

ORDINANCE OF THE

MANIPAL

UNIVERSITY,

JAIPUR

ORDINANCE OF THE MANIPAL UNIVERSITY, JAIPUR

VOL-1

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**Government of Rajasthan
Education (Gr.4) Department**

F3 (28) Edu-4 /2012

In exercise of powers conferred by sub-section (3) and (4) of section 30 of the Manipal University, Jaipur Act, 2011 (Act No. 21 of 2011), the Government of Rajasthan hereby approves the following Ordinances of the Manipal University, Jaipur as required by section 30 of the said Act, namely:-

ORDINANCES
OF
THE MANIPAL UNIVERSITY, JAIPUR

In exercise of powers conferred by sub-section (1) and (2) of section 30 of the Manipal University, Jaipur Act, 2011 (Act No. 21 of 2011), the Academic Council has prepared the Ordinances of the Manipal University, Jaipur duly approved by the Board of Management of the University are being submitted to the State Government.



CHAPTER: 1

PRELIMINARY

1.1 Short title and commencement:

1.1 These Ordinances shall be called the Ordinances of the Manipal University, Jaipur, 2015.

1.2 They shall come into force from the date of their approval by the State Government.

1.3 Definitions:

(a) "Act" means the Manipal University, Jaipur act, 2011 (Act No. 21 of 2011).

(b) "Authorities of the University" means authorities specified in section 21 of the Act and includes authorities declared by the Statutes; and.

(c) "Statutes" means statutes of the Manipal University, Jaipur.



CHAPTER: 2**STUDENTS ENROLLMENT**

- 2.1 Application form for admission to the various programmes offered by the University shall be as prescribed by the Academic Council of the University, from time to time.
- 2.2 The last date for the receipt of applications for admission to various Faculty/Schools/Departments of the University shall be fixed each year by the Academic Council.
- 2.3 The last date for admission to various Faculty/Schools/Departments of the University shall be fixed each year by the Academic Council.
- 2.4 The number of students to be admitted in each Faculty/Schools/Departments of the University in the respective sessions shall be prescribed each year by the Academic Council.
- 2.5 Admission of students shall be made strictly on the basis of merit adjudged through All-India Common Entrance Test, wherever applicable, aimed at assessing knowledge, comprehension and aptitude of the students to pursue higher studies, through written test/ viva/ group discussion/ personal interview or a combination of these.
- 2.6 However, provided that in case of programmes where the intake of students is small, admission shall 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 Faculty Boards.
- 2.7 The Entrance Examination shall be held at headquarters and other such places as notified by the University, from time to time.
- 2.8 Question paper(s) for entrance examination(s) shall be set by expert(s) appointed by the President.



- 2.9 Relevant provisions aimed at maintenance of discipline during examinations, as per regulations to such effect, shall be applicable to entrance examinations, wherever applicable.
- 2.10 Admissions to the various programmes of studies shall be made by the Admission Committee constituted by the President of the University comprising of such members as approve by Academic Council and Board of Management of the University, from time to time.
- 2.11 The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee in consultation with the Head of the respective Schools and approved by the President of the University.
- 2.12 Minimum qualifications for admission to the programmes in various Schools/Departments/ Centres shall be prescribed by the Academic Council in consultation with the Dean of the Faculty/Director of Schools/ Heads of the Departments/ Centres, each year, subject to the concessions provided for by the regulations, framed to such effect, from time to time.
- 2.13 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 in consideration for deciding merit.
- 2.14 Only such candidates who have passed an examination of an Indian University/Board established or recognized by State/ Central governments or such other examinations including Foreign University/Board, as has been recognized equivalent by State/Central Governments/University, shall be considered for admission.
- 2.15 The reservation of seats in the academic programmes offered by the University for students belonging to socially disadvantaged community shall be as per the policy of the State Government from time to time.
- 2.16 The commencement of classes for all 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.



- 2.17 The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by national regulatory bodies, from time to time.
- 2.18 A candidate shall be admitted to the programme in a Faculty/Schools/Departments/Centres after paying the prescribed fee for enrollment as a student of the University.
- 2.19 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.



