

Sent to Higher Edu. Dept. Govt. of U.P.
Vide Letter No. 678 Dated 21 July 2017

Draft of
First
Ordinances

Of

Khwaja Moinuddin Chishti
Urdu, Arabi-Farsi University,
Lucknow

Index

S.N.	Ordinance	Title of Ordinance	Page(s)
01	Ordinance 1 (I)	Admission And Enrollment Of Students	3-8
02	Ordinance 2 (II)	Reservation of Seats and Other Special Provisions for Admission	9-12
03	Ordinance 3 (III)	Programmes/Courses of Study	13 -19
04	Ordinance 4 (IV)	Attendance & Internal Assessment	20-21
05	Ordinance 5 (V)	The University Examinations: General Guidelines	22 –44
06	Ordinance 6 (VI)	The University Examinations Under Credit-Based Semester System	45–50
07	Ordinance 7 (VII)	The University Examinations for Private Candidates	51–57
08	Ordinance 8 (VIII)	Doctor Of Philosophy (Ph.D.)	58 – 82
09	Ordinance 9 (IX)	Dean of Students Welfare, Assistant Deans of Students Welfare and Students Welfare Board	83
10	Ordinance 10 (X)	Award of Scholarship, Bursaries, Sizarship and Other Financial Assistance	84– 86
11	Ordinance 11 (XI)	Students Hostels	87– 88
12	Ordinance 12 (XII)	Students Discipline	89–92
13	Ordinance 13 (XIII)	Parents-Teachers Association	93
14	Ordinance 14 (XIV)	Award of Medals to The Students	94
15	Ordinance 15 (XV)	Fees Prescribed in the University	95
16	Ordinance 16 (XVI)	Statuary Committees <ol style="list-style-type: none"> 1. Examination Committee 2. Admission Committee 3. Board Of Studies 	96– 98

ORDINANCE 1(I)

ADMISSION AND ENROLLMENT OF STUDENTS

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(a) of Section 51 and the First Statutes of the University, Admission and Enrollment of students shall be governed as per the provisions of this Ordinance.

1. Qualification for Admission

- 1.1. Unless otherwise provided, no person shall be eligible for admission to the undergraduate courses in the University unless he/she has passed the Senior School Certificate Examination, Intermediate Examination of an Indian University or Board, or an Examination recognized as equivalent to either of these Examinations by the Academic Council from time to time.
Save otherwise provided no person shall be eligible for admission to the undergraduate courses of the University, unless he/she has completed seventeen years of age on the first day of October in the year/session in which he/she seeks admission.
- 1.2. No person shall be eligible for admission to any post graduate course, unless he/she has passed a degree examination of a recognized University or an examination recognized as equivalent to a degree (Conferred by *Madarsa*) subject to the approval by the Academic Council.
Provided that no person shall be eligible for admission to any post-graduate course of the University unless he/she has passed a three-year degree course after Intermediate/Senior School Certificate (10+2) Course.
- 1.3. The candidates seeking admission to a course of study in the University must fulfill the conditions prescribed for it by the Executive Council on the recommendation of Academic Council.
- 1.4. The maximum number of seats in each course shall be determined by the Executive Council on the recommendation of Admission Committee and Academic Council from time to time on the recommendation of the Board of studies.

2. General Provision(s) for Admission

- 2.1. No candidate shall be entitled to claim admission as a matter of right.
- 2.2. The procedure of admission shall be approved by the Executive Council on the recommendation of Admission Committee and Academic Council from time to time.
- 2.3. At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction of the Vice- Chancellor and other authorities of the University.
- 2.4. No candidate shall be allowed admission to two or more degree-level programmes in the University concurrently.

- 2.5. A candidate who has completed a Postgraduate/ Undergraduate/ Diploma/ Certificate programme/course shall not be allowed to be admitted again in the same programme/course in the same discipline.
- 2.6. Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever.
- 2.7. Admission to any course of the University can be cancelled, at any time, if any information furnished by the candidate is found to be false/incorrect.
- 2.8. A candidate who has taken admission to any course as a full time regular student will forfeit his/her right as an ex-student in the University and will not be allowed to appear at any Examination of the University as an ex-student, except in the case of Improvement/Back Paper.
- 2.9. The maximum duration to allowed to complete a Degree where shall be $n+2$ where n is duration of a degree course.
- 2.10. The case of a candidate seeking admission to a regular course other than research and part-time courses, who has given up his/her studies for three or more academic years after passing a Degree/ Diploma/Certificate Examinations may be considered for admission with the approval of Vice Chancellor.
- 2.11. Admission of students in any course of University shall be made by the Admission Committee or by a person duly authorized by the Admission Committee from time to time.
- 2.12. Admission to the University shall be made according to the rules laid down by the admission committee for the purpose from time to time.
Provided that admission to Programmes regulated by Statuary Bodies shall be made according to the rules framed by the state Government of Uttar Pradesh and any such body as prescribed and authenticated by the Government in this behalf from time to time.
Provided that an applicant, who has passed his/her qualifying examination as a private candidate, shall furnish such certificate of conduct from the Principal of a recognised college or a Gazetted Officer.
- 2.13. The authority responsible for granting admission shall be free to refuse admission to an applicant if it finds that the said applicant is involved in some unlawful offence, in or outside the campus, against his/her fellow students or in any act of disobedience of disrespect to the members of the staff of the university or college.
- 2.14. If an applicant has passed one part of an examination in respect of a programme/course of study as a private candidate, he/she shall not be admitted as a regular student for the subsequent part of examination in respect of the same course of study/programme.
- 2.15. The attendance for the purpose of the examination shall be counted in every case from the date of admission or commencement of teaching of the course offered by the student, whichever is later for the reasons to be recorded.

- 2.16. The payment by a student of an amount against admission shall not establish his/her claim to admission or readmission to a course of study of the university or of any college.
- 2.17. A student shall not be admitted or readmitted, if it is discovered that he/she is suffering from a disease of a nature which may be detrimental to the health of other students. Even if admitted, the admission of such a student shall be cancelled.
- 2.18. No department of the University shall admit a candidate to a course of study if all the seats fixed by the University for that course have been filled and no vacancy exists.
- 2.19. No applicant shall be denied admission as a regular student on the ground of religion, race, caste, creed or the like.
- 2.20. A student who abstains himself/herself from or fails at an examination of the University, shall cease to be a regular student of the University. The question of his/her readmission to the same class shall rest for decision with the authorities concerned.
- 2.21. If, during an academic session, a student desires to leave the university, he/she shall:
 - (i) Give notice of his/her intention to leave
 - (ii) Make payment of all the University dues upto the end of the month in which his/her name remains on the rolls, and
 - (iii) Refund whatever scholarship or bursary has been paid to him/her from the university funds, if required to do so.
- 2.22. No student shall be allowed to change any of his/her subject of study or the faculty after the expiry of one month from the date of commencement of teaching in that subject in the University. In such a case the attendance in the subject(s) from which transfer has been effected will not be counted for attendance in the new subject(s) offered by him/her. Attendance for examination will be counted from the date, the lectures/practicals started in the subject(s) he/she offers for the examination.

3. Re-admission

- 3.1. A student of the 1st Semester of any course who is detained due to shortage of attendance will no longer remain a student of the University. Such a student will have to seek fresh admission and will be required to go through the entire admission process. Provided that a student of 1st Semester of any course who fails in the Semester-end Examination or who could not take the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to appear as an Ex-Student in the consecutive 1st Semester-end Examination.
- 3.2. A student of other than 1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that

course in the next consecutive Semester. In case, the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

4. Enrollment of Students

- 4.1. No person shall be admitted to any Examination of the University, unless he/she has been duly enrolled as a student of the University.
- 4.2. The Enrollment Fee shall be paid only once irrespective of the number of times the candidate appears at the Examinations of the University or whether he/she appears as a Regular Student or as Private Candidate.
- 4.3. If a student takes a Migration Certificate to join another University, his/her enrollment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University to take some other programme/course of study of this University. Fresh enrollment and Enrollment Fee in such cases shall be necessary.
- 4.4. The application for enrollment alongwith the Enrollment Fee and the TC/Migration Certificate from the University wherever required, shall be submitted by the Regular Students through the Dean of the Faculty or Head of the Department, so as to reach the Controller of Examinations by October 31. Candidates, who are enrolled after the dates fixed and not later than December 31 under this Ordinance on account of late submission of the application or the fee or both or for want of a Migration Certificate shall be required to pay a further fee in each case, as prescribed provided he/she has been permitted by the competent authority.
- 4.5. The Controller of Examinations shall maintain a Register of all enrolled students studying in the various Faculties for University or pursuing on research work in the University.

In the said register the Controller of Examinations shall be required to incorporate all material detail regarding the student including the date of admission and leaving the University and details about various examination results of degree/ diploma/certificate awarded to him/her.

- 4.6. The student shall be informed, on enrollment, the number under which his/her name has been entered in the Register and that number be quoted by the student in all communications with the University and in subsequent applications for admission and examination of the University.
- 4.7. The University Examination Form shall be scrutinized with reference to the Enrollment Register. The Controller of Examinations may refuse the

application of a candidate about whom complete particulars have not been furnished and require him/her to submit a complete statement of the particulars and documents together within the prescribed time limit.

- 4.8. Any enrolled student may obtain a certified copy of the entries relating to him/her in the Enrollment Register on payment of the prescribed fee.
- 4.9. Enrollment fees, once paid shall not be refundable.

5. Change of Name

5.1. A student applying for change of his/her name in the Register of students shall submit his/her application to the Controller of Examinations through the Dean of the Faculty concerned or the Head of the Institution last attended by him/her accompanied by :-

- (a) The prescribed fee;
- (b) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself.
- (c) A publication from a newspaper in which the proposed change of name has been advertised. However the provision relating to publication shall not be applicable in case where a woman candidate wants to change her name following her marriage.

5.2. The Examination Committee on considering such applications will take necessary decision.

6. Change of Subject(s)

A student shall not ordinarily be allowed to change the optional/subsidiary subject (s) of a course, unless the same is applied for and permitted within three weeks from the date of admission. Such applications should be submitted to the Dean of the Faculty with the consent of the Head of the Department concerned.

Note: In case of any ambiguity regarding revisions relating to admissions in various courses, the decision taken by the Admission Committee.

Annexure-1.1**List of Madrasas:**

The following institutions (*Madrasas*) with their courses have been approved for the purpose of admission to the B.A.(Hons.) courses:-

Sl. No.	State	Name and Address of the Institution	Recognized Certificates
1	Uttar Pradesh	DarulUloomNadwat-UI-Ulama, Lucknow	Alimiat
2		Jamea-Tus-Salehat, Rampur	Aalima
3		Jamia Islamia, Azamgarh	Aalmiat
4		Madrassa-Tul-Islah, Saraimir, Azamgarh	Al-Fazilath
5		Madarsa Arabia DarulTalim, Mubarakpur, Azamgarh	Alim
6		Jamia RazviManzare-Islam, Bareilly	Alim
7		Madarsa Al-MarkazulIslamiDarulFikr, Bahraich	Fazil-E-Nizami
8		DarulUloomWarsia, Lucknow	Alimiat
9		JameUIUloomFurqania, Rampur	Alim
10		Madrassa Faiz-E-Aam, MaunathBhanjan, Mau	Aalemiat
11		Al-Jamia-Tus-Salafiah (MarkaziDarulUloom), Varanasi	Al-Alemiah
12		Jamia Qasmia Madarsa Shahi, Moradabad	Fazilah
13		DarulUloomAlimia, Basti	Alimiat
14		Jamia-Tus-Salehat, Siddharthnagar	Alimiyah
15	Kerala	Darul Huda Islamic University, Malappuram	Senior Secondary
16	Maharashtra	Jamia Mohammadia, Mansoor, Malegaon	Alimiat
17	New Delhi	Jamia Islamia Sanabil, Delhi	Alia (Fazil)
18	Telangana	Jamiatul Mominat, Moghalpura, Hyderabad	Aalima
19	West Bengal	Al Jamiatul Jalalia Al-Alaiya Al-Ashrafia, Malda	Fazilat

Notes:

- 1- The certificates of *Madrasas* recognized by Aligarh Muslim University (AMU), Jamia Millia Islamia (JMI), Jawahar Lal Nehru University (JNU), University of Lucknow (LU) and Maulana Azad National Urdu University (MANUU) will also be considered for admission.
- 2- Such other *Madrasas* as may be approved by the university from time to time.

ORDINANCE 2 (II)

RESERVATION OF SEATS AND OTHER SPECIAL PROVISIONS FOR ADMISSION

Subject to such direction (s) as may be issued by the Uttar Pradesh Government from time to time for admission in Universities/Colleges, reservation of seats in various Courses as also special provisions for certain categories, and procedures to be adopted for purposes of admissions therein, shall be in accordance with the provisions laid out herein below.

1. Reservation of Seats

- 1.1. Seats under various programmes of the University shall be reserved for certain categories of candidates belonging to reserved groups like Scheduled Caste, Scheduled Tribe or Other Backward Classes and the procedure adopted for the purpose of admission will be as per the norms and guidelines decided by the Uttar Pradesh State Government from time to time and the same will be adopted by the Academic Council.
- 1.2. Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed admission requirement of the programme.
- 1.3. If a candidate in the reserved category qualifies for admission in the general category he/she shall be treated as general candidate.
- 1.4. The candidates of Scheduled Caste, Scheduled Tribes and Other Backward Classes originally belonging to Uttar Pradesh shall be given the benefit of reservation. The candidates of such categories belonging to other states shall be treated as unreserved.
- 1.5. Provided that ST seats not filled up, the vacant seats transferred to the SC category and if the SC and OBC category seats not filled up, the vacant seats of the SC and OBC transferred to the unreserved category.

2. Vertical Reservation

TABLE-V

S. No	Category of Reservation	Percentage of Seats Reserved
1	Scheduled Castes	21%
2	Scheduled Tribes	2%
3	Other Backward Classes (Non Creamy Layer)	27%

3. Horizontal Reservation

TABLE-VI

S. No	Category of Reservation	Percentage of Seats Reserved
1	Son/Daughter/Grandson/Granddaughter of Freedom Fighters	2%
2	Physically Handicapped*	3%
3	Son/ Daughter/ Grandson/ Granddaughter of Former Defense Personnel	5%
4	Female Candidate	20%

* Only such candidates would be considered for admission under the Physically Handicapped Category who are suffering from not less than 40% of physical disability as certified by a competent medical authority including 1% for Blind candidates. Provided that all horizontal reservation accommodate in his vertical reservation category.

4. Weightage

A candidate fulfilling the requirements of special category seat shall be entitled to a weightage in marks (if any) as per the criteria mentioned below:

TABLE-VII

S. No	Category	Percentage of weightage
1	Outstanding sportsperson	5%
2	N.C.C.	2.5%
3	N.S.S.	2%

4.1 OUTSTANDING SPORTSPERSON

- (i) Seats under various courses of the University shall be reserved or special provisions be made for Outstanding Players. The weightage will be given to the players who have represented Uttar Pradesh in National, Inter-state or Inter-regional competitions in last two years and the competitions have been organized by State Sports Organizations recognized by the Authorities. The procedure adopted for the purpose of admission may be as per the details given below or as may be decided by the Academic Council/ U.P. Government from time to time.
- (ii) Weightage to the extent of 5% of marks in aggregate or in the subject concerned, as the case may be, will be given to such candidates.

- (iii) An additional seat may be created for such students over and above the seats allotted to each course on the recommendation of the Games and Sports Committee subject to the approval of Executive Council on the recommendation of Vice Chancellor.
- (iv) All the sports persons selected for admission under sports quota shall have to give an affidavit of consent for conducting/participating in practice/representing the University team on being selected to do so, before they are admitted.
- (v) For getting the sports weightage, the candidate will have to present himself before the Sports Committee for a trial.
- (vi) Sports Committee
 - a. H.O.D. Physical Education
 - b. One senior member of Physical Education Deptt.
 - c. One senior teacher nominated by the Vice Chancellor.
 - d. Incharge Admission, nominated by the Admission Committee.
- (vii) The HOD/In-charge, Physical Education may be contacted for any admission related queries under this category.

4.2 N.C.C.

Weightage to the extent of 2.5% marks in aggregate or in the subject concerned, as the case may be, will be given to cadets having the following N.C.C. Certificates for admission to all programmes (excluding part-time programmes).

- (i) "A" or "B" Certificate for admission to Undergraduate programmes.
- (ii) "C" Certificate for admission to Postgraduate programmes.

4.3 N.S.S.

N.S.S. Volunteers, who have attended a minimum of two, 7 days and/or 10 Days Special Camps, may be provided a weightage of 2% marks in aggregate or in the subject concerned as the case may be, for admission to all programmes.

Note: The criteria of reservations in admission are subject to change/amendment as per the Uttar Pradesh Government Orders received from time to time.

5. General Guidelines

- 5.1 Unless otherwise provided for, the candidates seeking admission under the above noted categories shall be required to fulfill the prescribed conditions of the admission requirement of the course.
- 5.2 If a candidate in reserved category qualifies for admission in “general” category he/she shall be transferred to “general” category.
- 5.3 All disputes regarding the admission shall be referred to the Vice-Chancellor/Admission Committee of University and whose decision shall be final.
- 5.4 All legal matters pertaining to the admission shall be subject to Lucknow Judicature only.

ORDINANCE 3 (III)**PROGRAMMES/COURSES OF STUDY****[Section 51.2(b)]**

Preamble: This ordinance pertains to various programmes/courses of study, with information about the number of allotted seats, name of the Faculty/Department to which the programmes/courses are running, duration of the programme/course, and the minimum eligibility requirements for admission.

