



**MANIPUR TECHNICAL UNIVERSITY
IMPHAL**

ORDINANCES

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MANIPUR TECHNICAL UNIVERSITY, IMPHAL

NOTIFICATION

Imphal, the 7th December, 2016

No.22/1/2016-MTU: In pursuance of the provisions of Section 44 of the Manipur Technical University Act, 2016, and with the approval of the Hon'ble Governor of Manipur and Chancellor of the Manipur Technical University, the Board of Management of the Manipur Technical University, hereby makes the following Ordinances, relating to various matters relating to Academic, Examination, Establishment and other matters of the University.

1. Short title and commencement:

- (1) These Ordinances may be called the Manipur Technical University Ordinances, 2016.
- (2) They shall be deemed to have come into force from the 8th August, 2016.

2. Definitions:

(1) In these Ordinances, unless the context otherwise requires,-

- (i) **“Act”, “Statutes”, ”Ordinances”** and **“Regulations”** means respectively the Manipur Technical University Act, 2016, the Statutes, Ordinances and Regulations of the Manipur Technical University Act.
- (ii) **“University”** means the Manipur Technical University.
- (iii) **“Chancellor”, “Vice-Chancellor”, ”Controller of Examinations”** and **“Registrar”** means Chancellor, Vice-Chancellor, Registrar and Controller of Examinations of the Manipur Technical University respectively.
- (iv) **“Faculty”** means the faculty of the Manipur Technical University
- (v) **“Academic Department”** or **“Department”** means an Academic Department of the Manipur Technical University.
- (vi) **“Dean”** means the Dean of a Faculty of the Manipur Technical University
- (vii) **“Affiliated colleges and institutions”** mean the colleges and institutions affiliated to the Manipur Technical University.
- (viii) **”Board of Studies”** means the Board of Studies of a Department.
- (ix) **“B.Tech”** means Bachelor of Technology

- (x) “**Academic Year**” means two semesters commencing from the semester when the first academic session begins
 - (xi) “**Student**” means a student registered for an undergraduate program for full-time study leading to the B.Tech. degree
 - (xii) “**JEE**” means the Joint Entrance Examination (Main) conducted by the Central Board of Secondary Education (CBSE) or any other body as notified by the appropriate authority.
 - (xiii) “**Applicant**” means an individual who applies for admission to any B.Tech. the course of the University
 - (xiv) “**NRI**” student means a student who is admitted against NRI/PIO/FN category.
 - (xv) “**OBC**” means the Other Backward Classes as notified by the Government of India or Government of Manipur from time to time.
 - (xvi) “**SC/ST**” means the Scheduled Castes and Scheduled Tribes as notified by the Government of India or Government of Manipur from time to time.
 - (xvii) “**UG**” program means a program of courses and/or any other component leading to the B.Tech. degree.
 - (xviii) “**Semester System**” means a program wherein each academic year is apportioned into two semesters.
 - (xix) “**Stream**” means the Branch of study. Example – Civil Engineering, Electrical Engineering etc.
 - (xx) “**Carry Over Scheme**” means a scheme for promotion of a student who has failed to pass the papers/subjects in a semester.
 - (xxi) “**End Semester Examination**” means an examination conducted on a date fixed by the University at the end of each semester.
 - (xxii) “**Admission Committee**” and “**Examination Committee**” means the Admission Committee and Examination Committee respectively of the Manipur Technical University.
 - (xxiii) “**External Examiner**” means an examiner who is not in the employment of the Manipur Technical University.
2. Words and expressions used in these ordinances shall have the meanings assigned to them in the Act and the Statutes.

**ORDINANCE1: ORDINANCE RELATING TO BACHELOR OF
TECHNOLOGY PROGRAMMES AND ITS CONDUCT,
EVALUATION OF EXAMINATION AND GRADING SYSTEM**

1. SHORT TITLE AND COMMENCEMENT

1.1 This Ordinance may be called “Ordinance relating to Bachelor of Technology Programmes and its conduct, evaluation of Examination and grading system of the Manipur Technical University”.

1.2 This Ordinance shall be applicable to the students enrolled in the B.Tech. Courses in various Departments from the Academic Year 2016-17.

2. ACADEMIC DEPARTMENTS

The University shall have such number of Academic Departments as may be decided by the Board of Management from time to time.