CHAPTER: 3

COURSES OF STUDY

- 3.1 The University shall offer Degree, Diploma and Certificate courses in Management Studies, Science, Engineering and Technology, Law, Education and Education Technology, Fine Arts, Commerce and Humanities, Media and Journalism, Hospitality, Healthcare including Medical, Dental, Nursing and Pharmaceutical Sciences, Planning and Architecture, Music, Languages as per schedule –II of the Act.
- 3.2 The scheme, syllabi and the regulations in respect of all the programmes shall be framed by the respective Board of Studies for approval of Academic Council and Board of Management of the University.
- 3.3 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 Faculty Board, with the approval of Board of Management of the University.
- 3.4 The percentage of marks prescribed for the minimum eligibility requirements and allotment of seats, shall be approved by the Board of Management on recommendation of the Academic Council, from time to time.
- 3.5 The Degrees/ Diplomas/ Certificates of other Universities/ Institutions/ Boards, which have been recognized by an Equivalence Committee constituted by the President of the University, from time to time, shall be accepted regarding minimum requirement for admission to the respective academic programmes of Manipal University Jaipur.



CHAPTER: 4**AWARD OF DEGREES & CERTIFICATES**

- 4.1 All the courses of study "Included in schedule -II" leading to award of Degrees/Diplomas/Certificates shall be conducted by the respective Faculty/Schools/Departments/Centers/ established by the University, from time to time.
- 4.2 **Duration of the course.**
- i) The duration of the Undergraduate course shall be three/ four years spread over six/eight semesters.
 - ii) The duration of the Course shall be five years for integrated programmes spread over ten semesters with exit option after three years/four years (six semesters/eight semesters), as applicable, leading to the award of the Undergraduate Degree.
 - iii) The duration of Postgraduate course shall be two/ three years (four/six semesters).
 - iv) The duration of B.Tech./M.Tech. and other professional/technical courses shall be governed, as per the norms of AICTE/NCTE/PCI/MCI/DCI/BCI and other such regulatory bodies, as issued and amended from time to time.
 - v) M.Phil. and Ph.D. programmes shall be governed as per UGC norms/regulations (2009), as issued and amended from time to time.
 - vi) The duration of the Certificate & Diploma Programmes shall be as determined by the University and approved by the Academic Council, from time to time.



- vii) A student shall be required to attend at least 75% of the classes actually held in each subject and such seminars, sessional and practical, as may be prescribed by the respective Faculty/School/Department/ from time to time. The Dean of the Faculty, may condone the shortage in attendance not exceeding 5% for valid and convincing reasons on the recommendations of the respective Head of the School/Department/Centre for curriculum & extra curriculum activities.

4.3 Eligibility for admission.

The eligibility criteria for admission to various courses offered by the University, shall be as recommended by the Academic Council and approved by Board of Management of the University or any other body authorized for the purpose, from time to time.

4.4 Programmes of study and framing of the Syllabi.

- i) The courses of study to be offered shall be approved by the Academic Council and Board of Management on the recommendations of the Faculty/School Board.
- ii) The syllabi/ course structure for the programme of study, shall be framed by Board of Studies of the concerned Departments and approved by the Academic Council and Board of Management of the University in conformity to the norms and standards prescribed by the respective regulatory bodies, as issued and amended, from time to time.

4.5 Removal of Students from the Courses.

The Dean of the Faculty on a reference from a School/Department or Centre, may recommend to the President, the removal of a student from a course on the basis of unsatisfactory academic performance and or misconduct.



4.6 Conferment of Honorary Degrees.

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

Provided that in case of emergency, the Board of Management 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 learning or extraordinary services to the cause of education or society, a fit and proper person to receive such Degree(s):

Doctor of Laws	(LL.D.)
Doctor of Literature	(D.Lit.)
Doctor of Science	(D.Sc.)