1. There shall be Programmes/Courses of study in the University for UG/PG Degree, UG Diploma and P.G. Diploma in different Faculties/Departments as incorporated in the table enclosed.
2. In addition to the Programmes/ Courses of Study listed in the table enclosed, the Academic Council shall exercise powers to introduce, modify or discontinue a course on recommendations of the concerned Faculty.
3. The percentage of marks/ grades 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 referred in the minimum eligibility conditions shall be from those universities/institutions/boards which have been recognized by the University.
5. The nomenclature of all Post Graduate, Graduate degrees, Diploma(s), certificate(s) etc shall be as per the guidelines/instructions of UGC, AITCE, MCI, NCTE, PCI or any other regulatory body of Govt. of India.
6. For Degree/Diploma Programmes/Courses, whose award lists do not mention % of Marks, the equivalent 'Grade' will be considered for the Minimum Eligibility Requirements mentioned in the last column of the following tables.

Programmes/Courses of study in the following departments for award of Masters and Under Graduate degrees:

Annexure-3.1

I - FACULTY OF ARTS & HUMANITIES

(i) Master of Arts (M.A.)

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/Academic Years)	Minimum Eligibility Required for Admission
1	Arabic	30	Department of Arabic	4 Semesters (2 Years)	Bachelor's Degree from a recognized University in the concerned subject with a minimum of 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
2	Urdu	30	Department of Urdu		
3	Persian	30	Department of Persian		
4	English	30	Department of English and Modern European and Asian Languages		
5	Hindi	30	Department of Hindi		

(ii) Bachelor of Arts (Honors)

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/Academic Years)	Minimum Eligibility Required for Admission
1	Arabic	60	Department of Arabic	6 Semesters (3 Years)	Intermediate or equivalent examination from a recognized Board/institution including Madrasa Board of all States with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
2	Urdu	60	Department of Urdu		
3	Persian	60	Department of Persian		
4	English	60	Department of English and Modern European and Asian Languages		
5	Hindi	60	Department of Hindi		

II Faculty of Social Science**(i) Master of Arts. (M.A.)**

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/ Academic Years)	Minimum Eligibility Required for Admission
1	Economics	30	Department of Economics	4 Semesters (2 Years)	Bachelor's Degree from a recognized University in the concerned subject with a minimum of 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
2	History	30	Department of History		
3	Political Science	30	Department of Political Science		
4	Home Science	30	Department of Home Science		
5	Geography	30	Department of Geography		
6	Education	30	Department of Educational		
7	M.A. -JMC	30	Department of Journalism & Mass Communication	4 Semesters (2 Years)	Bachelor's Degree from a recognized University in any discipline with a minimum of 45% marks in aggregate for General/OBC and 40% for SC/ST candidates

(ii) Bachelor of Arts (Honors)

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/ Academic Years)	Minimum Eligibility Required for Admission
1	History	60	Department of History	6 Semesters (3 Years)	Intermediate or equivalent examination from a recognized Board/institution including Madrasa Board of all States with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
2	Economics	60	Department of Economics		
3	Political Science	60	Department of Political Science		
4	Home Science	60	Department of Home Science		
5	Geography	60	Department of Geography		
6	Physical	60	Department of		

	Education		Physical Education		
7	Education	60	Department of Education		
8	Computer Application	60	Department of Computer Application		
9	B.A.- JMC	60	Department of Journalism & Mass Communication		
10	B.Ed.	100	Department of Education	4 Semesters (4 Years)	As per NCTE norms.

III - Faculty of Commerce

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/ Academic Years)	Minimum Eligibility Required for Admission
1	M. Com.	30	Department of Commerce	4 Semesters (spread over 2 Years)	B.Com. Degree from a recognized University with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
2	B. Com. (Hons.)	60	Department of Commerce	6 Semesters (spread over 3 Years)	Intermediate or equivalent examination from a recognized Board/Institution with Commerce or Economics or Mathematics as one of the subjects of study with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.
3	M.B.A.	30	Department of Business Administration	4 Semesters (spread over 2 Years)	Bachelor's Degree in any discipline from a recognized University with minimum 50% marks in aggregate for General/OBC and 45% for SC/ST candidates (for

					students admitted through merit)
4	B.B.A.	60	Department of Business Administration	6 Semesters (spread over 3 Years)	Intermediate or equivalent examination from a recognized Board/Institution including Madrasa Board of All States with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.

IV - Faculty of Science

S.N.	Name of the Subject	Allotted Seats	Department	Duration (Semesters/Academic Years)	Minimum Eligibility Required for Admission
1	B.C.A	60	Department of Computer Science and Information Technology	6 Semesters (spread over 3 Years)	Intermediate or equivalent examination from a recognized Board/Institution with Mathematics as one of the subjects of study with minimum 50% marks in aggregate for General/OBC and 45% for SC/ST candidates.
2	B.Sc. (Home Science)	60	Department of Home Science	6 Semesters (spread over 3 Years)	Intermediate or equivalent examination with PCM/PCB from a recognized Board/Institution with minimum 45% marks in aggregate for General/OBC and 40% for SC/ST candidates.

V Programmes of study in the following departments for award of Diplomas and P.G. Diplomas:

(i) P.G. Diplomas

S.N.	Name of the Programme	Allotted Seats	Department	Duration (Semesters/ Academic Years)	Minimum Eligibility Required for Admission
1	P.G. Diploma in English Translation	30	Department of English	4 semesters (2 Year)	Graduation/ Diploma in concerned subject
2	P.G. Diploma in Enterprise Resource Planning	30	Department of Commerce	2 semesters (1 Year)	
3	P.G. Diploma in Urdu Journalism & Mass Communication	30	Department of Urdu		
4	P.G. Diploma in Arabic-English-Arabic Translation and Interpretation	30	Department of Arabic		

(ii) U.G. Diplomas

S.N.	Name of the Programme	Allotted Seats	Department	Duration (Semesters/ Academic Years)	Minimum Eligibility Required for Admission
1	Arabic-English-Arabic Translation & Interpretation	30	Department of Arabic	2 semesters (1 Year)	10+2 or equivalent examination
2	Diploma in Arabic (For beginners)	30	Department of Arabic		

3	Media & Monitoring	30	Department of Persian		
4	Manuscript logy & Paleography	30	Department of Persian		
5	Communicative English	30	Department of English		
6	Data Collection & Investigation	30	Department of Geography		
7	Retail Management	30	Department of Business Administration		
8	Insurance Management	30	Department of Business Administration		
9	Entrepreneurshi p	30	Department of Business Administration		
10	Sales and Distribution Management	30	Department of Business Administration		
11	Computer Application	30	Department of Computer Science		
12	Video Editing	30	Department of Journalism & Mass Communication		
13	Video Camera & Lighting	30	Department of Journalism and Mass Communication		
14	Radio Jockeying and Voice Training	30	Department of Journalism and Mass Communication		
15	Photography	30	Department of Journalism and Mass Communication		
16	Tax Preparatory	30	Department of Commerce		
17	Computer Accounting	30	Department of Commerce		

ORDINANCE 4 (IV)

ATTENDANCE & INTERNAL ASSESSMENT (For Regular Students)

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(c) of Section 51 and the First Statutes of the University, Attendance & Internal Assessment for the regular students shall be governed as per the provisions of this Ordinance.

1. Attendance:

- 1.1. In order to be eligible to appear at the Semester End Examination, a student shall be deemed to have undergone a regular course of study in the University, if he/she has attended at least 75% lectures/tutorials, AND separately 75% practical/field work teaching practice and such other activities as decided by the Academic Council from time to time.

Provided further that a relaxation to the maximum extent of 15% of the total attendance may be accorded to a student on account of serious sickness/excruciating medical disability¹, participation in the University-approved co-curricular/ extra-curricular activities and prescribed educational/cultural tours.

Provided further that in case of medical disability as mentioned herein above, an application for condonation shall be supported by a medical certificate advising such a condonation issued by a Public Hospital or such hospitals as notified by the KMC UAF University. ***Such applications must be submitted either during the period of treatment/hospitalization or within 15 days following recovery.***

- 1.2. Notwithstanding anything contained in Para-1 herein, a Faculty/ Department , as it may deem fit may include certain other components of the programs/courses like agency placement, conferences, self development modules, camps, trainings and other allied activities for regulating attendance, as approved by Academic Council from time to time on the recommendation of the concerned board of studies.

Provided further, that the attendance requirements in the components of such program of study/ courses shall in no way be less than 75%.

¹Serious sickness/ excruciating medical disability shall include all diseased conditions requiring hospitalization or such diseases that render immobility for the period duly certified by the State Government/Central Government hospitals/dispensaries and all such hospitals that have been recommended by KMC UAF University.

2. Internal Assessment:

- 2.1.** The Internal Assessment in a theory course may comprise of written tests, assignments, etc. as prescribed by the concerned Board of Studies from time to time.
- 2.2.** In a laboratory course, each practical performed by a student will be subjected to continuous evaluation by the concerned teacher(s). The evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.
- 2.3.** In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.
- 2.4.** In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioral Laboratory, Skill Laboratories etc.
- 2.5.** The modalities of evaluation of various components in para 2.1 - 2.4 shall be decided by the concerned Board of Studies from time to time and shall be duly approved by the concerned Faculty.
- 2.6.** To become successful in a particular programme/course of study, the candidate has to secure minimum passing marks/grade separately in the Internal Assessment as well as in the Semester-End Examination.
- 2.7.** The concerned Department shall maintain the complete record in respect of the Internal Assessment Marks of each student and display it in the respective departments/centers. The departments shall submit the Internal Assessment marks to the Controller of Examinations at least one week prior to the commencement of the concerned examination.
- 2.8.** If a student could not appear in the Internal Assessment of a course due to illness or any other valid reason beyond his/her control or failed in the Internal Assessment, he/she may be given one more chance to appear in the Internal Assessment of the said course before the commencement of the Semester-End Examination.

In case the student fails in the Internal Assessment in the additional chance given to him/her, he/she will be declared as failed in the Internal Assessment and will not be allowed to appear in the Semester-End Examination in the said course. Such a student will however be permitted to appear in the next odd/even semester-end examination only if he/she has passed the Internal Assessment in the concerned course.

His/her promotion to the next semester will, however, be determined as per the promotion rules as given in Para 14 of Ordinance 5 (V).

ORDINANCE 5 (V)

The University Examinations: General Guidelines

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(c) of Section 51 and the First Statutes of the University, Examination and Results of the regular students shall be governed as per the provisions of this Ordinance

1. Admission to the University Examinations

Examinations of the University shall be open to the following Categories of candidates:

- (i) Regular Students;
- (ii) Ex-Students;
- (iii) Private candidates;

1.1 Regular Students:

Students who are duly admitted and are studying in various courses of the University and attending the respective classes, will be called Regular Students.

1.2 Ex-Students:

- (i) A regular student who has failed to pass or is unable to appear for the Examination of the University (except due to shortage of attendance) in any of its courses of study, may be allowed to appear at the same Examination as an Ex-Student.
- (ii) An ex-student will forfeit his right as an ex-student as soon as he/she takes an admission to a regular programme of study in the class. However he/she will be allowed to improve his/her performance of past examination.

1.3 Private Candidate:

For certain categories of candidates, the Academic Council may permit to appear in Examinations as Private Candidates, the details of which are given in Ordinance 7(VII).

2. Attendance for Students:

The minimum requirement of attendance for regular students for appearing in examinations will be 75%. It is clarified that for Ex-Students and Private Candidates, there shall not be any requirement of attendance.

3. Application for Registration

- 3.1 Application for registration (on prescribed form) for the ensuing Examination together with the Receipt for the payment of the prescribed Registration Fee for Regular and Ex-students for permission to appear at the University Examinations should reach the office of the Controller of Examinations on or before 30th September and 05th March in each odd and even semesters respectively. Provided that as a special case the Controller of Examinations may entertain such applications along with the Registration Fee up to 15th October and 15th March or any other date notified by the Controller of Examinations on payment of a late fee (non-refundable) by Regular and Ex-Students Candidates, as prescribed by the Ordinance.
- 3.2 Ex-students should submit their Application Forms for Registration for the ensuing Examination through the Dean/ Head of the Department last attended.
- 3.3 The Receipt for the payment of Examination Fee and Enrollment fee (if required), shall reach the office of the Controller of Examinations along with the Examination Forms.

4. Application for Admission to Examination

- 4.1 All applications for permission to appear at any of the Examinations of the University shall be submitted on the prescribed Forms and forwarded to the Controller of Examinations through the Dean of the Faculty/Head of the Departments concerned.
- 4.2 In forwarding the applications of the Regular Students, the Dean of the Faculty concerned shall certify that:
 - (i) The candidate has satisfied him/her by the production of the Certificate of a competent authority that he/she has passed the Examination which qualifies him/her for admission to the Examination;
 - (ii) The candidate has studied a regular programme of study for the period prescribed and that he/she fulfills the requirements of attendance;
 - (iii) His/her conduct is satisfactory.

Note: The Certificate at Sub-Para 4.2 (ii) above will be provisional and can be withdrawn at any time before the Examination, if the applicant fails to attend the prescribed percentage of lectures, tutorials, practical's etc. before the end of his/her University terms.

- 4.3 Examination form along with the Receipt for the payment of the prescribed Examination Fee fixed by the University, submitted by a Student for permission to appear at the Examination shall reach the office of Controller of Examinations on or before the date announced.

5. Appointment of Amanuensis

5.1 An amanuensis shall be allowed in case of:

- (a) Blind Candidates; and
- (b) The candidates, who are disabled due to an accident or disease and are unable to write with their own hands.

Candidates under 5.1(b) above shall have to produce a medical certificate from the Medical Officer.

5.2 The Controller of Examinations, on receiving an Application from the candidate one week before commencement of Examination, will arrange for the appointment of an amanuensis and shall inform the Superintendent of the Examination.

5.3 The amanuensis shall be a person of a lower qualification than the candidate concerned.

5.4 The Superintendent of Examination shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the Controller of Examinations.

5.5 One extra hour will be given to the blind candidates for examination of 3 hrs. duration.

5.6 The remuneration to the amanuensis will be given by the Office of the Controller of Examination at the existing approved rate.

6. Issue of Admit Card for Examination

A candidate, whose Exam Form has been accepted for appearing to an examination, shall be issued an Admit Card containing the Name of the Candidate and Roll Number assigned to him/her. Regular Candidates and Ex-students shall be distributed the Admit Card through the Dean of the Faculty concerned for UG classes and HOD/Faculty Incharge for PG classes, provided that there are no dues of the University outstanding against their names.

7. Withdrawal of Permission to take Examination

Permission granted to a candidate to appear at an Examination may be withdrawn before or during the course of Examination for his/her misconduct/indiscipline, which in the opinion of Examination Committee justifies the candidate's exclusion.

8. Withholding of Admit Card

If a candidate for any University Examination owes any money to the University on any account and fails to pay the dues or has borrowed any book, apparatus or other property belonging to the University or any kit supplied by NCC/NSS and fails to return the same, the Controller of Examination may withhold the Admit Card if the

Admit Card has already been issued to him/her. The Controller of Examinations may also suspend the admit card till all such dues have been paid or such property returned by the candidate to the University.

9. Examination Fee and other Fee

- 9.1. The Examination Fee, Tuition Fee and any other Fees to be charged from students shall be decided by the Executive Council/Finance Committee and notified by the University from time to time.
- 9.2. A candidate who fails to present himself/herself for the examination shall not be entitled to any refund of the Fee or to have it kept in deposit for a subsequent Examination. However, if a woman candidate is unable to appear at the Examination for maternity reasons her Fee may be held over for the next Examination, provided that the application for crediting the Fee for the next Examination must be made to the Controller of Examinations within three months of the completion of the Examination concerned and shall be supported by a Medical Certificate.
- 9.3. No application for adjustment of the Examination Fee shall be entertained, if it is not submitted to the Controller of Examinations within fifteen days of the end of the Examination concerned.
- 9.4. A candidate, who fails to appear at an examination due to illness or other sufficient ground, he/she may be permitted by the Examination Committee to appear at the next Semester Examination without further payment of Examination Fee.

10. Refund of Fees(s)

- 10.1 The Examination Fee once paid shall not be refunded in any case.
- 10.2 A candidate shall not be entitled to the refund of the Examination Fee paid by him/her:

If permission accorded to him/her to take an Examination is subsequently cancelled as a result of mis-statement of facts or suppression of material fact or for want of relevant information in his/her application for admission to the Examination.

11. Conduct of Examinations

The Semester-end Examinations will normally be held in December and May in every session or as decided by the Examination Committee from time to time.

12. Time limit for passing an Examination

Unless and otherwise provided, no student shall be allowed to appear in the Examination after the expiry of the periods as specified in the following:

Minimum duration of the Programme/ course of study	Maximum time-limit for passing the programme/course of study
Six month course (one semester)	One year (two semesters)
One year course (two semesters)	Two years (four Semesters)
Two years course (four semesters)	Four years (eight semesters)
Three years course (six semesters)	Five years (ten semesters)

13. Declaration of Results

The results of the Semester Examinations will normally be declared in January and June/July each year, subject to the completion of examinations in time, or as decided by the Examination Committee from time to time.