2.1 Course Coding and Course Number: A course is identified by an alphanumeric course code designated by two letters and three numbers. In a course code, the first two letters indicate the Academic Department offering the course and the last four numbers designate a particular course number including the level (year). For all the courses, the first digit corresponds to the level (year) at which a course is normally offered. The second digit denotes the semester and the last two digits the course/paper number. For example, the course code for Civil Engineer Paper 1 in the first semester of the first year will be CE1101.

2.2 The University shall have the following Departments of Studies from the Academic year 2016-17:

Sl. No.	Name of Department	Faculty
1	Physics	Faculty of Science
2	Chemistry	
3	Mathematics	
4	Civil Engineering	Faculty of Engineering
5	Computer Science and Engineering	
6	Electrical Engineering	
7	Electronics and Communication Engineering	
8	Mechanical Engineering	Faculty of Humanities and Social Science
9	Professional and Technical Communication	
10	Economics	
11	Management	Faculty of Management Studies

3. UNDERGRADUATE PROGRAMMES

3.1 The University may offer such Undergraduate (UG) programs leading to the Bachelor of Technology as may be approved by the Board of Management.

3.2 UG Programs to be offered: The list of UG programs to be offered from Academic Year 2016-17 are given in Table – 1. The structure and the program may be amended/modified in accordance with the decision of the Academic Council and or other bodies as applicable.

Sl. No	Academic Program	Code	Duration (in years)	Department
1	B.Tech. (Civil Engineering)	CE	4	Civil Engineering
2	B.Tech. (Computer Science and Engineering)	CS	4	Computer Science and Engineering
3	B.Tech. (Electrical Engineering)	EE	4	Electrical Engineering
4	B.Tech. (Electronics and Communication Engineering)	EC	4	Electronics and Communication Engineering
5	B.Tech. (Mechanical Engineering)	ME	4	Mechanical Engineering

3.3. Semester System and Duration of the Programme:

3.3.1. Semester System: An academic year shall be apportioned into two semesters. Each semester shall have 90 working days out of which a number of contact days for teaching/ practical shall be 75 days and 15 days shall be for preparation and conduct of the examination. The Academic Calendar shall be notified by the University each year, before the start of Academic Year.

3.3.2. Duration: The duration of UG programs is normally 4 Academic Years. However, the maximum duration of the UG program is 7 (seven) years from the date of initial registration. The maximum duration of the program includes the period of withdrawal, absence and different kind of leaves permissible to a student, but not the period of rustication. The duration of the program may be altered in accordance with the decision of the AC.

4. ADMISSION AND ELIGIBILITY

4.1. Eligibility and Admission Process: Admission to the UG program shall be through the Joint Entrance Examination (JEE)-Main conducted by the Central Board of Secondary Education (CBSE) or any other bodies as applicable. Vacant seats arising out of non-availability of candidates from JEE (Main) shall be filled up through an Admission Test conducted by an Examination Committee. The eligibility and other information for admission shall be as approved by the Academic Council and provided in the information brochure/prospectus published by the University from time to time. Notwithstanding anything provided above, the admission for the academic year 2016-

17 will be based on the marks obtained in the Class XII examination conducted by CBSE or State Board or any other Board as applicable.

4.2. Lateral Entry: A candidate who has passed the Bachelor of Science from a University recognised by the Manipur Technical University or a Diploma Course in Engineering conducted by the Manipur Technical University or a Board of Technical Education recognized by Manipur Technical University in the First Division or in an equivalent grade with at least 60% marks in the aggregate, where division is not awarded in the respective stream shall be eligible for Lateral Entry Admission to the third Semester i.e. in the second year of the course up to a maximum of 20% of approved intake and unfilled vacancies of first year. In the case of candidates belonging to SC/ST, the minimum percentage of marks secured at the B.Sc or Diploma Level Examination shall be 55% in the aggregate or equivalent grade. Admission of all such candidates shall be on the basis of merit at the diploma level and merit to be judged through a competitive test or personal interview in which a nominee of the University must be present.

5. CHOICE BASED CREDIT SYSTEM:

5.1 All B. Tech. Programmes in the University shall be based on the Comprehensive Choice Based Credit System (CBCS).

5.2 In order to enable students to decide their own pathways in each semester in terms of their choice of elective courses, project work etc. they will be assisted by a Faculty Advisor who will guide them in exercising their options.