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



CHAPTER: 5

**CONDITIONS FOR AWARD OF FELLOWSHIPS,
SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES**

- 5.1 In order to encourage meritorious and deserving students to pursue 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.
- 5.2 There shall be instituted Scholarships in every programme to be awarded to the students of the University, subject to the availability of funds. Rules for award of the same will be laid down in the regulations approved by Board of Management of the University.
- 5.3 There shall be fee concession in the form of half and full Free-ships of tuition fee in each Faculty/School and teaching Departments as decided by the University, from time to time.
- 5.4 All types of Scholarships and Free ships shall be administered at the University level, by a Committee to be constituted, by the Vice Chancellor/President.
- 5.5 There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research, as approved under the norms of UGC or other funding agencies, from time to time.
- 5.6 There shall be a scheme to award medals/ prizes to the meritorious students of the University, for their best performance in various University examinations.
- 5.7 The University shall have power to institute endowments from time to time, in accordance with the provisions of Manipal University Jaipur, Act.
- 5.8 There shall also be a Committee constituted by the President for administration of each endowment and to implement the objects of the endowment.



CHAPTER: 6
MEDIUM OF INSTRUCTION, EXAMINATION,
EVALUATION AND GRADING SYSTEM

6.1 Medium of Instruction & Examination.

- i) The medium of instruction in respect of all courses conducted in the respective Schools, Departments and Centers admitted to the privileges of the University shall be English, except in cases of studies/research in Languages.
- ii) Examinations of the University, other than the doctorate examination shall be open to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.
- iii) All examinations of the University (Except entrance examinations) shall be conducted at the University Headquarters i.e. Manipal University Jaipur, through sessional and end semester examinations.
- iv) Question papers of all examinations shall be set and answered in English language.
- v) Question papers of all examinations in languages shall be set and answered in the respective languages.
- vi) Provided that candidates appearing at an examination in languages other than English may be permitted to answer a part of the question paper in English and the rest in the language concerned.
- vii) Project Work/Project Report/Dissertation/Field Work Report/Training Report etc., if any, shall have to be written in English, except in case of the Programmes of Studies in languages/literature, where the same may be required to be written in the respective language.



6.2 Conduct of Examinations.

The In - Semester & End - Semester University Examinations, shall be held under the Administrative Control and Supervision of Controller of Examinations, in consultation with Deans of Faculties and Directors/HOD(s) of the respective Schools of Studies, Departments, Centres of the University, as per the University examination rules and regulations, framed to such effect, by the c Page 10 of 25 authority, and approved by Academic Council and Board of Management of the University, from time to time.

6.3 Indiscipline and Unfair Means/malpractice in Examination.

There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non adherence to such instructions shall attract disciplinary action, as per the University examination rules and regulations, framed to such effect, by the competent authority, and approved by Academic Council and Board of Management of the University, from time to time.

6.4 Paper Setting & Evaluation.

The paper setting and evaluation of answer scripts shall be made as per the examination rules and regulations, framed to such effect, by the competent authority, and approved by Academic Council and Board of Management of the University, from time to time.

6.5 Award of Grades.

The total performance within a semester and the continuous performance from the second semester onwards will be indicated by a Grade Point Average (GPA), Cumulative Grade Point Average (CGPA) and respectively, as per the examination rules and regulations, framed to such effect, by the competent authority, and approved by Academic Council and Board of Management of the University, from time to time.



CHAPTER: 7

FEES CHARGEABLE

- 7.1 The Fees and other charges payable by the students of the University shall be prescribed on the recommendation of the University fee committee.
- 7.2 Details of fees and other charges payable by an applicant and students admitted to different Programmes of Studies shall be specified in the Admission Brochure/Prospectus issued by the University from time to time.
- 7.3 A student shall be deemed to have been admitted to a Programme of Studies only after he/she pays the fees as prescribed.

Due Date and Penalty for Delay & Default.

- 7.4 Fees and other charges, for a Semester shall be payable at the time of the commencement of the Semester and shall be required to be paid by students on or before the date fixed by the University.
- 7.5 All fees, as prescribed by the University shall be payable in lump sum at the time of admission and part payment shall not be allowed.
- 7.6 In case a student does not pay fees on time, he/she shall be liable to pay a fine as follows:
- a) 10% of the total fees due for the first 10 days
 - b) 15% of the total fees due for the next 10 days
 - c) 20% of the total fees due for the next 10 days
- 7.7 In case a student fails to pay his/her fees within 30 days from the last date prescribed for payment of the fees he/she shall be considered as defaulter and his/her name shall be removed from the rolls of the University.