14. Promotion of Candidates

14.1. For Undergraduate Programmes of Six-Semester duration

- 14.1.1. Subject to fulfilling the minimum requirement of attendance and field work, wherever applicable, a student will be automatically promoted from the odd semester to the even semester.
- 14.1.2. If a student fails in the Internal Assessment of any of the semester courses, in spite of being given the additional chance before the Semester-End Examination as per the provision of this Ordinance, he/she will not be allowed to appear in the Semester-End Examination of the said course and will be considered as failed in that course.
- 14.1.3. If a student fails in the Practical Examination in any of the semesters 1st-5th, he/she will not be promoted from the even semester to the next odd semester. Such a student will however be allowed to re-appear in the Practical Examination in the ensuing odd/even semester as an Ex-Student.
- 14.1.4. For promotion from the 2nd semester to the 3rd semester, a student shall have to pass at least one-half (50%) of the total of compulsory and optional courses, including practical courses, if any, of the 1st and 2nd semesters combined.
- 14.1.5. A student will be promoted from the 4th semester to the 5th semester if he/she has cleared 3/4th (75%) of the total of compulsory and optional

courses, including practical courses, if any, of the 1st to 4th semesters combined.

- 14.1.6. If a student is unable to clear the required number of courses in the 2nd semester/4th semester, as the case may be, he/she shall be declared as failed. Such a student may however appear as an Ex-Student in the ensuing odd/even semester examinations wherein the student will be required to appear only in such course(s) in which he/she failed to obtain the minimum passing grade.
- 14.1.7. A student shall have to obtain a minimum passing marks/grade not less than 33% of marks or Grade 'P' in Internal Assessment and 33% of marks or Grade 'P' in End-Semester Examination.
- 14.1.8. A student will be declared as passed if he/she has obtained the minimum passing marks/grade in each subject separately and that his/her grand total of marks is not less than 33% or Grade 'P'.

14.2 For Postgraduate Programmes of Four-Semester duration.

- 14.2.1. In a programme of four-semester duration, a student will automatically be promoted from the odd semester to the even semester, provided that he/she has fulfilled the minimum requirement of attendance, failing which he/she may be permitted to appear as an ex-student in the next odd/even semester examination, as the case may be.
- 14.2.2. If a student fails in the Internal Assessment of any of the semester courses, in spite of being given the additional chance before the Semester-End Examination as per the provision of this Ordinance, he/she will not be allowed to appear in the Semester-End Examination of the said course and will be considered as failed in that course.
- 14.2.3. For promotion from the 2nd semester to the 3rd semester, a student shall have to pass at least one-half (50%) of the total of compulsory and optional courses, including practical courses, if any, of the 1st and 2nd semesters combined.
- 14.2.4. A student shall have to obtain a minimum passing marks/grade not less than 33% of marks or Grade 'P' in Internal Assessment and 33% of marks or Grade 'P' in End-Semester Examination.

14.2.5. A student will be declared as passed if he/she has obtained the minimum passing marks/grade in each subject separately and that his/her grand total of marks is not less than 33% or Grade 'P'.

14.3 For Diploma/Certificate Programmes/Courses of Two-Semester duration

14.3.1. A student of first semester shall have to fulfill the minimum requirement(s) of attendance and Internal Assessment, and pass at least 50% of the courses/papers in the Semester-end Examination, failing which his/her admission shall stand cancelled. However, such a student may be given re-admission in the same semester in the next year as per the provisions of Admission and Enrolment of Candidates.

Provided that in a two-semester programme, a student will become an Ex-Student if he/she has fulfilled the minimum requirement of attendance and Internal Assessments, but has failed to secure passing marks in 50% of the papers of the first and the second semesters combined. Such a student will be required to appear in the ensuing odd/even semester examination only in such papers(s) in which he/she failed to obtain the minimum passing marks.

14.3.2. A student shall have to obtain a minimum passing marks not less than 33% of marks in Internal Assessment and 33% of marks in End-Semester Examination.

14.3.3. A student will be declared as passed if he/she has obtained the minimum passing marks in each paper separately and that his/her grand total of marks is not less than 33%.

(Note: If the fraction $\frac{1}{2}$ (50%) or $\frac{3}{4}$ (75%) of the courses as mentioned in the above-mentioned paras 14.1 and 14.2 comes out to be a non-integer, it will be rounded off to the nearest integer).

15. Division

Division will be divided in three parts as following:

1st Division with Distinction	: 75% and above
1st Division	: 60% to below 75%
2nd Division	: 45 % to below 60%
3rd Division	: 33% to below 45%

16. Issue of Marks Sheets/Grade Cards/Certificates

16.1 The Marks Sheets/Grade Cards will be supplied to candidates from the offices of the respective Faculties/Department after ten days of the declaration of results.

- 16.2 Provisional Certificates will be issued after three days of depositing the required Fee along with the application.
- 16.3 A Marks Sheet/Grade Card/Certificate may be withheld by the Controller of Examinations on reasonable grounds.

17. Withdraw Degree/Diploma/Certificate (Section 49(i)-67, Statutes-12.03)

The Court shall have the power to withdraw Degree/Diploma/Certificate or any other academic distinction and disqualify a person, if he/she is found guilty of obtaining or attempting to obtain a Degree/Diploma/Certificate fraudulently for which he/she is not entitled. The period of such disqualification will be according to the circumstances, as stated below:

- (i) From appearing at any Examination of the University for a specified period, if he/she makes a correct statement of facts and surrenders the Degree/Diploma/Certificate voluntarily; and
- (ii) From appearing at any further Examination of the University, if he/she has deliberately lied to cheat the University.
- (iii) Double degree on same time/session by this university or one degree from other university as on regular or private basis.
- (iv) Degree obtained on fake/fraud basis admission.
- (v) Any such behaviour to damage the prestige of the university.

18. Issue of Duplicate Degrees/Diplomas/Certificates or duplicate mark sheet

- 1- In case of loss or destruction of a degree/diploma/certificate, a candidate may obtain a duplicate degree/diploma/certificate on submitting an application along with the receipt of the prescribed fee, stating that the applicant has a real need for the duplicate degree/ diploma/ certificate and submitting an Affidavit signed and certified by a First Class Magistrate, showing that the original has been lost/destroyed.
- 2- A candidate may obtain a duplicate mark sheet on submitting an application alongwith prescribed fee.

19. Grace Marks

If the Examination Committee considers it necessary, it may award grace marks on the following pattern:

- 19.1 A maximum of three (3) grace marks in only one paper of all programmes of study of the University will be permitted, provided that the system of awarding grace marks shall not be applicable to programmes of study, where grades are awarded.
- 19.2 Grace marks shall be given only to those candidates, who by obtaining them are able to pass the Examination or granting the divisions. The award of grace

marks shall be at the discretion of the Examination Committee and no appeal in this regard shall be entertained.

- 19.3 Only minimum grace marks, as required to pass the Exam or upgrade division, shall be awarded.
- 19.4 The grace marks awarded shall be counted in the Grand total.

20. Improvement of the Result

- 20.1 Unless otherwise provided, a candidate will be allowed only one change in continuation to appear at the Examination to improve upon his/her performance in the Examination held in the preceding semester (odd/even).
- 20.2 If a candidate appears at the Examination in order to improve upon his/her previous marks of the same Subject/paper, latest marks as obtained in Improvement Examinations shall be taken into account for determination of his/her final result.
- 20.3 A candidate submit Improvement Examination Form to the Controller of Examinations latest by fifteen days before the last date of the submission of the examination forms of the semester in which he/she wants to appear, or as notified by the Controller of Examinations.
- 20.4 The syllabus of the Examination will be the same as the one prescribed for the semester, when the candidate appeared at the Examination in the Course concerned.
- 20.5 Improvement examination will be held in theory courses only.
- 20.6 A candidate who pass the semester examination in undergraduate will be allowed improvement examination only two papers in any subjects, and PG level two papers in subject concerned.

21. Re-totaling of Answer Scripts (scrutiny)

- 21.1 If any application received from the candidate on payment of prescribed fee. The answer script scrutinized and if found any discriminatries in total of marks it should be retotaled and are left over for evaluation of any question or his part, it should be evaluated.
- 21.2 If any change of the result after scrutiny, the result after approval of the Examination Committee may be declared.
- 21.3 The scrutiny fee will be refunded if the result found after scrutiny to be changed.

- 21.4 The application for scrutiny/ retotaling shall not be entertained, unless it is made within thirty days of the publication of the result.

22. Carry Over /Promotion System

Candidates failing in the final two semesters of any program/course, may be allowed to appear in the special examination which will be held after the final (last) semester-end examination. The date(s) of such examinations will be notified by the Controller of Examinations.

23. Results Committee

23.1 There shall be a Results Committee consisting of the following members:

- (i) Vice-Chancellor;
- (ii) One Dean to be nominated by Vice Chancellor for a period of one year.
- (iii) One of the Tabulators, nominated by the Controller of Examinations;
- (iv) Registrar
- (v) Controller of Examinations (Convener).

23.2 The Results Committee shall:

- (i) Ensure the compliance of the prescribed rules of the Programmes; Consider and award grace marks as per the provisions of the Ordinances;
- (ii) Do sample checking of answer books/award lists, if required; Prepare a Report for the Examination Committee to be finally submitted to the Academic Council and Executive Council for its consideration.

24. Amendment of Results:

1. In any case where it is found by the Results Committee that the result of an Examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, it shall report the matter to the Examination Committee, which shall have the power to amend such result in such a manner as shall be in accordance with the factual position and to make such declaration as it may consider necessary in that behalf.
2. If result committee found that the result of any examination was affected by malpractice or by fraud conduct, it shall be report to examination committee and examination committee shall consist an enquiry committee against person concerned.

25. Paper Setters/Moderators/Examiners

Paper Setters:

- 25.1 The departmental board of studies, in its meeting shall appoint the paper setter in each paper in the concerned subject and sent it to the Controller of Examination separately under covered sealed envelope.
- 25.2 The Controller of Examination send appointment letter alongwith the necessary paper/instruction/envelope to the paper setter. After preparing the question paper, paper setter send back to the Controller of Examination under sealed covered envelope.
- 25.3 The appointment of a paper setter may be cancelled by the Vice Chancellor on the request of CoE, if he/she fails to send the Question Paper by the date so-fixed in this regard.

Moderators:

- 25.4 The departmental board of studies, in its meeting shall appoint the moderation committee in each paper in the concerned subject and sent it to the Controller of Examination separately under covered sealed envelope.
- 25.5 Moderation Committee-
 1. The Head of the Department of concerned subject
 2. Two persons having expert knowledge of the subject concerned, provided that one of them shall belong to the Department concerned and the other person not engaged in Teaching in that subject in the University.

The Controller of Examination after receiving the questions from the paper setter, inform to the Moderation Committee for moderation.

Examiners

- 25.6 The departmental board of studies, in its meeting shall appoint the Examiners committee in each paper in the concerned subject and sent it to the Controller of Examination separately under covered sealed envelope.
- 25.7 The appointment of the Examiner inform by the controller of the Examination. The controller of examination or superintendent of evaluation (answer book scripts evaluation centre) inform to the examiner for evaluation date. The examiner after evaluation the list of the marks under sealed cover envelope handed over to Controller of Examination.

26. Tabulators

- 26.1 The results of Examinations shall be tabulated by two Tabulators among the teachers in the university appointed by the Vice-Chancellor on the recommendation of the Controller of Examinations.

- 26.2 The Tabulators shall tabulate the results. They shall draw the attention of the Controller of Examinations to any discrepancy in the result.
- 26.3 The Vice Chancellor shall appoint two Comparers on the recommendation of Controller of Examination after tabulation, the Comparer shall cross check the Tabulation Sheets. If any discrepancy found in Tabulation Sheets, inform to the Controller of Examination.
- 26.4 The Controller of Examinations shall also check that the marks entered in the foils and counter-foils of the Mark Sheets also tally with the marks entered in the answer books. The discrepancy, if any, shall be certified by the Controller of Examinations.

27. Answer Books:

- 27.1 The Examiners' awards, as shown in the result statements submitted by them, shall be final, provided that the errors may be rectified by the Controller of Examinations after checking the answer books.
- 27.2 The answer books shall be preserved and be in the custody of the Controller of Examinations, till the expiry of 3 months from the date of publication of the results. After expiry of 3 months no claim will be considered regarding answer books.

28. Instructions to candidates for Examination

- 28.1 The doors of the Examination Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 28.2 A candidate may not be admitted into the Examination hall, if he/she fails to present to the invigilator his/her Admission Card and/or satisfy the Superintendent of Examinations that it will be produced within a reasonable time.
- 28.3 All candidates shall come to the Examination Hall before the time fixed for the Examination. If a candidate arrives not later than 30 minutes after the time fixed for the Examination, the Invigilator may allow him/her to appear at the Examination with the permission of Superintendent of Examinations. No candidate shall be allowed to appear in the examinations after 30 minutes of commencement of the examinations.
- 28.4 The candidates shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examinations or Invigilators or any Official of the University connected with the Examinations.

- 28.5 The candidates shall maintain and observe strict discipline in and/or near the Examination Centre/Hall and shall not indulge in any such act as misbehavior/nuisance which causes any obstruction and/or disturbance or disruption in the conduct of Examination.
- 28.6 No candidate shall be allowed to leave the Examination Hall, until an hour has elapsed after the distribution of the Question Paper.
- 28.7 No candidate shall leave his/her place or go out of the Hall without the permission of the Invigilator, unless he /she has handed over his/her answer book to the Invigilator concerned.
- 28.8 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with him/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 28.9 As soon as the time prescribed for the Question Paper expires, the candidates shall have to hand over their answer books to the Invigilator concerned.
- 28.10A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examinations or the invigilator in the Examination Hall.

29. Use of Unfair Means /Misbehavior in Examinations

- 29.1 No candidate shall bring with him/her in the Examination Hall any book, paper, notes or other materials which may be used by him/her in connection with the Examination, nor shall he/she communicate to or receive from any other candidate or person any information in the Examination Hall.
- 29.2 No candidate shall note or write anything on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.
- 29.3 No candidate shall assist or receive assistance from any other candidate or person at an Examination or make use of any dishonest or unfair means in connection with the Examination.
- 29.4 Any candidate detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an invigilator or an Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that the facts alleged are true and disclose premeditation on the part of the candidate, disqualify the candidate from passing that

Examination and debar him/her from appearing at any University Examination for a period not exceeding three years.

- 29.5 Any candidate detected using unfair means in an Examination Hall shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an Invigilator or by an Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may, if satisfied that the facts alleged are true but do not disclose any premeditation, disqualify the candidate from passing that Examination and debar him/her from appearing at any University Examination for a period not exceeding two years.
- 29.6 Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported by, the Superintendent of Examinations or through him by an invigilator or by an Official of the University, as the case may be, and the Examination Committee may, if satisfied that the facts alleged are true but that the candidate has not made and use thereof, disqualify the candidate from passing that Examination.
- 29.7 Any candidate, who in the opinion of the Superintendent of Examinations is guilty of any misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid sub-paras 30.1 to 30.6 of this Ordinance, may be expelled by the Superintendent of Examinations for that course and shall be reported to the Examination Committee by the Controller of Examinations. The said Committee may, if satisfied that the facts alleged are true, disqualify him/her from passing the Examination for that year.
- 29.8 Any candidate approaching an Examiner directly or indirectly or seeking ways or means of bringing pressure to bear on the Examiner, so that higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or any person employed in his office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and debar him/her from appearing at any Examination for a period not less than one year.

- 29.9 Any candidate found guilty of seeking ways and means or harassing or pressurizing or using or threatening to use force to make any Superintendent of Examinations or Invigilator or any Official of the University desist from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and/or expel him/her from the University and declare him /her to be not a fit and proper person to be admitted to any future Examination of the University.
- 29.10 Any candidate, who has been punished under Sub-Paras 31.4 to 31.9 above, shall not be admitted to any programme of study as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only in which he/she is entitled to appear as an Ex- Student after the expiry of the period of punishment.
- 29.11 In case, a person, who is not a bonafide candidate, is found to be taking an Examination on behalf of a bonafide candidate, it will be assumed that impersonation is being done at the instance and with the connivance of the bonafide candidate and action against such person and such bonafide candidate would be taken as under:
- (i) The bonafide candidate, who did not take the Examination himself/herself, shall be debarred from pursuing any programme of study or from appearing at any Examination of the University in future.
 - (ii) In case, the person, who has impersonated the bonafide candidate, is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
 - (iii) If the person, who has impersonated the bonafide candidate, is not a student of the University, he/she may be handed over to the Police for appropriate action.
- 29.12 In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair means, the result of his/her Examination in the Course(s) in which he/she has already appeared, would also be cancelled, in addition to the action that might be taken against him/her for using unfair means, while reappearing for improvement of his/her Grade/Division/ Percentage of Marks.

- 29.13 Any punishment imposed on the erring student shall be following due consideration of the defence presented by him/her.

30. Appointment of Invigilators and Superintendent of Examinations

The Examination Committee shall appoint Invigilators and Superintendents of Examinations, who will be responsible for the proper conduct of the Examination. In case Examination Committee Meeting shall not held, the Vice-Chancellor shall appoint Superintendents of Examinations and Controller of Examination shall appoint invigilators.

Provided that the Head of the Department concerned shall be the incharge of the Practical Examinations, who shall act as Superintendent of Examinations for Practical Examinations of his/her Department.