5.3 The Board of Studies shall specify broad frameworks, set standards and benchmarks by specifying the educational components, learning outcomes and workloads to be followed by the Depts. and designing and delivery of course.

6. REGISTRATION OF COURSES OF STUDY:

6.1 A student who joins the first Semester will be automatically deemed to have registered for the subjects for the first year. Every student shall be required to register for the subjects in the second and subsequent years. The registration of courses means the selection of elective courses like DEC and UEC as defined in 10.2 and 10.4 of this Ordinance which may be made in consultation with the Faculty Advisor. The registration as a student of the University, however, does not require renewal and will remain valid as long as he/she remains a student of the University. The student shall, however, pay the prescribed fees every semester/year as the case may be.

6.2 A student may be permitted to change courses, if applicable, within 7 days of the course registration.

- 6.3 The process of registration for courses shall start just before the start of the subsequent semester. The student shall also indicate during registration of course or courses of earlier Semester(s) in which he desires to appear, if otherwise eligible. Such a student may be allowed to appear in the Internal Evaluation, Mid Term and End Term Examination as applicable.
- 6.4 The candidate shall be allowed to register for the courses for a maximum of 38 credits in any semester except the first and second semesters. The minimum credits threshold for promotion is given at clause 24.2 of this Ordinance.
- 6.5 In order to get credit for any subject or course, a student has to earn a minimum of forty percent marks in the internal assessment, Mid Term Assessment and End Term Semester examination taken together.
- 6.6 If a student does not qualify, he can re-appear in the end semester examination in the subsequent year. The student has to complete appropriate registration for reappearing in the examination.
- 6.7 In case, the course content or syllabus of the subject is revised, a student reappearing or seeking improvement in that subject may be allowed to appear in the revised course only. However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Head of the Department so certifies, the examination may be held in accordance with the old syllabus, provided such request shall be received to Controller of Examination at least 4 weeks prior to commencement of the examination.

Provided that the student who has failed in an Elective Subject (Departmental Elective Course or University Elective Course) shall be provided with the opportunity to change the Elective Subject when he re-appears in the subsequent semester.

In case a particular subject is discontinued, the department can specify another equivalent subject in lieu of the discontinued subject, in which the student shall appear in the internal, the mid-semester and the end semester examinations.

7. AUDIT OF COURSE:

Subject to the permission of the teacher handling the course, a student may be permitted, on payment of prescribed fees, to audit a maximum of two courses without assigning any credits from the Third Semester onwards. For example, a student in the CE course may attend a particular course of ME including lectures, tutorials and also appear in the examination. Successful completion of the audited course shall appear in the transcript of the student which does not earn any extra credit for the same.

8. DETAILED COURSE OUTLINE:

- 8.1 Individual faculty members shall be required to prepare detailed course outline for each course to be taught by them in a particular semester and shall make the same available to each student registered to take the course, at the commencement of each semester.
- 8.2 The Detailed Course Outline shall be prepared within the overall framework and guidelines as provided by the Board of Studies/Academic Council and shall include such specific details about a particular course such as completion requirements, assessment criteria, unit wise course contents, prescribed texts, reading lists etc.

9. MEDIUM OF INSTRUCTION AND EXAMINATION:

- 9.1 The medium of instruction in respect of all Programmes offered by the University shall be in English, except in cases of studies/ research in languages.
- 9.2 Question Papers of all examination shall be set and answered in the English language, except in case of examinations in languages/literature where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course.
- 9.3 Project work/Project Report/Dissertation/Field Work Report/Training Report etc, if any, shall have to be written in English, except in case of the Programmes of studies in Languages/Literature where the same may be required to be written in the respective language.

10. STRUCTURE OF UNDERGRADUATE PROGRAMS:

The four years B.Tech. course comprises of courses divided into seven distinct areas namely, Departmental Core (DCC), Department Elective (DEC), Allied Engineering (AEC), Basic Science and Mathematics (SMC), Humanities, Social sciences and Management (HMC), University Electives (UEC) and Advanced Mathematics (AMC) Courses. All the courses offered in the First Year B.Tech. programs are categorized as “Common Courses” for all the academic programs.

10.1 Common Courses

The courses offered to the First Year B. Tech. programs are grouped under this category. All the students need to complete these common courses in the First Year. These courses will be divided into as many groups as may be necessary. These courses are planned to give the students a firm base in the areas of Science, Mathematics, Humanities and Allied Engineering discipline.