- 7.8 The President or on his/her behalf any other officer to whom this power is delegated may, on the recommendations of the Dean of the Faculty/Director of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application explaining the reasons for delay in payment of fees. Provided further, that applications for condoning delay in payment of fees should be submitted by the student well in advance, so that a decision may be taken in time.
- 7.9 A student whose name has been struck off from rolls of the University, due to non-payment of fees in time, may be re-admitted on the recommendations of the Director of the School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fees as fixed by the University. Provided further that request for re-admission shall be within the same semester and subject to the student fulfilling the requirement of minimum attendance as prescribed by the university.
- 7.10 In case a student proposes to withdraw from the University, he/she shall be required to submit a written application in advance to the Director of the School concerned through the Head of the Department/ Centre intimating the date of his/her withdrawal, failing which he/she shall continue to be on the rolls of the University for the duration of the Semester and shall accordingly be liable to pay the prescribed fees for the whole semester. In case of withdrawal from the course a student would be required to pay the balance of fees for the whole programme that he/she would have paid had the student undertaken the full programme. This is keeping in mind that the withdrawal in middle of a programme denies another student an opportunity to undertake the programme and causes a financial loss to the University.
- 7.11 In case a student, after completing all admission formalities changes his/her Programme of Studies, he/she shall be required to pay the differential fees, if any, by the stipulated date.



7.18 Applications for scholarship shall be submitted on the prescribed form to the Director of the School concerned through the Head of the Department / Director of the Centre within 30 days from the date of commencement of the Semester or by such other date as may be specified by the Director.

7.19 While making recommendations on the application of students for grant of scholarship, the following factors shall be taken into account:

- a) Financial position of the student;
- b) Academic record of the student;
- c) Conduct, regularity and punctuality of the student;
- d) Progress and performance of the student in studies;
- e) Any other factor, which shall also be recorded.

7.20 The list of students selected for the grant of scholarship shall be notified by the Director of the School concerned within 30 days from the last date of the receipt of application.

7.21 Scholarship granted during the academic year shall not be renewed automatically in the following year. The Students in need of such concession shall be required to submit fresh applications every year, which shall be considered along with new applications received in the year.

7.22 A scholarship granted to a student may be cancelled if his/her conduct or progress in studies is found to be unsatisfactory.

Refund of Fees in case of cancellation/Withdrawal of Admission.

7.23 In case a student, after having paid the fees, desires his/her admission to be cancelled, he/she shall be entitled to refund of fees subject to the following rules:

- a) Students seeking withdrawal/cancellation of admission shall be required to apply in writing to the Director of the School concerned;



- b) In case a student submits application for withdrawal/cancellation of admission prior to 10 days of the commencement of the academic session, he/she shall be refunded all fees and deposits after a deduction of processing fees as prescribed from time to time;
- c) If vacancy is filled up by another candidate from the waiting list, by the last date of admission, he/she shall be refunded fees with deductions, as per regulations of the University, as amended from time to time ;
- d) If a Student owes any money to the University on account of any damage, he/she may have caused to the University property, it shall be deducted from the Security Deposit due to him along with outstanding Tuition Fee and fines, if any.

Refund of Security Deposit/Caution Money etc.

7.24 Security Deposit/ Caution Money are refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him.

7.25 In case a student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to have been donated by him/her to the Students' Aid Fund. (Explanation: The period of one calendar year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University).

Examination Fees and Other Charges.

7.26 Examination fees, including the fees for the statement of marks, as prescribed by the University shall be collected along with fees at the time of admission and at the commencement of each semester;

7.27 No student shall be permitted to appear in examination unless he/she has paid all fees and cleared all other dues.



- 7.28 In addition to the examination fees, a student shall be required to pay additional charges/fees, as prescribed by the University. Details of Other fees and other charges payable by an applicant and students shall be notified in the Students Handbook issued by the University from time to time.
- 7.29 Request for addition/alteration in personal details of students as recorded in the Enrolment Register of the University may be considered only after the student has fulfilled the necessary formalities in accordance with rules. No change in the date of birth shall be made unless approved by the competent authority.