31. Duty of the Superintendents of Examinations

- 31.1 The Superintendent of Examinations shall see that the doors of the Examination Hall are open half an hour before the time specified for the distribution of the Question Paper on the first day and a quarter of an hour before on subsequent days.
- 31.2 he Superintendent of Examinations will be supplied by Controller of Examinations before the commencement of the Examination, with the List showing the names of the candidates who will appear at his Centre of Examination and their Optional Subjects and a Statement showing the number of candidates appearing in each Subject of Examination.
- 31.3 The Superintendent of Examinations shall not admit any candidate whose name is not shown in the List or shall not allow any candidate with an Optional Subject, other than that shown against his/her name, provided that in doubtful cases the Superintendent of Examinations may allow a candidate to appear at the Examination of the Paper and immediately refer the matter to the Controller of Examinations.
- 31.4 The Superintendent of Examinations or invigilator authorized by him/her may require any candidate to show his/her Admit Card /Hall Ticket.
- 31.5 The Question Paper set for the Examination shall be despatched by the Controller of Examinations in a sealed cover, which shall be opened by the Superintendent of Examinations in the presence of at least one invigilator. The Superintendent of Examinations and the Invigilators(s) shall certify that the sealed cover was in proper condition and that it was opened in the Examination Hall at the proper time. The Certificate shall be forwarded to the Controller of Examinations on the same day.

- 31.6 Before the commencement of the Examination, the Superintendent of Examinations shall see that satisfactory arrangements are made for the examination. Candidates must be seated well apart to prevent collision.
- 31.7 A Card giving the Roll Number of each candidate shall be fixed on each table so that the candidate may readily find out his/her place.
- 31.8 Blank Answer Books will be supplied from the office of the Controller of Examinations. The Superintendent of Examinations shall see that a second answer-book is not issued to a candidate until the first is fully used and that the two answer-books are at once stitched together.
- 31.9 The Superintendent of examinations and the Invigilators shall remain in the Examination Hall during the time allocated to each Course; they shall on no account speak or permit any one to speak to a candidate on any subject pertaining to the Questions during the hours of examination, except for the purpose of correcting misprints or other errors which might mislead the candidate. The Superintendent of Examinations shall without loss of time draw the attention of the Controller of Examinations to any misprint, mistranslation or ambiguity, which may have come to his notice and shall be communicated to the Examiner.
- 31.10 As soon as the allotted time has expired the answer-books shall be carefully collected and arranged in numerical order and delivered to the Controller of Examinations reporting names and/or Roll Numbers of absentees.
- 31.11 Any attempt to use unfair means to pass the Examination or any violation of the Ordinance by the candidates shall be immediately reported by the Superintendent of Examinations to the Controller of Examinations who shall place it before the Examination Committee for consideration.
- 31.12 The Superintendent of Examinations shall see that no candidate is permitted to leave the Examination Hall without being accompanied by a trustworthy escort, to prevent his/her communication with outsiders and that he/she does not use absence, from the Hall for any purpose other than that for which he/she had taken leave. The Superintendent of Examinations may fix a time, if necessary, within which the candidate must return to his/her seat.

32. Duties of Invigilators

- 32.1 An Invigilator should report himself/herself on duty to the Superintendent of Examinations half an hour before the commencement of Examination.
- 32.2 Invigilators shall remain in the Examination Hall during the time allotted for each Course and shall not leave the Hall without the permission of the Superintendent of Examinations.

- 32.3 Invigilators shall help the Superintendent of Examinations in the distribution of Question Papers and answer-books etc. to the candidates and in collecting the answer-books from the candidates at the close of Examination. They shall also help the Superintendent of Examinations in arranging the answer-books for dispatch.
- 32.4 The invigilators shall help the Superintendent of Examinations, preparing a List of Candidates present at the Examination and in verifying their identity by comparing their signatures with those on record.
- 32.5 During the course of Examination, the Invigilators are expected to move about the Examination Hall and not to engage themselves in study or conversation.
- 32.6 The Invigilators shall be responsible for the maintenance of general discipline in the Examination Hall and shall exercise their discretion for the purpose. In case they feel that a situation has arisen which is beyond their control, they shall, without loss of time, report the matter to the Superintendent of Examinations for the necessary action.
- 32.7 If a candidate is found to resort to unfair means at the Examination or to create disturbance/nuisance or act in any manner so as to cause inconvenience to the other candidates, the Invigilator shall, without loss of time, report the matter to the Superintendent of Examinations.
- 32.8 The Invigilators shall also bring to the notice of the Superintendent of Examinations any complaint or other difficulties pointed out by any candidate(s) regarding the Question Paper set for the Examination.
- 32.9 Invigilators are expected to help the Superintendent of Examinations in any other matter connected with the conduct of the Examinations.
- 32.10 In case, an Invigilator is unable to be present on account of unavoidable circumstances, he/she shall give at least 24 hours notice to the Controller of Examinations through the Superintendent of Examinations.

Note: In case any question of Interpretation of any Ordinance/Sub-ordinance contained in this chapter, arises then the decision of the Vice Chancellor shall be final in that regard which will be reported to the forthcoming Examination Committee.

33. The Bachelor of Education (B.Ed.) Programme of Four-Semester duration

33.1 General

(a) Duration of the Programme:

The B.Ed. programme shall be a four semesters duration (two years) full time professional pre-service teacher education programme. It will include Theory, Practice in teaching, internship, field work, professional development and other prescribed activities.

(b) Number of Seats:

Total intake of the B.Ed. programme shall be as per seats sanctioned to University by National Council for Teacher Education.

(c) Eligibility criteria:

The eligibility requirement for the admission of the candidates to B.Ed. course shall be in accordance with the eligibility criteria determine by NCTE/ U.P. Govt. Order issued from time to time.

(d) Procedure of Admission:

- i. Admission to all seats of B.Ed. course shall be made through State Level Entrance Examination or in accordance with State Govt. Order and notifications issued from time to time and/or provisions contained in concerned rules.
- ii. Reservation of seats shall be as per State Government orders/notifications as amended from time to time.

(e) Curriculum:

The Curriculum of the B.Ed. programme shall be based on the NCTE Curricular Frame Work and shall be approved by Executive Council of the University as per procedure.

(f) Continuous and Comprehensive Evaluation (C.C.E):

- (i) In each paper the continuous internal assessment system would have a weightage of 30% marks, while the semester end examination shall have a weightage of 70% marks.
- (ii) The weightage of components in continuous internal assessment system will be as under:
 - Practicum/ field work: 15 marks
 - Assignment and/ presentation: 10 marks
 - Attendance and class participation: 05 marks
- (iii) It shall be the duty of the teacher/teachers to conduct Continuous and comprehensive Evaluation. In case more than one teacher is sharing the teaching work in a paper, each teacher shall evaluate independently but total weightage should be 30 marks.

(g) Attendance:

- (i) Every B.Ed. student shall have to attend at least 75 % theory and internship classes and 100% Educational Psychology Practical classes, Practice in Teaching and other components of B.Ed. programme, failing which he/she shall not be sent up for the examination.
- (ii) In case of shortage of attendance on medical grounds the Vice Chancellor may condone not more than 15% of shortage of attendance on the recommendations of the Head, Department of Education and Dean, Faculty of Education as per the provisions of University Statutes.

(h) Examination :Rules and Regulations:

1. Students who have completed their course for the Bachelor of Education (B.Ed.) First Semester but have failed to appear/ pass the semester examination will be allowed to re-appear in the subsequent First semester examination. Those who fail to appear/pass in any paper in the second semester may be permitted to appear at the next year's semester examination without further attendance at lectures if their applications for permission meet with the approval of the Head of the Department of Education and the Dean, Faculty of Education.
2. Candidates allowed to appear at the Bachelor of Education (B.Ed.) semester examination under this ordinance as exempted candidates shall be required to pay the examination fee as prescribed by the University.
3. There shall be a Semester-End examination and each student has to appear in all papers including Theory, Practicals, Practice in teaching, internship, field work, professional development.
4. All those candidates who pass a semester examination (under section 2 stated above) can appear for improvement in only one theory paper of a semester at the next Back Paper/ Regular examination of that semester and not thereafter. However, the improvement facility will not be given in all the papers prescribed in the course and shall subject to condition 20.2 of this Ordinance.
5. Students of following categories shall be 'Eligible for Back Paper (EBP)'. An EBP candidate shall be promoted to next semester. The back paper facility in a semester provides promotion to the next semester and another opportunity to obtain a minimum of the pass marks assigned for an individual paper or in the aggregate.
 - A. The candidates who fail to secure an aggregate of 50% of the maximum marks for a semester but have obtained 40% of the maximum marks assigned to each of their papers may appear in all the papers as exempted candidate or may appear in only

one theory paper of his choice as EBP candidate to secure a minimum in the aggregate.

- B. The candidates who secure an aggregate of 50% of the maximum marks for a semester but fail to secure a minimum of 40% of the maximum marks in one out of four papers prescribed for the semester papers or in case where there are more than four papers prescribed for the semester, the candidates who have failed in two theory papers or have failed in one theory paper shall be declared 'EBP'. Such candidates will appear only in their uncleared papers.
 - C. All the candidates covered in the categories defined in the sub sections A & B of the section 5 shall be given only one chance to clear the semester in the next back paper/ regular examination of that semester and not thereafter.
6. A candidate with two out of three or three out of four uncleared papers in his/ her first semester examination shall be declared '**Failed**' but will be promoted to the second semester but not beyond till he/ she becomes a candidate under 3 or 4 by appearing as an exempted candidate in the next Back paper/ Regular examination of that semester and not thereafter. Such a promotion from third to fourth semester shall also be granted to the candidates who have passed either their first two semester examinations as per section 2 or have cleared all papers of first semester but, they are EBP in 2nd semester.
 7. The back paper facility will not be given to a candidate if the number of his uncleared papers in all of his previous semester examinations exceeds three.
 8. In case where three of the four Semesters have been cleared in three years, the Vice Chancellor/Examination Committee may recommend for only one more opportunity in the forth coming Back Paper/ Regular examination of that semester and not thereafter.
 9. The examination for the degree of the Bachelor of Education shall include: Theory of Examination, practice in teaching examination and practical examination, internship and professional development activities.
 10. The students shall be required to complete their practice- in-teaching work, (at least 40 supervised lessons,) the prescribed Practical work, internship, field work, and other activities as per regular schedule of the department and the institution. Failure in compliance to this condition shall disallow a candidate from appearing in B.Ed. examination of the University.
 - (a) Candidates who have completed their course in practice- in-teaching and but have failed to pass or to appear at the B.Ed.

practice teaching examination shall be allowed to present themselves for re-examination therein at the subsequent examination without attending a full course. They shall however be required to teach at least 15 supervised lessons before appearing at the B.Ed. Practice- in- Teaching Examination.

- (b) A candidate who has failed to pass or to appear at the semester end B.Ed. Theory Examination after completing all the course requirements of all components of B.Ed. programme, may present himself/herself for re-examination there in at a subsequent B.Ed. semester end Examination of same semester as an EXEMPTED CANDIDATE.
- (c) A candidate who has completed his/her course for the Bachelor of Education Programme but has failed to pass or appear in both written as well as practice in teaching examination may present him/her self for re-examination therein at a subsequent examination at a University examination in a subsequent academic session as per provisions under (a) and (b) above.
- (d) A candidate desirous of appearing at a B.Ed. back paper/improvement examination under the provisions of the University shall be required to answer the question papers set in accordance with the old syllabus which was originally studied by the candidates.
- (e) A candidate who has failed to complete his/her required practice in teaching lesson shall complete the same in the next semester during internship and may present him/herself as exempted candidate in subsequent semester practice in teaching examination.
- (f) A candidate shall be eligible for promotion from third semester to fourth semester only after completion of all components of B.Ed. in semester I & semester II. They can complete the internship in subsequent semester III next year if they were unable to complete it in their regular semester III.

33.2 Passing Marks/Grade

The candidate must obtain at least 40% marks or grade 'P' in each theory paper separately, with aggregate marks of at least 50% in total or the equivalent grade 'B' as per the Sub-Para no. 5.1.3 of Ordinance 6(VI).

The minimum passing marks in Educational Psychology Practical, Practice in Teaching and Internship shall be at least 50% or the equivalent grade 'B' as per the Sub-Para no. 5.1.3 of Ordinance 6(VI).

The Section D of the B.Ed. Curriculum of each semester as given in the NCTE Curriculum framework will be evaluated on grade basis. The minimum grade for

passing will be Grade E. The specifications of the grades will be as per the table under:

Grade A ⁺	75% and above
Grade A	60% and above
Grade B	55% and above
Grade C	50% and above
Grade D	45% and above
Grade E	40% and above
Grade F	fail (below 40% marks)

33.3 Award of Division for B.Ed. Programme:

Divisions will be awarded to successful candidates, separately both in 'Theory' and 'Practice in Teaching' examinations as under:

(a) In the 'Absolute Marking' System:

$75 \leq M \leq 100$	First Division with Distinction
$60 \leq M < 75$	First Division
$50 \leq M < 60$	Second Division

(b) In the 'Grading System':

$CGPA \geq 8.5$	First Division with Distinction
$6.5 \leq CGPA < 8.5$	First Division
$5.5 \leq CGPA < 6.5$	Second Division

The Academic Council/Executive Council of the university shall decide to opt for any one of the above two systems for the B.Ed. Examinations.

33.4 Other Provisions for the B.Ed. Programme

Other rules and regulations for B.Ed. Examinations will be as provided in this Ordinance.

Note: In case any question of Interpretation of any Ordinance/Sub-ordinance contained in this chapter, arises then the decision of the Vice Chancellor shall be final in that regard which will be reported to the forthcoming Examination Committee.

ORDINANCE 6 (VI)**THE UNIVERSITY EXAMINATIONS UNDER CREDIT-BASED SEMESTER SYSTEM****1. Definitions**

- 1.1. 'Programme' means the entire course of study and examinations.
- 1.2. Unless otherwise provided for, 'Semester' means a term consisting of a minimum of 90 teaching days.
- 1.3. An 'academic year' will consist of two semesters.
- 1.4. 'Course' means a segment of subject matter to be covered in a semester.
- 1.5. 'Compulsory' courses mean such courses that a student has to compulsorily study during the semesters as prescribed by the University.
- 1.6. 'Optional' courses mean such courses that a student can opt for out of various courses as prescribed by the University.
- 1.7. A 'Subject' is the main discipline of a department of study. If there is only one Course in a Subject, the Course shall be treated as a subject.
- 1.8. 'Grade' in a course is a letter symbol (O, A+, A, B+, B, C, P, F, Ab) which indicates the comparative level of performance of a student in a course.
- 1.9. Each letter grade is assigned a 'Grade Point' (G) which is an integer indicating the numerical equivalent of the performance of a student in a course.
- 1.10. 'Credit' (Cr) of a course is a measure of the weekly unit of the work assigned for the course.
- 1.11. 'Credit Point' (P) of a course is the value obtained by multiplying the grade point (G) by the credit (Cr) of the course: $P = G \times Cr$.
- 1.12. 'Choice-Based Credit System' (CBCS) means a system in which students are given the option to choose courses of their own choice out of the courses approved by the university for this purpose.
- 1.13. 'Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- 1.14. 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all courses taken by the student for the entire programme by the total number of credits and shall be rounded off by two decimal places.
- 1.15. 'Grade Card' is a card containing grades secured by a student in each course in a semester-based programme, together with his/her SGPA and CGPA, and Division. It will clearly mention all the 'credit' and 'non-credit' courses in which the candidate was examined.

2. General

- 2.1. The odd and even semesters will commence from July and January, respectively, or as decided by the Academic Council from time to time.
- 2.2. For each semester-based Examination, the Academic Council/ Faculty/Board of Studies, as the case may be, shall determine the number of compulsory and optional courses, including elective courses, to be offered in each semester, assigning the number of credits to each course.
- 2.3. In the case of 'Theory' courses, a course of 'n' hours a week will be assigned 'n' credits; whereas in a Laboratory Course/ Field Work/ Teaching Practice of '2n' hours a week, 'n' credits will be assigned to such component. The latter will also be applicable to any other such academic activities as decided by the Academic Council from time to time. In case 'Project' is a compulsory component of the programme, the concerned Board of Study/Committee of Study may assign six (6) credits for such component.
- 2.4. The number of credits to be assigned to various courses offered in a semester will be between 20 and 30, depending upon the requirement of the programme.
- 2.5. To be declared successful, a student shall have to secure the minimum of credits as prescribed by the concerned Faculty/Board of Studies, which will in no case be less than 120 credits in a programme of six semesters, 80 credits in a programme of four semesters, and 40 credits in a programme/course of study of four semesters.
- 2.6. For computation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average), the grades obtained by a student in 'compulsory' courses shall (unless otherwise expressly provided for) not be counted.

Provided that the courses taught under Compulsory subjects, namely Urdu/Arabic/ Persian as well as General English, shall be considered as 'non credit' courses, which shall not be considered for computation of SGPA and CGPA.

- 2.7. For a student of the 1st semester/ subsequent semesters of any programme/course of study, who is detained due to shortage of attendance, the provisions of Sub para 3.1 and 3.2 of the provisions of Ordinance 1(I) Admission and Enrolment of students shall apply.

3. Attendance

For appearing in semester examinations, the provisions of Attendance as prescribed by the Uttar Pradesh State Government and relevant Ordinance shall be applicable.

4. Evaluation

- 4.1. A programme may be comprised of some of the following components: theory courses, laboratory courses, field work, project, industrial training etc. as prescribed by the concerned Board of Studies/ Committee of Studies and approved by the Academic Council. For various components, the weightage of marks will be as follows:

For Theory Course:

Internal Assessment:	30% of allocated marks	Semester
End Examination:	70% of allocated marks	

For Laboratory Course:

Internal Assessment:	50% of allocated marks
Practical Examination and Viva Voce Examination:	50% of allocated marks

- 4.2. In case of other components, such as Field Work/ Industrial Training/ Project etc., the distribution of marks may be decided by the concerned Board of Studies and approved by the Academic Council.

