

PROSPECTUS – 2016-2017

Rules of Refund of Fees on account of withdrawal/cancellation of admission

The rules for refund of fee to students on account of withdrawal/cancellation of admission etc. approved by the University in **75th Academic Council meeting (item No.AC:75:2K15:24 and 167th EC)**, for implementation w.e.f. the academic session 2015-2016, are given below for compliance by all concerned:

	Reasons for seeking refund	Quantum of fee to be refunded
a)	When a student applies for withdrawal of admission before last date of admission.	Full fee after deduction of Rs.1,000/-.
b)	When a student applies for withdrawal of admission after the last date of admission, consequently the seat is falling vacant and remain unfilled.	After deduction of Rs.1,000, to return the fee collected with proportionate deductions of monthly fee (divided by 6 months)
c)	When admission is made inadvertently due to error/omission/commission on the part of the University	Full Fee will be refunded
d)	When cancellation of admission is due to concealment/falsification of facts, submission of false/fake certificate(s), providing misleading information by the student or for any error/mistake on the part of the student.	No fee will be refunded.

TEACHING & EVALUATION REGULATIONS:

Rules for readmission of students to first semester (Item No.AC:76:2K16:11 – Approved in the 76th Academic Council meeting held on 06-04-2016)

The rules for granting readmission of students to first semester is as under:

1. The re-admission request of first semester students have not even attended a single class nor informed the School/Department/Centre concerned, of his/her absence need not be entertained and they may be rejected at School/Department/Centre level.
2. A minimum requirement of 25% attendance shall be insisted upon for considering the re-admission requests of 1st semester students. The requests of students having less than 25% attendance **need not be considered** and shall be rejected by the School/Department/Centre.
3. Requests of students for granting re-admission to 1st semester, whose names have earlier been removed from the rolls of the University for various reasons (viz. non submission of qualifying degree within the stipulated date, unauthorized absence for more than 10 days as per evaluation regulations, etc.) should not be accepted and forwarded by Schools/Departments/Centres under any circumstances.
4. Re-admission requests on medical grounds should be supported with proper medical and fitness certificate duly issued by the Competent Medical Authority (Not below the rank of Asst. Civil Surgeon) and also, such a certificate be obtained from the location where treatment was taken.

These regulations/rules shall come into force with effect from the academic year 2016-17.

Rules for Disciplinary action for malpractices/improper conduct in examinations (Item No.AC:76:2K16:12 – 76th Academic Council meeting held on 06th April, 2016).

Chapter X Examinations Clause 8 Disciplinary action for malpractices/improper conduct in examinations.

These rules will come into effect from the academic year 2016-17.

A) DISCIPLINARY ACTION FOR MALPRACTICES / IMPROPER CONDUCT IN EXAMINATIONS

Table - A

	Nature of Malpractices/Improper conduct	Punishment
1	If a candidate possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he/she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of examination)	Expulsion from the examination hall and cancellation of performance in that subject only.
(a)	If the candidate assists or guides or receives assistance from any other candidate orally or by any other body language methods or communicates through any means with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of performance in that subject and all other subjects the candidate has already appeared including practical examination and project work and shall not be permitted to appear for the remaining examination of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The

		<p>candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class-work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p> <p>If the impostor is an outsider, he/she will be handed over to the police and a case is registered against him/her.</p>
4	<p>If the candidate smuggles in the answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class-work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>
5	<p>If the candidate uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him/her to award pass marks.</p>	<p>Cancellation of the performance in that subject.</p>

6	If the candidate leaves the exam hall taking away answer script or intentionally tears off the script or any part thereof or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
7	If a student of the School, who is not a candidate for the particular examination or any person not connected with the School indulges in any malpractice or improper conduct.	Student of the School : expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the School/University will be handed over to police and a police case will be registered against him/her/them..
8	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
9	If any malpractice/misbehavior is detected which is not covered in the above clauses (1 to 8) shall be reported to the University to award suitable punishment.	
10	Departmental Grievance Committee	The students can appeal to the Departmental Grievance Committee if the action proposed against him/her on

		the malpractices in the examination (internal and end-semester) is not acceptable.
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Note: The students who are involved in cases of malpractice are not permitted to write the Supplementary Examination.