CHAPTER: 8

STUDENTS ACCOMMODATION

- 8.1 The University shall maintain such halls of residence/ hostels as may be necessary to fulfill the objectives of providing residence to the students.
- 8.2 The Students will be admitted to the University hostels, subject to availability of seats.
- 8.3 The students residing in the University hostels shall pay such fees, as may be prescribed by the University, from time to time. Similarly, the NRS shall be required to pay such fees, as may be prescribed by the University, from time to time.
- 8.4 Every hostel shall maintain such Register and records, as may be prescribed by the university and shall furnish such statistical information, as the university may require, from time to time.
- 8.5 Every resident shall have to observe discipline as per the hostel rules, framed to such effect, from time to time, and approved by the competent authority of the University.
- 8.6 Women students residing in the Women's Hostels, shall be governed by the specific regulations, made to such effect, from time to time and approved by the competent authority of the University.
- 8.7 Each hostel shall have a warden, who shall be appointed by the President for a period of three years, from amongst the teachers or other suitable employee of the University, on such terms and conditions, as may be prescribed by the University, from time to time.
- 8.8 The supervision and control of the University hostels shall be made as per the rules and regulations framed to such effect, from time to time, and approved by the competent authority.



- c) misconduct or misbehavior of any nature at meetings or during curricular or extra- curricular activities of the University;
 - d) use of unfair means or the misconduct or misbehavior of any nature at the Examination
 - e) misconduct or misbehavior of any nature towards a teacher or any employee of the University or any visitor to the University;
 - f) causing damage, spoiling or disfiguring the property of the University
 - g) inciting others to do any of the aforesaid acts;
 - h) giving publicity to misleading accounts or rumour amongst the students;
 - i) mischief, misbehavior and/or nuisance committed by the residents of the hostels;
 - j) visiting places or areas declared by the University as out of bounds for the students;
 - k) not carrying the Identity cards issued by the University, and other Staff of the University;
 - l) any act and form of ragging.
 - m) any other conduct anywhere which is considered to be unbecoming of a student.
- 9.4 Students found guilty of breach of discipline shall be liable to such punishment, as Fine, Campus Ban, Suspension and/or Rustication.
- 9.5 A student 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 Director of the School on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.



- 9.6 However, no such punishment shall be imposed on an erring student unless he is given a fair chance to defend himself. This shall not preclude the Director from suspending an erring student during the pendency of disciplinary proceedings against him.
- 9.7 All powers relating to discipline & disciplinary action in relation to the student shall vest in the President. However the President may delegate all or any of his/her powers as he/she deems proper to the Director of the School or to the discipline committee as the case may be or any functionary of the University, as per the rules and regulations framed to such effect, from time to time, and approved by the President.



CHAPTER: 10

CREATION, COMPOSITION AND FUNCTION OF ANY OTHER
BODY WHICH IS CONSIDERED NECESSARY FOR
IMPROVING THE ACADEMICS

10.1 The university shall constitute a Committee of Deans of the University to be known as the Deans' Committee.

10.2 The Deans' Committee shall comprise the following:

- | | | |
|--|---|-------------------------|
| i) The President | - | Chairperson(EX-Officio) |
| ii) All Deans of Faculties | - | Members (EX-Officio) |
| iii) Directors of School of Studies | - | Members |
| iv) Controller of Examinations | - | Member |
| v) Registrar | - | Member Secretary |
| vi) Any other Member as decided by the President | | |

10.3 The functions of this Committee will be as follows:

- To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc.;
- To consider general administrative matters relating to functioning of Schools and Departments; and
- To consider such other matters as may be assigned to it by the Board of Management or may be referred to by the President.

10.4 The meetings of the Committee shall be convened by the Chairperson.

10.5 The quorum of the Committee shall be 1/3rd of the total number.

10.6 The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.



CHAPTER: 11COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTIONS
AND OTHER AGENCIES; PROCEDURES

- 11.1 In consonance with the provision to such effect, the University envisages to network and collaborate with other institutions of repute from India and abroad.
- 11.2 The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for its faculty, research scholars and students.
- With the above in view, the University may enter into Memorandum of Understanding (MOU) with other institutions of national and international repute. Any proposal received and/or initiated by the University to enter into an MOU with other institutions shall be examined by a Committee comprising the following:
- a) The Pro President or One of Deans, to be nominated by the president, who shall be the chairperson
 - b) Two faculty members not below the rank of Professor, to be nominated by the President
 - c) Public Relation officer (PRO)
 - d) The Directors of the Schools concerned
 - e) The Chief Finance & Account Officer
 - f) The Registrar, who shall be the Member Secretary
- 11.3 The Committee, referred above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation as to whether it is in the interest of the University to enter into the MOU or not.