4.3. **Internal Assessment:**

- 4.3.1.** The Internal Assessment in a theory course may comprise of written tests, assignments, etc. as prescribed by the concerned Board of Studies from time to time.
- 4.3.2.** In a laboratory course, each practical performed by a student will be subjected to continuous evaluation by the concerned teacher(s). The evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.
- 4.3.3.** In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.
- 4.3.4.** In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioral Laboratory, Skill Laboratories etc.
- 4.3.5.** The modalities of evaluation of various components in para 4.3.1 - 4.3.4 shall be decided by the concerned Board of Studies from time to time and shall be duly approved by the concerned Faculty.

- 4.3.6. To become successful in a particular programme/course of study, the candidate has to secure minimum passing marks/grade separately in the Internal Assessment as well as in the Semester-End Examination.
- 4.3.7. The concerned Department shall maintain the complete record in respect of the Internal Assessment Marks of each student and display it in the respective departments/centers. The departments shall submit the Internal Assessment marks to the Controller of Examinations at least one week prior to the commencement of the concerned examination.
- 4.3.8. If a student could not appear in the Internal Assessment of a course due to illness or any other valid reason beyond his/her control or failed in the Internal Assessment, he/she may be given one more chance to appear in the Internal Assessment of the said course before the commencement of the Semester-End Examination.

In case the student fails in the Internal Assessment in the additional chance given to him/her, he/she will be declared as failed in the Internal Assessment and will not be allowed to appear in the Semester-End examination in the said course. Such a student will however be permitted to appear in the next odd/even semester-end examination only if he/she has passed the Internal Assessment in the concerned course.

His/her promotion to the next semester will, however, be determined as per the promotion rules as given in Para 14 of Ordinance 5 (V)

4.4 Semester-End Examination

The Semester-End Examination will ordinarily commence during the first week of December/ first week of May for the Odd Semester/ Even Semester courses, respectively or as decided by the Academic Council from time to time.

5. Award of Grades

5.1. Letter Grades and Grade Points

Students will be awarded letter grades on 10-Points Scale for each course on the basis of their performance in that course. The procedure for award of grades is as follows:

- 5.1.1 All evaluations will be done in marks.
- 5.1.2 The marks obtained by a student in the End Semester Examination and Internal Assessment in a theory/ laboratory course/ Field work/ Industrial Training/Project, as the case may be, will be added together. These combined

marks would be converted to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.

5.1.3 Letter grades will now be awarded for each course as per the following table:

Grade Point (G)	Grade	Range of Marks (M)*
10	O (Outstanding)	$85 \leq M \leq 100$
9	A ⁺ (Excellent)	$70 \leq M < 85$
8	A (Very good)	$60 \leq M < 70$
7	B ⁺ (Good)	$55 \leq M < 60$
6	B (Above average)	$50 \leq M < 55$
5	C (Average)	$45 \leq M < 50$
4	P (Pass)	$40 \leq M < 45$
0	F (Fail)	$0 \leq M < 40$
0	Ab (Absent)	--

*M: Marks obtained by a student on the 100-point scale.

5.2 Passing Grade

Unless and otherwise provided for some specific programme(s), the following provisions will be applicable to all courses of study run by the university:

5.2.2 The lowest passing grade in the Internal Assessment as well as in the Semester-End Examination of a course will be 'P' separately for each component and a student having secured a grade lower than this shall be declared as failed in that course.

5.2.3 The lowest passing grade in a course and also for awarding a degree will be 'P' and a candidate having obtained the 'F' or 'Ab' grade in a course shall be declared as failed in that particular course.

5.3 Credit Point (P)

It is the value obtained by multiplying the grade point (G) by the credit (C) of the course:

$$P_n = G_n \times Cr_n.$$

where,

'P_n' is the Credit point for the 'n'th course,

'G_n' is the Grade point awarded in the 'n'th course,

'Cr_n' is the number of credits assigned to the 'n'th course,

'n' is the number of course in which a student is appearing in a semester.

5.4 Semester Grade point Average (SGPA)

It is the weighted average of the grade points of all courses during the semester. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$\text{SGPA} = (P_1 + P_2 + \dots + P_n) / (Cr_1 + Cr_2 + \dots + Cr_n)$$

5.5 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) of a student is calculated at the end of a programme. For the computation of CGPA, only the best performed courses with maximum credit points (P) alone shall be taken subject to the minimum credits requirements. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula:

$$\text{CGPA} = [(SGPA)_1 S_1 + (SGPA)_2 S_2 + \dots + (SGPA)_n S_n] / [S_1 + S_2 + \dots + S_n]$$

where $(SGPA)_n$ is the SGPA of the nth semester and S_n is the total credits taken in the nth semester.

6. Re-admission, Cancellation of Admission, and Eligibility for becoming an Ex-Student

- 6.1. For a student of the 1st semester/ subsequent semesters of any programme of study, who is detained due to shortage of attendance, the provisions of admission and enrolment of candidates shall apply.
- 6.2. A student, who failed in an odd/even semester examination or could not appear in the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to reappear in the concerned next odd/even semester examination as an 'Ex-student'.
- 6.3. In case a student who has been granted re-admission following shortage of attendance in a semester and if he/she again fails to fulfil the requirement of attendance for the second time, his/her admission shall stand cancelled.

7. Promotion of Candidates

Rules and regulations relating to Promotion of Candidates are as mentioned in Ordinance 5(V)

ORDINANCE 7 (VII)

The University Examinations for Private Candidates

(Under Section 52(2)H)

Khwaja Moinuddin Chishti Urdu Arabi-Farsi University provides variety of regular courses. But due to limited resources and accessibility, a big part of the society still lags behind in getting. The marginalized section of the society e.g. minorities, women, handicapped etc. are yet to receive their due share in education. They find themselves unable to walk through the regular education system. In this situation as an objective to provide education to all, University is looking to launch 'Private Examinations, to those who have limited capability to access the benefits of regular education due to unavoidable reasons. The system will be managed under annual mode with the title '**PRIVATE CANDIDATES**'. The courses offered under this system will be at undergraduate level only in the Faculties of Arts & Humanities and Social Sciences. The degrees conferred will be of B.A. Pass Course.

Private Candidates

Candidates who are eligible for regular admission and could not get admission in regular education and those who seek to study in Private Education System (Annual Mode) may be permitted by Academic Council to appear as private candidates at University Examinations.

The following categories of candidates may be permitted:

- **Women;**
- **Urdu Medium Candidates and Candidates from Approved *Madrasas* (by the University);**
- **Defense personnel in Uniform and**
- **Physically handicapped.**
- **Any other category may decided by Executive Council on the recommendation of Admission Committee and Examination Committee.**

Provided that Private Examination facility will be offered only in the Non Practical Subjects; Urdu, Arabi, Farsi, Hindi, English, History, Economics & Political Science.

Details about eligibility of candidates-

(a) Women:

- (i) Women candidates who are not in position to continue their studies for various reasons and want to improve their qualification shall be considered as Private Candidate.
- (ii) Their applications for admission to examination are supported by an affidavit certifying various conditions required by the University.

(b) Urdu Medium Candidates and Candidates from Approved Madrasas (by the University)

- (i) Candidates who have studied Urdu as a subject at High School.
- (ii) The candidate must have studied and passed from any *Madrasa* of which certificate is recognized by the University.
- (iii) Their applications for admission to examination are supported by an affidavit certifying various conditions required by the University

(c) Employees of KMC Urdu, Arabi-Farsi University:

- (i) The candidate must be a whole-time/part-time teacher/employee of the University.
- (ii) His/her application for admission to the examination are certified and recommended by the Registrar.

(d) Defense Personnel in Uniform:

- (i) Defense personnel in Uniform (i.e. Officers, NCOs, JCOs other ranks, Non-Combatants enrolled in the Indian Army and corresponding ranks in the Air Force and Navy), who are in active service.
- (ii) Their application for admission to examinations is certified & recommended by their respective Commanding Officers.

(e) Physically Handicapped Candidates:

Physically handicapped candidates will have to produce a certificate from a competent authority such as CMO or Medical Board constituted by the Competent Authority for the purpose.

The minimum eligibility required for appearing at an examination as private candidate shall be the same as prescribed for admission to the regular program.

1. Application for Registration (Enrolment):

1.1 Application for registration (on prescribed form) for the ensuing examination together with the receipt of the payment of the prescribed Registration Fee for Private candidates for permission to appear at the University Examinations should reach the Office of the Controller of Examinations on or before 31st October each year. Provided that as a special case the Controller of Examination may entertain such applications along with the Registration Fee up to 15th November or any other date notified by the Controller of Examination on payment of late fee (non-refundable) by Private Candidates, as provided by the ordinance.

1.2 The following documents shall be submitted along with Registration Form for fresh Registration of Private Candidates.

- (i) Proof of passing the last examination Certificate/copy of Mark sheet (self attested copy).
- (ii) Character certificate.
- (iii) Written permission from the employer, if employed.
- (iv) Four copies of the recent photographs of passport size to be affixed on the Registration/Examination Application forms.
- (v) Medical certificate from a Government Hospital for physically handicapped category of candidates (self attested copy).
- (vi) Transfer certificate from the school/college last attended.

(Note: The documents mentioned above shall be compared with the original documents in the office of the controller of examinations. The documents once enclosed with the form will not be returned to the candidates.)

2. Examination Form

2.1 Private candidates shall submit their Examination Form along with the records and copy of the fee receipts to the office of the Controller of Examination on or before the date announced.

3. Acceptance of Application forms for Private Candidates:

- 3.1 Complete Applications for Registration of all Private Candidates will be accepted by the Controller of Examinations.
- 3.2 Incomplete Applications will not be entertained.
- 3.3 The Admit Cards for examination shall be issued to Private Candidates by the office of the Controller of Examinations.
- 3.4 The Registration Fee (Enrolment Fee) and Examination Fee shall not be refunded in any circumstances.
- 3.5 No application for the adjustment of the examination shall be entertained if it is not submitted to the controller of Examination before 15 days of the commencement of the examination.
- 3.6 A candidate who not in position to appear at examination due to chronic illness or due to maternity in case of woman, he /she may be permitted by the Examination committee to appear at the next examination with further payment of Fee.

4. Conduct of Examinations:

The examination for Private Candidates will be held in Annual Mode normally in the month of May or as decided by the Examination Committee from time to time.

5. Pass percentage, Promotion of Candidates and Division:

(i) Pass Percentage

A candidate will be declared to have passed a programme if he/she has secured at least 40% of marks in each course of the said programme.

(ii) Promotion of the candidate

- a. A candidate who passed in two subjects and failed in one subject, but obtained 40% in aggregate, promoted to next examination (Ist year to Ilyear and Ilyear to IIIrd year)
- b. A candidate who failed in two or more subjects are declared failed, and candidate reappear in the same examination.
- c. The maximum time limit for passing undergraduate degree programs is 5 years.

(iii) Division

A candidate who is declared passed and obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

- | | |
|--|----------------------------------|
| 1. 75% marks or more in the aggregate | First Division with Distinction; |
| 2. 60% marks or more, but less than 75% | First Division; |
| 3. Less than 60% marks, but not less than 50 % | Second Division; |
| 4. Less than 50% marks, but not less than 40 % | Third Division |

6. Declaration of Results:

The results of the examinations will normally be declared in June/July of year, subject to the completion of examinations in time, or as decided by the University from time to time.

7. Issue of Mark Sheets/Certificates:

7.1 The Mark Sheet will be supplied to the Private Candidates from office of the Controller of Examinations within thirty days of the declaration of results.

7.2 Provisional Certificates will be issued after five days of depositing required fee along with the application.

7.3 A Mark Sheet/Certificate may be withheld by the Controller of Examinations on reasonable grounds.

8. Obtaining Certificates on False Ground/statement:

8.1 The Court has the power to withdraw Degree/Diploma/Certificate and disqualify the person, if he/she is found guilty of obtaining or attempting to obtain a Degree/Diploma/Certificate for which he/she is not entitled. The reason of such this qualification will be according to the regular candidate in the Ordinance.

9. Issue of Duplicate Mark Sheet, Degree/Diploma/Certificates:

The same conditions as for regular students.

10. Change of Date of Birth:

The date of birth as entered in the register of student shall not be altered, except:

On the Controller of Examination being satisfied that there has been a clerical error in the University office,

Provided that Academic Council may on a reference of Controller of Examinations and after consideration of such documentary evidence as may be produced in any case, direct and alteration to be made in the record of register of the student.

11. Grace Marks:

In the private examinations, if it is need the grace marks may be awarded on the following pattern-

- 11.1 upto a maximum of five (5) grace marks in the programs of private examination will be permitted. Grace marks upto maximum given only 1 single point as in the paper or subject or aggregate or grand total but only 1 mark for for improvement of the division.
- 11.2 Grace marks shall be given to only those conditions where a candidate result required to either pass/promote the examination or granting the divisions.
- 11.3 Only minimum grace marks, as required to pass the examination, shall be awarded.

12. Use of Unfair Means /Misbehaviour in Examinations:

Ordinances of the Use of Unfair Means/Misbehaviour in the Examination hall apply as for the regular students in the ordinance.

13. Instructions to Candidates for Examinations:

- 13.1 The doors of the examination Hall shall be opened half an hour before the commencement of the examination on the first day and quarter of an hour before on subsequent days.
- 13.2 The doors of the Examination Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- 13.3 A candidate may not be entered into the Examination hall, if he/she fails to present to the invigilator his/her Admit Card and personal ID.

- 13.4 All candidates shall come to the Examination Hall before the time fixed for the Examination. If a candidate arrives not later than 30 minutes after the time fixed for the Examination, the Invigilator may allow him/her to appear at the Examination with the permission of Superintendent of Examinations. No candidate shall be allowed to appear in the examinations after 30 minutes of commencement of the examinations.
- 13.5 The candidates shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examinations or Invigilators.
- 13.6 The candidates shall maintain and observe strict discipline in and/or near the Examination Centre/Hall and shall not indulge in any such act as misbehaviour/nuisance which causes any obstruction and/or disturbance or disruption in the conduct of Examination.
- 13.7 No candidate shall be allowed to leave the Examination Hall, until an hour has elapsed after the distribution of the Question Paper.
- 13.8 No candidate shall leave his/her place or go out of the Hall without the permission of the Invigilator, unless he /she has handed over his/her answer book to the Invigilator concerned.
- 13.9 If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with him/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- 13.10As soon as the time prescribed for the Question Paper expires, the candidates shall have to hand over their answer books to the Invigilator concerned.
- 13.11A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examinations or the Invigilator in the Examination Hall.

ORDINANCE 8 (VIII)
DOCTOR OF PHILOSOPHY (Ph.D.)

Definitions: Unless otherwise provided for:

1. University means a University defined under Section 2 (f) of the University Grants Commission Act 1956.
2. University means KhwajaMoinuddinChishti Urdu, Arabi-Farsi University.
3. Board of Studies means the Board of the Studies of the Department of Studies.
4. Committee of Studies means the Committee of Studies of the Faculty.
5. Supervisor means the major research guide of a Ph. D. student.
6. Co-Supervisor means an additional research guide of a Ph.D. student.
7. MOU means Memorandum of Understanding.

1. Eligibility Criterion for Admission

- (a) A candidate for admission to the Programme for Degree of Doctor of Philosophy must have obtained at least a Second Class Masters Degree with not less than 55% of marks of a University or a Degree recognized by the University as its equivalent in the subject in which the candidate wishes to pursue a course of research or in a subject allied thereto.
- (b) Provided that the Academic Council, on the recommendations of the Board of Studies/ Committee of Studies of the Department/ Faculty concerned, may from time to time approve the list of the allied subjects to a given subject.
- (c) Provided further that if a Department/Faculty desires to incorporate additional eligibility requirement to cater the specific need of the course, the concerned Board of Studies/Faculty Board/ Academic Council will be purposed to the Executive Council.

2. Admission Procedure

The candidate shall apply for admission to the Ph. D. Programme of the University, on a prescribed form by paying a requisite fee. Every application for admission shall be submitted to the Department/Faculty concerned. The list of candidates found eligible to appear for an Entrance Test along with the admission schedule shall be notified on the Notice Board of the concerned Department/Faculty and the website of the university.

Provided that the following category of Candidates may be exempted from taking entrance test for Ph. D. Programme:

- (i) Candidates who have qualified UGC/CSIR NET/ JRF examination or any other equivalent examination conducted by the recognized Governmental Department/ Institute/ Agency/ SLET/ valid GATE Score (with qualifying marks), or having successfully completed regular M.Phil. programme from a recognized university/institution.
- (ii) The teacher fellowship holders of the recognized college/ university/ institution, provided that the competent employing authority issues a No Objection Certificate to the candidate to join the Ph. D. Programme.
- (iii) ICCR- Sponsored candidates.

Provided that he/ she will submit an affidavit making a self – declaration for his/ her availability and successful completion of the course as and when conducted the concerned Department/Faculty/ Centre. Provided further that no relaxation will be given in this respect.

The candidates seeking exemption shall have to submit the proof in respect of Para 2 (i) and (ii) above at the time of the submission of an application form for Ph. D. admissions.

Provided that all the above candidates who have been granted exemption from taking the Entrance Test will have to follow the rest of the admission process as per the schedule and fulfill all other requirements as per these Ordinances and the Ph.D. Regulation.

2 (a) Entrance Test:

The Entrance Test will be for short-listing the applicants for purposes of consideration by the Board of Studies/ Committee of Studies. Qualifying the Entrance Test will in no way entitle the candidate to any right to admission in the Ph.D. programme.