B) Apart from above disciplinary actions, the Subcommittee made the following recommendations with regard to preparation for examinations:

1. Physical (seating) arrangement shall be handled by the School/Department/Centre in such a way that the teacher concerned can effectively invigilate.
2. Items of stationery shall be provided by the School/Department/Centre in the examination hall.
3. Question paper shall be brought in by the teacher concerned and the responsibility shall lie with the concerned teacher.
4. Washrooms/lavatories, etc are to be cleaned a day before the examination begins and every day thereafter till the end of the examinations.

The committee felt that internal examinations (continuous evaluation) also affect term end semester examinations therefore the committee also recommends the following:

1. Teacher shall conduct a test each month avoiding the month in which end-semester exams are conducted.
2. The faculty concerned should mandatorily invigilate the semester end examination of his/her course.
3. The Deans/HoD's will ensure that tests are conducted every month using such means as found suitable.

Mode of Implementation: If a student is caught for malpractice by any official concerned with the conduct of examination, he/she be handed over to the Dean of the School/Head of the Department/Centre. The Dean of School shall identify the Nature of malpractices/Improper conduct as indicated from 1 to 8 or 9 as the case may be in the table above at A, and forward all such cases to the Office of the Controller of Examinations. The office of the Controller shall process the complaints and hand out punishments according to the punishment recommended.

Guidelines on Uniform Span Period within which a student may be allowed to qualify for a Degree (UGC Ir.No.F.12-1/2015 (CPP-II0 dated 15th October, 2015) [Approved in the 76th Academic Council meeting held on 06-04-2016 – Item No.AC:76:2K16:14]

Academic Ordinances of University is modified under Chapter-VII for M.A., M.Sc., M.P.A., M.F.A., Degree courses and PG Dip. Courses [Act S.(1) & (2)], Chapter-VIII for M.Phil degree programme [Act S.(1) & (2)], Chapter XXVI M.C.A., and M.Tech courses [Act S.(1) & (2)], and for Ph.D. programme Chapter IX 9.a

The University adopted the Guidelines formulated by the University Grants Commission on uniform span period within which a student may be allowed to qualify for a Degree from the academic year 2016-17. They are-

1. Normally, the student is expected to complete his/her programme within the minimum period as laid down under the relevant Regulations of the university which should be in conformity with the UGC Regulations on the award of First Degree and Master Degree and also in line with the notification, issued from time to time, on Specification of Degrees under Section 22 of UGC Act, 1956.
2. A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, therefore should be as follows:
 - a) Time Span= $N+2$ years for the completion of programme where N stands for the normal or minimum duration prescribed for completion of the programme.
 - b) In exceptional circumstance a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the university.
 - c) During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.
3. Ordinarily, no student should be given time beyond the extended period of two years. However, in exceptional circumstances and on the basis of the merits of each case university may allow a student one more year for completion of the programme.

4. These guidelines are subject to the Rules and Regulations of the statutory bodies and universities governing the grant of degrees.

Courses/ Programmes	Course duration	Maximum duration allowed presently	Proposed Max. Duration from 2016-17
Integrated Courses with Exit option from 2015-16	3Years	-	5Years
Integrated Courses including 5Year M.Tech	5Years	7Years	7Years
I M.Sc Optometry & Vision Sc. (with Exit option from 2015-16)	4 Years	-	6 Years
PG Courses	2Years	3Years	4Years
MCA, MPA Theatre Arts	3Years	4Years	5Years
M.Phil	3 Semesters as linked to fellowship	No extension from 2015-16 batch	4 semesters. (During extended period no fellowship)
Ph.D	5Years as linked to fellowship	Can go for Deregistration and gets further 5 years for Reregistration and to submit within 6 months after Reregistration	Same as existing as