- 11.4 Recommendations of the Committee together with the draft of the MOU shall be placed for the consideration and approval of the Academic Council and Board of Management of the University.
- 11.5 All MOUs are to be for a specified time period and shall be reviewed periodically by the Committee for extension/continuation.



CHAPTER: 12

**STANDING COMMITTEE FOR
RECOGNITION OF EXAMINATIONS/DEGREES/CERTIFICATES**

- 12.1 All proposals and requests for equivalence shall be examined by the Dean of the Faculty concerned with regards to the programmes of study and the standard of the programmes. Report of the Dean shall be placed before the Standing Committee on Equivalence of Examinations/Degrees.

Composition of the Standing Committee on Equivalence of Examinations/Degrees

The Standing Committee on Equivalence of Examinations/Degrees shall consist of the following members:

- i. Pro-President of the University (PP) or, one of the Deans to be nominated by the President of the University, who shall be the Chairman.
- ii. Deans of the Faculties;
- iii. One person nominated by the Academic Council, from amongst its members for a period of three years;
- iv. Registrar; and
- v. Controller of Examinations, Member Secretary.

12.2 The functions of the Committee shall be.

- i. To consider the proposal for the recognition of new programmes/examinations/degrees of other Universities/Boards/ Institutions;
- ii. To consider requests for recognition of examinations/degrees received from other Universities/ Institutions/individual(s) and submit its recommendations to the Academic Council;



- iii. To report to the Academic Council on all matters, which are referred to it; and
- iv. To prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.

12.3 Rules of Business.

- i. One third of the members of the Committee shall constitute the quorum for a meeting of the Committee.
- ii. The Committee shall frame the Rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.



CHAPTER: 13
TRANSFER OF CREDITS

13.1 This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad that can work well.

13.2 This Ordinance is aimed at prescribing:

- a) Procedure for facilitating and promoting transfer of credits earned by the students of this University to other Universities/educational institutions;
- b) Policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.

Facilitation for Transfer of Credits to other Universities/educational institutions.

13.3 The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.

13.4 A student of the University seeking transfer of credit to other Universities/ institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examinations.

13.5 The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the same along with the application of the students to the University/ institution concerned.

Policy and Procedure for accepting Credit Transfer from other Universities.

13.6 The University shall have a policy of accepting transfer of credits earned by a student from other Universities/educational institutions/research institutions as approved by the competent authority of the University, from time to time.

- a) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.



- b) Any other University/ educational institution/ research institution that has been recognized and approved for the purpose of credit transfer by the Academic Council of the University.
- 13.7 Request for acceptance of transfer of credits shall be:
- a) Entertained only if received from such candidates who have been duly selected for admission in a Programme of Studies, as per the rules governing admission in the University;
 - b) Made by the student concerned within 10 days from the date of his/her in the University.
 - c) Made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
 - d) Supported by such documents as may be prescribed by the Academic Council.
- 13.8 Dean of the Faculty concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Director may constitute a Committee comprising a senior faculty as chairperson and two faculty members to process and finalize the request for acceptance of credit.
- 13.9 The maximum credits that can be accepted for transfer shall not exceed the limit as prescribed by the Academic Council and approved by the Board of Management of the University, from time to time.
- 13.10 Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade/ GPA of 8 or above/ a minimum of 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.
- 13.11 The credit equivalence for accepting credit transfer shall be prescribed as per regulations framed to such effect and approved by the competent authority, from time to time.



13.12 The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions in full or partial fulfillment of the required Course work. In such cases:

- a) The student shall be required to obtain prior approval of the Dean of the faculty.
- b) The Courses can be undertaken only in the institutions specified in Para 8 above.



By Order of The Governor

(Shri PAWAN KUMAR GOYAL)

Principal Secretary, Higher Education