The validity of the Entrance Test results will be for a period of one year and a candidate, who has cleared the Entrance Test, will be eligible to be called for Interview(s) for admission to Ph.D. Programme which is (are) held within one year of declaration of the result of the Entrance Test in which the candidate participated.

The Entrance Test for admission to the Ph.D. programme will be held **at least once** in an academic year.

The medium of Entrance Test shall be English, except in the language departments, which may set the question paper in the language concerned.

The Entrance Test shall be based on a single question paper comprising of Part ‘A’ and ‘B’, which shall of three hours duration.

The Part 'A' of the question paper shall include 50 multiple choice (objective type) questions of one mark each on teaching and research aptitude, reasoning, comprehension, language, writing and analytical skills, and contemporary issues relevant to research and higher education. It shall be common to all applicants for admission to the Ph. D. Programme at the level of each Faculty and the associated Centres. The list of the Centres associated to each Faculty is provided in the Regulations to these Ordinances.

The Vice-Chancellor shall appoint examiner (s) for setting of the question paper for Part – A. The part-A of the question paper shall be of ONE hour duration.

The Part 'B' of the Question Paper shall be devoted to the advanced knowledge of subject concerned and that of the specialization, if any. It shall have a weight age of 100 marks out of which 50 marks will be assigned to 50 multiple choice (objective type) questions of one mark each and a set of subjective types of questions having a weight age of another 50 marks. The Part B of the question paper shall be of TWO hours duration.

The Board of Studies/ Committee of Studies shall appoint examiner (s) for setting question paper for Part B and the evaluators for its evaluation from amongst the permanent Professors/ Associate Professors of the Department/ Faculty/ Centre concerned. The question paper thus set will be moderated by a Moderation Committee, which shall be constituted by the concerned Board of Studies/ Committee of Studies and shall consist of the Head/ Dean/ Director, as the case may be, one Professor, one Associate Professor of the Department/ Faculty/ Centre concerned in order of seniority by rotation and one nominee of the Dean from amongst the Professors of the Faculty concerned and in case of the Centres, a nominee of the Vice-Chancellor from amongst the Professors of the university. The Head/ Dean/ Director of the Department/ Faculty/ Centre concerned shall be the chairperson of the moderation committee.

2 (b) Criterion to Qualify the Entrance Test:

The candidates who obtain at least 50 per cent marks in aggregate and in each of the Part A and B separately of the Entrance Tests shall qualify for the interview.

2 (c) Interview:

The candidates who qualify the Entrance Test, along with the candidates exempted from appearing in Entrance Test under the provisions of Para 2 (i), (ii) and (iii) above, shall be required to submit a preliminary Research Proposal (400 to 600 words) to the Department/ Faculty/Centre concerned. The Research Proposal shall include the broad subject of research, references/ bibliography on the subject, and any other relevant information the researcher would like to furnish in support of his/her proposal. The

candidates who submit the Research Proposal, as per the schedule notified, shall be called for Interview by the Department/Faculty/Centre concerned. These candidates will be required to be present and defend the research proposal before the Board of Studies/Committee of studies. The Board of Studies/Committee of Studies concerned, based on the performance of the candidates, shall recommend the names of the candidates, in order of merit and on the basis of available vacant seats, for provisional registration to Ph. D. Programme, along with the name(s) of Supervisor and Co- Supervisor (s), if any, for each candidate to the concerned Faculty/ Board of Management.

It is further clarified that wait-listed candidates may be adjusted against future vacancies being available till the holding of the next Entrance Test or within one year, whichever is earlier.

2 (d) Course Work:

All candidates provisionally admitted to Ph.D. programme shall have to do a ‘Course Work’ which will be treated as pre-Ph.D. course for which they shall have to meet the minimum requirement of 75% attendance during the course work offered by the Department/ Faculty/ Centre concerned and will be required to complete the given course within the prescribed duration of at least one semester, as the case may be. However, such candidates who have successfully completed a regular M.Phil.programme of two years duration, will be exempted from course work while pursuing Ph.D. programme, provided that such candidates were admitted to M.Phil. programme through an entrance examination and have also studied a course on “Research Methodology” while pursuing the M.Phil. programme.

Provided that if a candidate fails to successfully complete the prescribed course work within the given period, he/ she may be given one more chance to successfully complete the course work.

Provided further that maximum duration to successfully complete the prescribed course work shall be limited to twice the prescribed duration of course work.

The course work may consist of the following:

- (i) A specially designed course of at least one semester duration offered by the Department/ Faculty/ Centre concerned which should include at least two papers of 100 marks each, one of which shall be a paper on research methodology, which may include quantitative methods and computer application.
- and*
- (ii) Developing annotated bibliography on and around the theme of research which must cover at least 10 books, OR reviewing of at least 20 research papers in the relevant field, published in reputed/refereed journals.

The details and the modalities of (i) and (ii) above shall be decided by the concerned Board of Studies/Committee of Studies of the Department/Faculty/Centre concerned.

2. (e) Evaluation of Course Work :

The course work as listed in Para 2(d) (i) above shall comprise of an internal assessment of 25 marks and semester end examination of 75 marks for each paper. A candidate having obtained a minimum of 50 per cent of marks in aggregate of internal assessment and semester end examination in each paper shall be declared to have successfully qualified the course work.

The maximum marks for developing annotated bibliography/ reviewing of research papers will be 50 and the candidates will be required to secure at least 50 per cent of marks in this component separately in order to become successful in the examination. The modalities of evaluation of these components of the course work shall, however, be decided by the concerned Board of Studies/ Committee of Studies.

Provided further that if a candidate fails to qualify the course work in the stipulated period, his/her admission shall be cancelled.

2(f) Synopsis of Proposed Research:

After successful completion of pre-Ph.D. Course Work, the candidate shall be required to prepare a Synopsis' of the proposed research in consultation with his/her Research Supervisor. The Synopsis will include: (i) Topic of research, (ii) Objectives, (iii) Current state of the literature related to the proposed topic, (iv) Proposed Research Work, (v) Methodology, (vi) References and (vii) any other relevant information the researcher would like to submit in support of the proposed research. The candidate will submit the Synopsis to the concerned Department/Faculty/ Centre for consideration/approval of the Board of Studies/Committee of Studies.

The candidate will be formally admitted/registered to Ph.D. programme after his/her Synopsis of Proposed Research has been approved.

3. Supervisors and Co-Supervisors

(i) The Board of Studies/ Committee of Studies shall appoint a Ph. D. Supervisor of a candidate from amongst the permanent academic staff of the Department/ Faculty/ Centre concerned namely Professor, Associate Professor, Assistant Professor or other academic staff in equivalent grade (whether permanent or those appointed in project mode through duly constituted Regular Selection Committees) to guide the candidate in his/ her research work. While appointing a Supervisor, the Board of Studies shall ensure that a teacher appointed as a Supervisor possesses a Ph. D. degree.

Provided that a Ph.D. Supervisor so appointed in a project mode from amongst the Professors/ Associate Professors/ Assistant Professors should have at least two years of service tenure of appointment remaining at the time of the registration of a Ph.D. student under his/her supervision.

Provided further that there shall also be a Ph.D. Co-supervisor of the Ph.D. student whose Ph.D. Supervisor has been appointed under the project mode. Such Ph.D. Co-supervisor should be a permanent faculty member (Professor/Associate Professor/ Assistant Professor) from some other department of the University.

Provided that the Board of Studies/ Committee of Studies may appoint a Professor without a Ph. D. Degree as Supervisor of a candidate if he/ she possesses at least 10 years of teaching/research experience.

- (ii) If the proposed topic of the research, so warrants, the Board of Studies/Committee of Studies may also appoint Co-supervisor (s), either from within or outside the University. However, the appointment of a Co-supervisor shall not be permitted after a lapse of two years from the date of registration of the candidate.

Provided that if a Co-supervisor of a candidate is from an Institution/ organization which have an MOU with the University for research collaboration and if he/ she retires from service from that Institution or resigns from it, the Head of the institute/ organization shall be the Co-supervisor.

- (iii) If a candidate is to carry the part of his/her Ph. D. work in a foreign country, the Board of Studies/ Committee of Studies may recommend the appointment of a co-supervisor from the foreign institution concerned having International collaborative research Programme with KMC Urdu, Arabi-Farsi University.
- (iv) If an academic staff is on a long leave of one year or more duration, the Board of Studies/Committee of Studies shall not recommend him/ her as Supervisor/ Co-supervisor.

Provided that if the period of the retirement of an academic staff is not more than two years, the Board of Studies/ Committee of Studies may recommend his/ her name as Supervisor of a candidate to undertake his/her research work. However, in all such cases a Co-supervisor shall also be appointed from within the Department/ Faculty/ Centre.

Provided further that after the retirement of the supervisor, the co-supervisor shall become the supervisor of the concerned candidate and the supervisor, if so agrees, shall be made co – supervisor.

- (v) If an academic staff whose superannuation is due in less than two years, the Board of Studies/ Committee of Studies may only appoint him/her as Co – supervisor of Ph.D. candidates.
- (vi) If a faculty member, at the verge of his/her superannuations, is awarded a distinguished fellowship to carry out research work after his/her superannuation, he/she may be permitted to register students for Ph.D. programme from the date of availing such fellowship, provided that:
 - (a) The duration of the fellowship is not less than three years,
 - (b) The faculty member submits an undertaking to the University stating that he/she will serve the University during the entire period of the fellowship.

4. Ph.D. Supervision in Special Circumstances

- (i) If a Supervisor of a student proceeds on long leave of more than two years duration during the first year of registration, the Board of Studies/ Committee of Studies may appoint another Supervisor for the said student and, in the intervening period, the Head/ Dean/ Director of the Department/ Faculty/ Centre concerned shall discharge the duties of the supervisor.
- (ii) If a Supervisor leaves the University within two years of the registration of a Ph.D. student, the Board of Studies/ Committee of Studies shall appoint a new Supervisor for him/ her. Provided that if there is a Co-supervisor of the said candidate from the same Department/ Faculty/ Centre, he/she shall be appointed as the Supervisor and the initial Supervisor may be appointed as Co-supervisor after obtaining the latter's consent.
- (iii) If a Supervisor proceeds on long leave after two years of registration of a candidate, the Ph.D. thesis shall be submitted under his/ her supervision, provided he/ she is available in the Department/ Faculty/ Centre at the time of the submission of the thesis.

Provided that if the concerned Supervisor is not available in the Department/ Faculty/ Centre at the time of the submission of the thesis, the candidate shall be allowed to submit his/ her thesis under the Co – Supervisor of the said candidate.

Provided further that the candidate shall be allowed to submit his/ her thesis under the Head/ Dean/ Director of the Department/ Faculty/ Centre concerned if both the Supervisor and the Co – supervisor are on long leave at the time of submission of the thesis.

- (iv) If a Supervisor retires after supervising a candidate for two or more years, the Board of Studies/ Committee of Studies may appoint him/ her as the Co-supervisor after obtaining his/ her consent.
- (v) In case of death or resignation of a Supervisor from the University, the Head/ Dean/ Director of the Department/ Faculty/ Centre concerned shall discharge the duties of the Supervisor till such time the Board of Studies/ Committee of Studies appoints a new Supervisor of the said Ph.D. student.
- (vi) Where the Supervisor, by reason of illness, absence or any other cause, is unable to supervise the scholar, the Head of the Department/ Director of the Centre/ Dean of the Faculty concerned shall be deemed to be the Supervisor, till the Board of Studies/Committee of Studies appoints a new Supervisor.
- (vii) Where a faculty member, who is the Supervisor of a Ph.D. student registered under him/her, is shifted from one Department to another in the same Faculty or from one Faculty/Centre to another Faculty/Centre, the said student will be deemed to have been transferred to the same department in which the Supervisor has got shifted,subject to the completion of necessary formalities by the concerned Board of Studies/Committee of Studies.

5. Additional Knowledge of a Language

In case the Board of Studies/Committee of Studies considers that additional knowledge of languages(s) and/or subject(s) is necessary for pursuing the study on the subject of research approved by it, the Board of Studies/Committee of Studies will recommend the admission of the candidate only when he/she satisfies the Board that he/she possesses adequate knowledge of languages(s) and/or subject(s) concerned.

6. Maximum Number of Candidates to be supervised at a time by a Supervisor

The maximum number of Ph. D. candidates that may be supervised at a given time by a Professor/ Associate Professor/Assistant Professor shall be governed by the following norm:

Professor	:	8
Associate Professor	:	6
Assistant Professor	:	4

Provided that the above ceiling shall include candidates sponsored by organization such as ICCR etc or of any other special category notified by the University from time to time.

Provided further that if a candidate has submitted his/her Ph.D. Thesis, it will be presumed that a vacancy has been created and the concerned faculty member may register another Ph. D. candidate for supervision in lieu of such vacancy.

7. Reservation of seats:

Save as otherwise provided, seats in Doctor of Philosophy Programme shall be reserved and procedure to be adopted for purpose of admission as per details given in relevant Ordinance or as may be decided from time to time by the Academic Council.

8. General Guidelines for Ph.D. Students

- (i) A candidate enrolled in the Ph.D. course will be required to submit his/her thesis not earlier than two years but not later than five years.
Provided that the Board of Studies/ Committee of Studies, after the expiry of five years period, may grant an extension for a period of one year on the recommendations of the Supervisor concerned.
If the candidate fails to submit his/ her Ph.D. Thesis within the extended period of one year, an extension of another year may be granted by the Vice – Chancellor on the basis of the recommendation of the Board of Studies/ Committee of Studies.
- (ii) A candidate enrolled in the Ph.D. Programme shall ensure his/her availability during the course work.
- (iii) A candidate shall stay in NCR during the first two years of his/ her registration. He/ shemay, however, be permitted by the Head/ Dean/ Director of the Department/ Faculty/Centre concerned, on the recommendation of the Supervisor, to go out of station inconNECTION with his/ her research work or other purposes, to the satisfaction of the Committee of Studies/Board of Studies.
- (iv) No candidate shall take admission in any regular/ part-time undergraduate/post-graduate course in any university/ institution as long has he is registered for the Ph.D. course in theUniversity. However, the Board of Studies/ Committee of Studies may permit the candidate to take admission in a Certificate/ Diploma course whose duration does notexceed one academic year, subject to the condition that such a course shall be helpful inhis research and that it will not affect his/ her research.
- (v) No candidate shall, without having prior permission of the Board of Studies/ Committee of Studies, appear at any Examination, except for UGC/ CSIR (NET/JRF)/ SLET or GATE or any other similar examination conducted by a public body.
- (vi) A candidate shall not be allowed for any major change in the subject of research after aperiod of one year of the registration. However, on the recommendation of the Supervisor, he/she may be allowed by the Board of Studies/ Committee of Studies, to incorporate minor changes in his/ her research topic and consequential changes in the objectives of research within one year of the submission of the thesis.

- (viii) Every Ph. D. student shall have to submit 'Detailed Progress Report' through the respective Supervisor(s) twice a year (latest by 30th October and 30th April), the format for which is given at Annexure-II. If the Board of Studies/Committee of Studies considers it fit, it may ask the candidates to give oral presentation of their work once a year on a date decided by the concerned Board of Studies/Committee of Studies.

Provided that the candidates admitted during January to June, shall submit their Progress Report by 31st October of the year; whereas those admitted during July to December shall submit their report by 30th April of the following year. Subsequently, the candidates shall submit their Progress Report every six months.

Provided that if a candidate fails to submit the Progress Report of his/ her research work within the specified period of time, his/ her fellowship may be withheld till he/ she submits the Progress Report.

Provided further that no fellowship shall be paid to a candidate if he/ she fails to submit the Progress Report of his/her research work within two months of the time set above for the submission of the Progress Report.

- (viii) Every Ph. D. student shall give a Pre-Ph.D. Submission Seminar at least six months before the submission of the thesis. Provided that the Head/ Dean/ Director of the Department/ Faculty/ Centre concerned shall make the arrangements for the above presentation.

The Supervisor/ Co – Supervisor of the said candidate shall ensure that the candidate include the suggestion made during the Seminar presentation in his/ her thesis before is finally submitted.

- (ix) Before the Ph.D. Viva Voce examination of a Ph.D. student is held, he/she shall have to publish at least one research paper based on his/her Ph.D. research work in a refereed journal and present at least one research paper in a national/ international conference/workshop, OR alternately, he/she shall have to publish at least two research papers based on his/her Ph.D. research work in refereed journal(s).

9. Cancellation of Registration in the Ph.D. Programme

- (a) The admission of a Ph.D. student shall be deemed as cancelled if he/she has not submitted his/her Thesis within the time limit, including extensions, as given in Para 7(i).
- (b) The Board of Studies/Committee of Studies shall recommend to the Faculty/Board of Management the cancellation of registration of a Ph.D. student on:

- (i) His/her unsatisfactory progress reported by the concerned Supervisor as per the usual norms of justice.
 - (ii) He/she having taken admission in any undergraduate/post-graduate course in any University/Institution.
 - (iii) He/she has appeared in any examination in terms of Para 7 (v) without obtaining prior permission from the Board of Studies/Committee of Studies.
 - (iv) His/her admission will be liable to be cancelled if he/she fails to deposit the dues within the period of two months after the due date of payment.
- (c) The admission of a Ph.D. student may be cancelled if found guilty of misconduct of any other nature.
However, before sending its recommendation to the Faculty/Board of Management, the Board of Studies/Committee of Studies shall give an opportunity to the candidate to explain as to why his registration should not be cancelled. If the Board is not satisfied with the reply given by the candidate, it shall recommend to the Faculty/ Board of Management for canceling his/her registration.

