. shall be as approved by the Executive Council.

The remuneration to be paid to various categories of persons appointed for the conduct of examinations shall be as prescribed by the Executive Council from time to time.




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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 13 On SCHOOL BOARD (Under Section 17 (3) of the Act)

The University consists of the following Schools of Studies:-

- i. School of Sahitya and Sanskriti
- ii. School of Veda-Vedanga
- iii. School of Darshan Shastra
- iv. School of Adhunik Vidya
- v. School of Shikshashastra
- vi. Any new school to be established

1. The Composition of each School Board shall be as under:

(i)	Dean of the School	Chairperson
(ii)	All Heads of the Departments of the School	Members
(iii)	All Professors in the School	Members
(iv)	One Associate Professor and one Assistant Professor from each Department in the School by rotation on the basis of seniority nominated by the Vice-Chancellor	Member
(v)	One representative from other School of Studies which have inter-disciplinary work with the School, to be nominated by the Vice-Chancellor on the recommendations of the School Board concerned	Member

- a) Not more than one person per subject shall be nominated for the Board.
- b) The term of members, other than that of the Dean and Professors shall be three years.
- c) The Dean of the School shall convene and preside over the meetings of the Board.

Powers and Functions

The powers and functions of the School Board shall be as follows:

- (i) To prescribe the eligibility criteria for admission of candidates to the various programmes of studies in the Departments;
- (ii) To co-ordinate the teaching, evaluation, research and extension work in the Departments of the School;
- (iii) To approve subjects for research for various Degrees.
- (iv) To constitute Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such Committees;
- (v) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Department or committees mentioned in clause (iv) above;

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Ordinance No. 14

On

Constitution of Board of Studies

(Under Statute 18(2) of the Act)

Each Department shall have a Board of Studies comprising of the following members:

1.	Head of the Department	Chairperson & Convener
2.	All Professors of the Department	Members
3.	Two Associate Professors of the Department by rotation on seniority basis to be nominated by Vice-Chancellor	Members
4.	Two Assistant Professors of the Department by rotation on seniority basis to be nominated by Vice-Chancellor	Members
a-5.	One faculty member from inter-disciplinary Departments within the school to be nominated by the Vice-Chancellor	Member
6.	Two outside subject experts to be nominated by the Vice-Chancellor from a panel of six experts, proposed by the concerned Head of the Department	Members

- The tenure of the members of the Board of Studies shall be three years.
- Any casual vacancy may be filled-up for the residual period.
- The Board of Studies shall meet at least once in each semester, twice in a year and on such occasions as may be determined by the Vice-Chancellor.
- The quorum for the Board of Studies meetings shall be 50% of the members which shall include at least one outside expert.
- In the absence of the Chairperson, the senior-most member present shall act as Chairperson for that meeting.
- If in the opinion of the Chairperson, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed off by circulation among the members of Board of Studies, he/she may issue necessary instructions to that effect.

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- (vi) To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic council;
- (vii) To formulate arrangements for the School to participate in the work of the different Centres of Studies in the University;
- (viii) To promote and review research within the School and to submit reports on research to the Academic Council;
- (ix) To frame general Rules for continuous internal evaluation and end- semester examinations;
- (x) To recommend to the Academic Council, the panel of examiners for the evaluation of thesis after considering proposals received in this regard from Board of Studies;
- (xi) To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;
- (xii) To consider and act on any proposal regarding the welfare of the students of the Schools;
- (xiii) To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and
- (xiv) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

Meetings

- (a) The School Board shall hold at least two ordinary meetings in an Academic year, one in each semester;
- (b) The Dean may convene special meetings of the Board at his/her own initiative or on the direction of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Board.

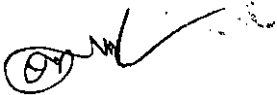
Quorum

The quorum for the meeting of the School Board shall be half of its total members.

Notice

Notice for any meeting of the Board shall be issued at least 10 days before the date fixed for the meetings.

The Dean may convene emergency meeting of the School board at short notice.





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Shri Lal Bahadur Shastri National Sanskrit University

Ordinance No. 15 On UNIVERSITY RESEARCH BOARD Under Section 29(1) (I) and (O) of the Act.

1. There shall be a constituted University Research Board Studies to monitor and address issues related to research. University Research Board shall be constituted comprising of the following:

1	Vice-Chancellor	Chairman
2	Dean Academic Affairs	Member
3	Deans of Schools of Studies	Members
4	Heads of Departments (Not exceeding 5 by rotation)	Members
5	Professors other than Deans of Schools and Heads of Departments (not exceeding 5 by rotation)	Members
6	Four Associate Professors to be nominated by the Vice-Chancellor representing different disciplines in the University	Members
7	Four external experts to be nominated by the Vice-Chancellor representing different disciplines in the University	Members
8	HoD, Research	Member- Secretary

Functions of the University Research Board:

Subject to the overall guidance of the Academic Council, the University Research Board shall perform, inter-alia, the following functions:

- To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
 - To evaluate institutional research projects for funding by National/International agencies;
 - To review the current status of research in each department and
 - To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the of the University under the University Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
 - To evolve norms for consultancy and sharing of the revenue between the Principal investigator and the University for approval of the Executive Council; and
 - To perform such other functions as may be assigned to it by the Academic Council.
 - To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among the students, faculty researchers and staff,
 - To develop system to detect plagiarism and to setup mechanism to prevent plagiarism and punish a student, faculty, researchers or staff committing the act of plagiarism
- The University Research Board shall meet regularly at least twice a year.
 - The University Research Board shall determine its own procedures for working.
 - The quorum of the Board shall be one-third of the total members;
 - The term of Office of the members other than ex-officio members shall be for a period of three years.
 - There shall be an Anti-plagiarism committee, constituted for each and every department with research programme under the supervision of University Research Board.

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