The Faculty/Board of Management may cancel the registration of the candidate if it is satisfied with the recommendation of the Board of Studies/Committee of Studies. While canceling the registration, the Faculty/ Board of Management shall clearly state the reason for cancellation and notify the student.

10. Submission of the Ph.D. Thesis

- (a) The language of a Ph.D. Thesis shall generally be English. However, a candidate enrolled in languages may write the Thesis in the concerned language with the prior approval of the Board of Studies/Committee of Studies.
- (b) The candidate shall submit four soft-bound printed or typed copies of his/her thesis along with four copies of the “Abstract” of the thesis to the Controller of Examinations, through the concerned Supervisor and the Head/Dean/Director of the Department/Faculty/Centre concerned, subject to fulfilling the conditions as laid down in Para 7 (ix) along with the examination fee for evaluation.

At the end of the Thesis and at the end of the Abstract of the Thesis, the candidate shall give his/her brief profile mentioning date and place of birth, nationality, e-mail address, and academic qualifications.

The candidate shall also submit soft copies of the Ph.D. Thesis and the Abstract of the Thesis to the Controller of Examinations for the purpose of digital repository.

The Abstract of the Thesis shall be in English, in addition to the language in which the Thesis has been written, and it will be submitted in the format given at Annexure-....

- (c) The thesis shall be accompanied by a 'Declaration' signed by the candidate. The candidate shall also submit a 'Certificate' by the Supervisor(s) countersigned by the Head/ Dean/ Director of the Department/ Faculty/ Centre concerned. Certifying that the thesis is a record of research carried out by the candidate himself/herself.
- (d) A candidate shall be required to submit a "No Dues Certificate" from various offices concerned of the University along with his/her thesis.

11. Appointment of Ph.D. Examiners

On a report from the Supervisor that a candidate's thesis is ready for submission, the Head/Dean/Director of the Department/Faculty/Centre concerned, on recommendation of the Supervisor concerned, shall recommend appointment of three external examiners and three alternate examiners (one corresponding to each) along with their brief profiles, for approval of the Vice-Chancellor. Such recommendation shall be submitted to the Vice-Chancellor within a week of signing the Thesis by the Head of the concerned Department.

12. Evaluation of the Ph.D. Thesis and Examiners' Report

- (a) After receiving the copies of the Ph.D. thesis and its Abstract, the Controller of Examinations shall send the Abstract of the Ph. D. thesis for obtaining consent of Examiners to evaluate the thesis, requesting them to provide information about the maximum time they would require in evaluating the Thesis and submitting their Report. The consent from the Examiners shall be obtained on a prescribed format (Annexure-VII) mentioning therein that the maximum time for submitting the Report is two months. The consent from the examiners may be obtained using any communication channel, including e-mail. In case, consent from the approved examiners is not received within four weeks or if they require more than two months for submitting their Report, the Controller of Examinations may grant a maximum of one additional month under special circumstances. However, if an examiner seeks more than three months to submit his/her report on the Ph.D. thesis, the Controller of Examinations may seek the approval of the Vice-Chancellor for appointing an alternate examiner(s). After obtaining the consent of the examiners, the thesis will be dispatched to the concerned examiner through Registered Post/ Speed Post/ Courier/ any other fast channel.

- (b) The Examiners shall satisfy themselves that the thesis is a piece of original research characterized by the discovery of new facts or by a fresh interpretation of facts. It must evince the candidate's capacity for critical examination and judgment.
- (c) The Examiners after evaluation shall submit a detailed report in the prescribed format and make a clear recommendation that:
 - (1) the thesis be accepted,
 - (2) the candidate be allowed to present his thesis again in a revised form,
 - (3) the thesis be rejected.

Provided that the Controller of Examinations shall intimate the candidate and the Supervisor about the points raised by the Examiner for revision of the thesis.

In case of Para 11 (c) (3) above, the candidate shall be requested to submit his/her revised thesis within six months to the Controller of Examinations who shall send the revised Ph. D. thesis to the original Examiners.

- (d) If all the Examiners unanimously recommend acceptance of the thesis then the Controller of Examinations shall arrange for the Viva-Voce Examination, as early as possible.

Provided that if any of the examiners, while recommending the Thesis, have also suggested for some corrections to be made in the Thesis, the candidate shall be required to make necessary corrections therein in consultation with his/her Research Supervisor. In such a case, a committee comprising of the Head of the Department, the Ph.D.supervisor and a nominee of the Vice-Chancellor shall ensure that all necessary corrections have been made in the Thesis. The details of the corrections made in the Thesis by the candidate will be placed before the Examiner at the time of the Viva Voce Examination.
- (e) If one of the Examiners recommends acceptance, the second recommends revision and the third recommends rejection, the matter shall be placed before the Board of Studies.
- (f) If at least two of the Examiners recommend revision and the third one does recommend rejection of the thesis, then it shall be re-submitted in a revised form.
- (g) If one of the Examiners recommends revision on the thesis and the other two recommend acceptance, then the report of the Examiner, who recommends revision, shall be circulated to the other two Examiners to whether they would agree to the revision. In case these two Examiners (other than the one who recommended revision) unanimously recommend that the revision is not necessary, then the thesis shall be sent to the alternate Examiner, who recommended the revision of the thesis. In case at least one of the two agree to the revision, then the thesis shall be revised and there shall be no change in the

panel of Examiners. In case, the thesis is recommended for acceptance by the alternate Examiner, the Controller of Examinations concerned shall arrange for the Viva-voce Examination, as early as possible.

- (h) If one Examiner recommends rejection of the thesis and the other two recommend acceptance, then the report of the Examiner, who recommends rejection, shall be circulated to the other two Examiners to ascertain whether they would agree to the rejection of the thesis in view of the reasons given for rejection. In case, these two Examiners (other than the one who recommended rejection) unanimously recommend that the thesis should not be rejected, then the report shall be sent to the Examiner, who recommended rejection of the thesis. If the Examiner again recommends either revision or rejection, the matter shall be placed before the Board of Studies for final decision. In case, the thesis recommend acceptance by the Examiner, Head of the Department concerned shall arrange for the Viva-Voce Examination, as early as possible.
- (i) In case of a deadlock among the Examiners after they have considered their conflicting Report, the matter shall be placed before the Board of Studies/Committee of Studies for final decision.
- (j) If two of the Examiners recommend rejection, the thesis shall be rejected.
- (k) The Controller of Examinations shall inform the candidate and the Supervisor about the points raised by the Examiner(s) for the revision of the Thesis. In case of the rejection of the Thesis, the Controller of Examinations shall inform the candidate and the Supervisor the reason for the rejection of the Thesis.

13. Ph.D. Viva-Voce Examination

- (a) Subject to fulfilling the conditions as laid down in Para 11 and after ensuring that necessary corrections, as suggested by the Examiners who evaluated the Thesis, have been incorporated therein, the Viva-Voce Examination shall be conducted by two Examiners, one of whom shall be the Supervisor and the other shall be one of the External Examiners as nominated by the Vice-Chancellor, who have evaluated the Thesis. The Viva-Voce Examination shall be conducted under the supervision of the Head/Dean/Director of the Department/Faculty/Centre concerned. In case, the Supervisor is on leave, one of the Co-Supervisor(s), if any, shall act as one of the examiners. In case, none of the Supervisor(s) is available, the Head/Dean/Director of the Department/Faculty/Centre concerned shall act as one of the Examiners in place of the Supervisor.

After the candidate fulfils all the requirements for Ph.D. degree, the Controller of Examination will provide him copies of the Reports of the Examiners on the Ph.D. thesis.

It shall be open to all members of the Faculty and Research Scholars of the University to attend the proceeding of the Viva-voce Examination.

- (b) The Viva-Voce Examiners shall report (i) whether the candidate is acquainted with the literature on the subject; (ii) whether the thesis is genuinely the work of the candidate, and (iii) whether the candidate possesses capacity for critical examination and judgment. Such report will be submitted in the prescribed format as given at Annexure-....

After the Viva Voce Examination of the candidate has been held and he/she has been recommended for the award of Ph.D. degree, two hard-bound copies and two softcopies of the corrected Ph.D. Thesis along with two softcopies of the Abstract of the Thesis will be submitted by the concerned department to the Controller of Examinations together with the Report of the Examiner who conducted the Viva Voce Examination. One of the softcopies of the Thesis and the Abstract will be submitted by the Controller of Examinations to Inlibnet digital depository and another for posting on the University's portal.

- (c) On the basis of unanimous reports on the thesis and Viva-Voce Examination for award of Ph.D. Degree, the Controller of Examinations may announce the result after obtaining confirmation by the Academic Council.

14. Publication of Ph.D. Thesis and Research Work

- (a) A candidate who wishes to get his/her thesis published as a research monograph or a book, may do so with the permission of the University wherein he/she shall clearly mention that it is based on his/her Ph.D. Thesis submitted to Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University, Lucknow.
- (b) For publication of research papers based on the Ph.D. Thesis in refereed Journals, no permission from the University will be required. However, the candidate shall have to mention in the paper that the research work is part of his/her Ph.D. Thesis.

15. Ph.D. Regulations and Amendment in the Ordinance

- (a) Subject to these Ordinances, the Academic Council may frame Regulations, whenever required.
- (b) AS per the UGC Amendment (Minimum Standard and Procedure for Award of the Ph.D Degree in the Regulation) These Ordinances shall be changed/addition/alteration/amendment etc by Executive Council on the recommendation by the Academic Council time to time.

Annexure-I

**Declaration by the candidate
to be included in the Ph.D. Thesis**

Declaration

I,, student of Ph.D. hereby declare that the thesis titled
“.....
.....” which is submitted by me to the Faculty of,
Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University, Lucknow in partial fulfillment
of the requirement for the award of the degree of Doctor of Philosophy has not
previously formed the basis for the award of any Degree, Diploma Associate-ship,
Fellowship or other similar title or recognition. This is to declare further that I have
also fulfilled the requirements of the Ph.D. Ordinance, the details of which are enclosed
at the end of the Thesis.

Place & Date:

(Signature and name of the Applicant)

Annexure-II**Format of the Certificate by the Ph.D. Supervisor(s) to be included in the Ph.D. Thesis of the Candidate****CERTIFICATE**

On the basis of declaration submitted by,
 student of Ph.D., I hereby certify that the thesis titled
 “.....”
 which is submitted to the Faculty of,
 Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University, Lucknow in partial fulfillment
 of the requirement for the award of the degree of Doctor of Philosophy, is an original
 contribution with existing knowledge and faithful record of research carried out by
 him/her under my guidance and supervision.

To the best of my knowledge this work has not been submitted in part or full for any
 Degree or Diploma to this University or elsewhere.

Place & Date

Signature and name(s) of the Supervisor(s)

Signature of Head of the Department/
 Director of the Centre /
 Dean of the Faculty

Annexure-III

Format for submitting the 'ABSTRACT' of the Ph.D. Thesis

Cover page



(Title of the Ph.D. Thesis)

**ABSTRACT
of the Ph.D. Thesis**

Submitted to

Khwaja Moinuddin Chishti Urdu, Arabi-Farsi University

for the award of the Degree of Doctor of Philosophy

Submitted by

(Name of the Ph.D. Scholar)

*(Name of the Supervisor
with Affiliation)*

*(Name of the Co-Supervisor
with Affiliation)*

*(Name and full address of the Faculty)
(Month and Year of Submission)*

**Inner Pages
of the Abstract of the Ph.D. Thesis**

(Title of the Abstract)

Five Keywords: ..., ..., ..., ..., ...

(Content of the Abstract)

Last page

*Brief Profile of the Ph.D. scholar with date and place of birth, nationality, e-mail address,
and academic qualifications*

(Not exceeding 200 words)

Annexure-IV

**Proforma for the Proposed List of Ph.D. Examiners
for Approval of the Vice-Chancellor**

Name of the Ph.D. student:

Name of the Department/Faculty/Centre:

Name(s) of the Ph.D. Supervisor/Co-Supervisor(s)

Title of Ph.D. Thesis:

Broad Area of Specialization:

Proposed List of Ph.D. Examiners:

S.No.	Name of Examiner* with full Postal and e-Mail Address, Telephone No. and	Approval Evaluation	for Approval Voce Examin
1	Name: Address: E-Mail: Telephone: Fax: Mobile: OR Name: Address: E-Mail: Telephone: Fax: Mobile:		
2.	Name: Address: E-Mail: Telephone: Fax: Mobile: OR Name: Address:		

	E-Mail: Telephone: Fax: Mobile:		
3.	Name: Address: E-Mail: Telephone: Fax: Mobile: OR Name: Address: E-Mail: Telephone: Fax: Mobile:		

****Brief profiles of the proposed Examiners to be submitted on separate sheets along with the completed proforma.***

The Vice-Chancellor may kindly select ***three*** examiners for evaluating the Ph.D. Thesis and ***one*** out of this three, one examiner should be indicated for conducting Viva-Voce Examination.

Signature & Name of
the Ph.D. Supervisor
(Office Seal)

Signature & Name of
the Head of the Department
(Office Seal)

Signature & Name of
the Dean of the Faculty
(Office Seal)

Annexure-V

Proforma for Examiner's Consent to evaluate the Ph.D. Thesis

Dated:

To
The Controller of Examinations
KhwajaMoinuddinChishti Urdu, Arabi-Farsi University
Sitapur-Hardoi Bypass Road, Lucknow. 226013

Sir,

With reference to your letter No. dated, I
hereby give my consent to evaluate the Ph.D. Thesis of Mr./Ms
..... and submit my Report within two months from
the date of receipt of the Thesis.

Yours faithfully,

(.....)
(Name and Signature)

Address:.....

Annexure-VI

Proforma for Examiner's Report on Ph.D. Thesis

Examiner's Report on the Ph.D. Thesis

Title of Thesis:

.....

.....

Name of the Candidate:

Subject/Field of Research:

Department/Faculty:

1. The thesis be accepted, *(YES / No)*

2. The thesis be revised and submitted again in the revised form. *(YES / No)*

(Please clearly specify the grounds on which the Thesis is to be revised).

3. The Thesis be rejected (Please clearly specify the reason for rejection). *(YES / No)*

(1) In case the examiner makes the recommendation (1) stated above:

The Examiner will give a detailed report on separate sheet(s) on the following points:

- (a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.
- (b) It must be satisfactory from the point of language and presentation of the subject matter.

However, if the Examiner feels that some minor corrections in the Thesis are needed, which should be incorporated therein before the Viva Voce Examination is held, he/she should attach a separate sheet, giving his suggestions/details of corrections to be made in the Thesis.

- (c) The questions to be asked will be based on the evaluation of the Thesis.

The Examiner may also indicate in the enclosed proforma [Annexure-VIII (A)] the questions which he/she would like the candidate to answer at the time of the viva-voce examination.

(2) In case the examiner makes recommendations (2) stated above:

He/she may kindly state reasons and suggest the lines on which the thesis is to be revised. These comments will be conveyed to the candidate through his/her supervisor to enable him/her to revise the thesis **[Please attach separate sheet(s)]**.

(3) In case the examiner recommends rejection of the thesis:

He/she may kindly state the reasons for doing so **[Please attach separate sheet(s)]**.

Note: Additional sheet(s) may be attached, if necessary.

Date:

Place:

(Signature of the Examiner)

Full Name & Address:

.....

Telephone No:.....Mobile No:

E-Mail:.....

Questions for the Viva-Voce Examination

(to be submitted by the Examiner on a separate sheet)

Title of the Thesis:

.....
.....
.....

Submitted by

Department/Faculty:.....

QUESTIONS

[if the space is not sufficient, please attach extra sheet(s)]

- 1.
- 2.
- 3.
- 4.
- 5.

(Signature of the Examiner)

Name of the Examiner:

Address:

.....

Date:

Annexure-VII

Proforma for Examiner’s Report on Viva-Voce Examination of the Candidate

Examiner’s Report on Viva-Voce Examination

Title of Thesis:

Name of the Candidate:

Subject/Field of Research:

Department/Faculty:

- | | | |
|-------|---|-----------|
| (i) | Whether the candidate is acquainted with the literature on the subject? | Yes |
| | | No |
| (ii) | Whether the thesis is genuinely the work of the candidate? | Yes |
| | | No |
| (iii) | Whether the candidate possesses capacity for critical examination and judgment? | Yes |
| | | No |

Specific Recommendation:

.....
.....
.....
.....

.....
(Signature and Name of the Examiner)

.....
(Signature and Name of the Supervisor)

.....
(Signature of the Head of the Department)

(Office Seal)

ORDINANCE 9 (IX)

DEAN OF STUDENTS WELFARE, ASSISTANT DEANS OF STUDENTS WELFARE AND STUDENTS WELFARE BOARD

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(d) of Section 51 and the First Statutes of the University (Chapter 2(F) & 09), there shall be a Dean of Students Welfare, Assistant Deans of Students Welfare and Students Welfare Board. The composition of the Students Welfare Board shall be governed from this Ordinance.

1. STUDENTS WELFARE BOARD

The Student Welfare Board (SWB) shall be constituted by Vice Chancellor every year and its constitution will be below:

- (1) Dean Students Welfare (DSW) – convener
- (2) Warden of Hostel(s) (Boys & Girls)
- (3) Two teachers from different faculties
- (4) One PG student from **UTD** securing highest marks in his/her previous examination.
- (5) Assistant Deans of Student Welfare (ADSW)
- (6) Proctor
- (7) H.O.D. Physical Education.
- (8) Chief Medical Officer of University, if any
- (9) Finance Officer
- (10) Registrar

One of the ADSWs nominated by DSW shall act as secretary of SWB. The Board will act to cooperate DSW in all work related with general welfare of students.

ORDINANCE 10(X)

AWARD OF SCHOLARSHIP, BURSARIES, SIZARSHIP AND OTHER FINICIAL ASSITANCE IN THE UNIVERSITY

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(d) of Section 51 and the First Statutes of the University (Chapter 19.01), there shall be the following Ordinance dealing with the Award of Scholarships, Bursaries, Sizership and Other Financial Assistance to the regular student of the University.

1. Within the limits of its financial resources the university shall award Scholarships. Bursaries, Sizerships and other assistance to the meritorious, needy and deserving regular students of the University in the manner provided in these ordinances.
2. Save as otherwise provided only act, statutes or ordinances or in the rules of the sanctioning authority (U.G.C., Central or State Govt. or any other agency) all financial assistance to students including scholarships, Bursaries and Sizership will be sanctioned and administered by the Dean of the Students Welfare with the approval of a committee of which the Vice-Chancellor shall be the chairman, the Dean of the faculties shall be the members and the Dean of the students welfare shall be the Secretary.
 Provided that the Vice-Chancellor may nominate three other members other than the Deans in this committee.
 Provided further that the Research Scholarships awarded under various research projects shall be excluded from the administrative control of the Dean of the students welfare but all such appointments shall have to be notified by the supervisor and the Head the Department to the Dean of the student welfare within a month of such appointment.
 Provided further that scholarships and financial assistance directly sanctioned in favour of specific individual by the sanctioning authority but disbursed through the university shall also be administered by the Dean of the Student Welfare.
 Provided also that the disbursement and detailed book keeping shall be done by the Account Section of the University.
3. (a) No financial assistance shall be granted to any student who has been convicted by a competent court of law or who has been found guilty of indiscipline or misconduct in the university or in a college affiliated to this university. The University shall have the right to terminate the grant of any financial assistance at any time if it has been granted to a convicted person or to a student found guilty of indiscipline or misconduct and may also enforce recovery of the aid already paid to him.

- (b) All scholarships, Bursaries, Sizerships and other financial assistance are granted subject to the condition that the recipient continues to the regular and diligent in his/her studies and maintains satisfactory progress and also continues to be of a good conduct and character. The disbursing authority before making the payment or at adjustment shall require a positive certificate to this effect from the Dean of the Faculty / Head of department.

EXPLANATION

- (i) Student shall be deemed to be of good conduct if he/she has not been convicted by a court of law or if he/she has not been punished by a competent authority in the University or the College as the case may be and no complaint against him/her is pending for disposal before a competent authority of the University.
Provided that the committee referred to in clause 2 above may allow disbursement of financial assessment to a student who has been punished by warning or has been fined by an amount of Rs. 100/- on the student showing repentance and the Committee feeling satisfied with the same.
- (ii) Out of the total strength of each class of a teaching department of the University or of a college affiliated to this University 10% students shall be awarded full sizership and 15% student shall be awarded half sizership.
Provided that a full sizership may be converted into half sizership but half sizership cannot be converted into one full sizership.
- (iii) Subject to guidelines laid down by the Committee referred to in clause 2 sizerships shall be awarded to poor and meritorious students on the recommendation of the Sizership Screening Committee for the Department/Faculty concerned appointed by the Head of the Department/Dean/Faculty concerned.
Provided that no sizership shall be granted to any student who or whose parent have an annual income exceeding an amount or possess land exceeding an area fixed by the Committee referred to in clause 5.3. Provided further that the Dean of the Students Welfare may in exceptional cases sanction full or half sizership not exceeding one percent of the total sizership to a candidate irrespective of his/her guardian's income if-
- a) He/she happens to be a sportsman of exceptional merit who has distinguished atleast at the Inter- University or State Level during the course of his/her study in University or college or
 - b) If he/she happens to be a student who has distinguished himself in any extra or co-curricular activity or if he/she has shown exceptional merit in his/her studies.

- (iv) Sizership shall ordinarily be not granted to those who are getting any scholarship or financial assistance, exceeding Rs. 100/- per month.
Provided that the above rule shall not apply to the Scholarship awarded to candidates belonging to a Scheduled Caste or Scheduled tribe or to dependents or freedom fighters or to recipients of National Scholarship.
- (v) In the case of colleges affiliated to this University the Principal of the college concerned shall be responsible for complete administration of Sizerships, Students Aid Fund and such other financial assistance as may be assigned to them.
Provided that it shall be his/her duty to send a periodical report to the Dean of the Students Welfare in this regard giving full details of disbursement.
- (vi) Subject to be specific provisions laid down in this Ordinance, Scholarships, Bursaries and other financial assistance shall be disbursed in the teaching department of the University as well as in the colleges in accordance with the guidelines.

ORDINANCE 11 (XI)

STUDENTS HOSTELS

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(E) & 2(F) of Section 51 and the First Statutes of the University, there shall be a Dean of Students Welfare, Assistant Deans of Students Welfare and Students Welfare Board. The composition of the Students Welfare Board shall be governed from this Ordinance.

1. STUDENTS HOSTELS

The University will have students hostels, both for boys and girls, whose objectives will be as follows:

- i. To ensure that students coming from different parts of the country live together and strengthen their relations with mutual cooperation and goodwill.
- ii. To ensure that the students are able to devote adequate time for their studies and research.
- iii. To develop a climate congenial for co-curricular and extra-curricular activities of students.
- iv. To develop an environment of community living and sense of social responsibility amongst the students irrespective their caste, religion, place of living and gender.

Accommodation in the University Hostels will be available only to the bonafide students of full time courses.

The other conditions like admission eligibility, conduct, mess rule, discipline, ragging and fee structure will be decided by the Executive Council on the recommendation of the Hostel Management Committee whose composition shall be as follows:

1. Dean of Students Welfare Chairperson
2. Registrar or his nominee
3. Finance Officer or his nominee
4. Proctor
5. Chief Warden if any
6. Warden Boys Hostel
7. Warden Girls Hostel
8. One student Representative from each of the Hostels

The functions of the committee shall be defined by the Executive Council.

Wardens

The Wardens of the Boys and Girls Hostels will be nominated by the Vice Chancellor and their functions and responsibilities will be as follows:

1. be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students;

2. ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel;
3. have the right to inspect Hostel Rooms;
4. be individually and collectively responsible for the smooth functioning of the Hostels;
5. ensure that the resident students in his/her charge observe the Hostel Rules properly and maintain discipline and decorum and shall promptly report to the University all cases of misbehaviour, indiscipline and sickness of the resident students in his/her charge;
6. be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students;
7. be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge;
8. allot and supervise Hostel Rooms.
9. check the Resident Student's Register.
10. periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.

ORDINANCE 12 (XII)**STUDENTS DISCIPLINE**

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(G) of Section 51 and the First Statutes of the University, the students discipline will be governed from this Ordinance.

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University.
2. The following and such other rules as framed by the University from time to time, shall be strictly observed by the students of the KMC UAF University.
 - 2.1. Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places. Men student shall, in particular, show due courtesy and regard to women students.
 - 2.2. No student shall visit places or areas declared by the Proctor as "Out of Bounds" for the students.
 - 2.3. Every student shall always carry on his/her person the Identity Card issued by the Proctor.
 - 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 Proctorial Staff, Teaching and Library Staff and the Officials of 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 Proctor.
 - 2.7. A student is found to be continuously absent from classes without information for a period of 15 days within a semester, his/her name shall be struck off the rolls.

A student whose admission is cancelled due to his/her inability to pay the late payment fee within the prescribed time limit due to his/her absence from classes as per the above provision, he/she may only be re-admitted after getting permission from the Vice-Chancellor.
3. Breach of discipline, inter alia, 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 misbehaviour 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 misbehaviour of any nature at the Examination Centre;
- 3.6. misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
- 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 accounts or rumour amongst the students;
- 3.10. mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
- 3.11. visiting places or areas declared by the proctor 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 ragging.
- 3.15. Smoking, use of mobile phones or eatables inside classrooms/ laboratories/ studios/ control rooms/ editing rooms etc.
- 3.16. Misbehavior or sexual harassment.
- 3.17. Any other conduct anywhere which is considered to be unbecoming of a student.

4. For all practical purposes and intensions, sexual harassment of women/girls students includes any one or more of the unwelcome acts or behaviour (whether directly or by implication), namely:
 - (i) Physical contact and advances; or
 - (ii) Demand or request for sexual favours; or
 - (iii) Making sexually coloured remarks/gestures; or
 - (iv) Showing pornography; or
 - (v) Any other unwelcome physical, verbal or non-verbal contact of sexual nature.
5. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
 - (i) Fine;
 - (ii) Campus Ban
 - (iii) Suspension
 - (iv) Expulsion; and
 - (v) Rustication.

However, no such punishment shall be imposed on a erring student unless he is given a fair chance to defend himself. An opportunity of personal hearing shall be given to the student concerned. This shall not preclude the Vice-chancellor from suspending an erring student during the pendency of disciplinary proceedings against him.

6. All powers relating to discipline & disciplinary action in relation to the student shall vest in the Vice-Chancellor. However the Vice- Chancellor may delegate all or any of his powers as he deems proper to the Proctor or to the discipline committee as the case may be or any functionary of the University.
7. There shall be a Student Disciplinary Committee comprising of the following members:
 - (i) The senior most professor or Pro Vice Chancellor if any who shall be the chairperson,
 - (ii) The Dean Students' Welfare;
 - (iii) The Dean of the Faculty concerned;
 - (iv) The Registrar,
 - (v) The Finance Officer,
 - (vi) The Warden, who shall be invited, when the matter concerning his/her Hostel,
 - (vii) The Proctor-Member Secretary

Provided that in case of sexual harassment of women/girls students, the Enquiry Committee shall comprise the following members:

- (i) Chairperson of the university Disciplinary Committee –Chairperson
- (ii) Two nominees of the Vice-Chancellor who shall be women teachers in the University;
- (iii) One woman teacher belonging to SC/ST/OBC or Minority as the case may be.

The Committee may co-opt a woman outside from the University who has experience of working for the cause of women.

Provided that in case of the sexual harassment if the women/girls students are not satisfied with the enquiry committee, the Vice-chancellor may constitute another committee for the enquiry.

Subject to any powers conferred by the Act and the Statues on the Vice-Chancellor:

- (a) The Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
- (b) 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.
- (c) The recommendation of the Disciplinary Committee shall be put up before the Vice Chancellor and the decision of the Vice Chancellor shall be final. However, in exceptional circumstances the Discipline Committee is empowered to review its decisions.

ORDINANCE 13 (XIII)
PARENTS-TEACHERS ASSOCIATION

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Sub section 2(I) of Section 51 and the First Statutes of the University, the formation and functions of Parents-Teachers Association shall be governed from this Ordinance.

(Section 51(2)I)

1. The university Teaching Departments shall have a Parents-Teachers Association for discussing various problems and avenues of the academic development of student and institution as well. xThe composition of the committee shall be such as may be deiced by the Executive Council from time to time.
2. The Department shall make a constitution for this association mentioning aims, objects and procedure execution of resolutions of the association. The constitution shall be approved by the Vice-Chancellor before its execution.
3. The type of association if any shall strictly be a non-political Organization and may take up only such matters which are only of academic taste and for the welfare of Department/students.

ORDINANCE 14(XIV)**AWARD OF MEDALS AND PRIZES TO THE STUDENTS**

(Section 51(2) D)

- (1) The medals would be awarded to the meritorious students. The medals shall be such as may be decided by the Executive Council of the University. The rules in this connection shall be made by Executive Council for the purpose.
- (2) In case of a tie between two students or more the award of the Medal will be decided by a committee consisting of :

The Vice-chancellor -	Chairman
Dean of the Faculty (Concern)-	Member
The Head of the department (concern) of the University	
or	
The senior most Principal in the case of Colleges-	Member
The Dean Students Welfare -	Member
The Chief Proctor -	Member
Controller of Examination-	Member Secretary
- (3) The merit list shall be prepared with the declaration of the first result and no alteration in it shall be made as a result of one's improvement of marks on account of scrutiny/ back-paper/ carry over etc.
- (4) The rules for awarding other medals sponsored by any dignitary or any Organization will be made by the Executive Council of the University as and when needed.

ORDINANCE 15(XV)**FEES PRESCRIBED IN THE UNIVERSITY**

(Under section 51(2)J)

The fees for different courses in the University are as following -

HEAD	B.A.	B.Com.	B.C.A., B.Sc. (Home. Sc.)	B.B.A.	B.J.M.C.	B.Ed.	M.J.C.	M.com/ MA	MBA
Enrolment Fee	750	750	750	750	750	0	750	750	750
Admission Fee	100	100	200	200	200	500	200	200	100
Tuition Fee	1470	1470	2000	2000	2000	2604	3500	3700	30000
Game Fee	100	100	200	200	200	200	200	200	100
Library Fee	100	100	200	200	200	200	200	200	400
Student Union Fee	75	75	75	75	75	75	75	75	75
Delegacy Fee	50	50	50	50	50	50	50	50	50
Poor Student Fund	100	100	150	150	150	200	150	150	75
Examination Fee	4000	5000	6000	6000	6000	4800	9000	4000	10000
Development Fee	500	3500	4000	10000	5000	10000	7500	5000	20000
Cultural Activities Fee	100	100	100	100	100	100	100	100	100
Student Accident Relief Fund	100	100	100	100	100	200	100	100	100
Electricity Charges	500	500	500	500	500	0	500	500	500
Subjective Fee	0	0	0	0	0	0	0	0	10000
Computer Fee	0	0	0	0	0	0	0	0	6000
Caution Money (Refundable)	300	300	300	300	300	0	500	500	500
Lab/ Prac Fee	500	0	5000	0	5000	3000	7500	0	0
I Card Fee	0	0	0	0	0	25	0	0	0
Total Fee	8745	12245	19625	20625	20625	21954	30325	15525	78750

Note: Laboratory Fee will be charged of Rs. 2000/- per subject per session from B.Ed. students

ORDINANCE 16 (XVI)

STATUTORY COMMITTEES

Subject to the Uttar Pradesh State Universities Act-1973(As Amended) Section 28, 29.3 & 27.8 and the First Statutes of the University (Chapter 8.16 & 7), there shall be an Ordinance for Examination Committee, Admission Committee and Board of Studies respectively. The functions and responsibilities of such committees will be as per the above mentioned Act and Statutes.

1. Examinations Committee

There shall be an Examination Committee in the University comprising of the following :-

- | | |
|---|-----------|
| 1. Vice Chancellor | Chairman |
| 2. PVC if any | Member |
| 3. Two deans of the faculties in order of seniority
for a period of one year by rotation
to be nominated by the Vice Chancellor | Member |
| 4. Dean Student Welfare | Member |
| 5. Two Professor(s) other than Dean(s) in order of seniority by rotation for one year
to be nominated by the Vice Chancellor. | |
| 6. One teacher to be nominated by the Vice Chancellor belonging to SC/ST, OBC
and Minority category each if otherwise person of such category is not a member
in any other capacity in this committee, for a period of one year | |
| 7. One nominee of the Executive Council to be nominated by the Executive Council. | |
| 8. One nominee of the Academic Council to be nominated by the Academic Council. | |
| 9. Proctor | |
| 10. Superintendent of Examinations | |
| 11. Finance officer | |
| 12. Registrar | |
| 13. Controller of Examination | Secretary |

Provided the committee may co-opt a person or persons or may invite any specialist to assist the committee on a particular technical/legal or otherwise matter of a specialty.

Powers and duties of the Examination Committee shall be as provided in the Uttar Pradesh State Universities Act-1973 (as amended) Section 29(2).

2. ADMISSION COMMITTEE

There shall be an Admission Committee in the university comprising of the following-

1. Vice Chancellor - Chairman
2. All Dean(s) of faculties - Member
3. Chairman sports council - Member
4. University NSS coordinator - Member
5. One NCC Officer - Member
6. Two Professors other than the Deans in order of seniority for a period of one year by rotation.
7. One teacher of the SC/ST, OBC, Minority, representative for each category if otherwise not a member in any other capacity for a period of one year.
8. One Nominee of Executive Council for a period of one year.
9. One Nominee of Academic Council for a period of one year.
10. Proctor
11. Controller of Examination
12. Finance Officer
13. Registrar - Secretary

Provided the committee may co-opt a person or persons or may invite any specialist to assist the committee on a particular technical/legal or otherwise matter of a specialty.

Powers and functions of the Admission Committee shall be as provided in the Uttar Pradesh State Universities Act-1973 (as amended) Section 28.

3. BOARD OF STUDIES :

- 1 As per provision of 27(8) of Act-1973, the constitution of the Boards of Studies in the various departments of the different faculties shall be regulated by these ordinances.
- 2 In each department recognised under the Statutes, there shall be a Board of Studies.
- 3 In the Faculties of Arts and Humanities, Social Science, Science and Commerce each Board of Studies shall consist of the following:
 - (i) The University Head of the Department concerned who shall be its Chairman and convener.
 - (ii) All Professors in the Department.
 - (iii) One Associate Professor in the department concerned by order of seniority for a period of one year.
 - (iv) One Assistant Professor from the University Teaching seniority for a period of one year.
 - (v) Three such teachers not in the service of this University may be nominated by the Vice-Chancellor on the recommendation of the Board of Studies, having expert knowledge of the subject concern for a period of three years from the date of the first meeting.