10.2 University Elective Courses (UEC)

The University Electives are the courses offered by the Academic Departments to the Students of other disciplines. These courses are offered in V, VI, VII or VIII semesters. A student must opt for a/some University Elective course(s) which is/are offered by any other academic department other than his own.

10.3 Departmental Core Courses (DCC)

The department Core Courses consists of a number of courses considered essential for a chosen engineering discipline.

10.4 Department Elective Courses (DEC)

The students are required to complete a number of Department Elective Courses offered by his/her parent Department. Every Department offers a wide variety of elective courses under this category.

10.5 Humanities, Social Sciences and Management Courses (HMC)

The Humanities, Social Sciences and Management Courses consists of a number of courses considered essential of a B.Tech. program to inculcate the essence of technical report writing, communication skills, engineering economics and management.

10.6 Basic Science and Mathematics Courses (SMC)

The Basic Science and Mathematics Courses consist of a number of courses considered essential for a B.Tech. program to build the background for learning engineering core courses.

10.7 Allied Engineering Courses (AEC)

The Students are required to complete at least a set of prescribed Allied Engineering courses (the majority of them as common courses) offered by engineering departments. These courses introduce to the student a wide spectrum of knowledge in the allied engineering domain connected to the main engineering stream of the course of study of the students of the concerned department.

10.8 Advanced Mathematics Course (AMC)

These courses are meant to equip the students with the necessary mathematical tools and also give a clear understanding of the mathematical principles which are required for the particular course of study.

The common course structure to be followed by all the Engineering Departments is as given below:

10.9 COURSE STRUCTURE FOR B.TECH. PROGRAM

First Year			
1st Semester			
Sl. No.	Subject	Credits	Category
1.	Mathematics –I	4	SMC
2.	Physics-I	4	SMC
3.	Chemistry/Basic Electrical Engineering	4	SMC/AEC
4.	Basic Mechanical Engineering/Programming Fundamentals	4	AEC
5.	Workshop Practice /Engineering Graphics	2	AEC
6.	Professional Communication / Environmental Sciences	3	HMC/AEC
	Total	21	
2nd Semester			
Sl.No.	Subject	Credits	Category
1.	Mathematics-II	4	SMC
2.	Physics-II	4	SMC
3.	Basic Electrical Engineering / Chemistry	4	AEC/SMC
4.	Programming Fundamentals/Basics Mechanical Engineering	4	AEC
5.	Engineering Graphics / Workshop Practice	2	AEC
6.	Environmental Science / Professional Communication	3	AEC/HMC
	Total	21	

*** The detailed Course structure from 3rd to 8th semester for every engineering branch shall be as provided in the Regulations.**

11. CHANGE OF STREAM

11.1 Change of stream may be allowed in Third Semester on the basis of merit in the B.Tech. first and second-semester examination marks taken together subject to availability of vacant seats.

11.2 No change of stream will be allowed after the Third Semester.

12. EXAMINATION SYSTEM:

12.1 The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding B.Tech. degrees.

12.2 The evaluation of students in a course shall have three components unless specifically stated otherwise:

- (i) Evaluation through the End of Term Examination
- (ii) Evaluation through the Mid Term Examination
- (iii) Continuous evaluation by the teacher(s) of the course

The distribution of marks for various components of the evaluation shall be as below:

Sl. No.	Course Type			Credits	Examination		Mark Distribution					Total marks
	L	T	P		C	Theory	Practical/ Lab course	CIE	MT E	ETE	PR S	
1.	3	1	0	4	Yes	--	20	30	50	--	--	100
2.	3	0	2	4	Yes	Yes	10	30	50	10	--	100
3.	2	1	2	4	Yes	Yes	10	30	50	10	-	100
4.	3	0	3	4	Yes	Yes	10	30	50	10	-	100
5.	0	0	3	1	--	Yes	--		--	20	30	50

Abbreviations and Notations

L	Lecture Hour per week
T	Tutorial hour per week
P	Practical hour per week
C	Credits
CIE	Continuous Internal Evaluation
MTE	Mid-Term Examination
PRE	Practical Examination
PRS	Practical Sessional (Internal Evaluation for only Lab courses)
ETE	End Term Examination

For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies with the approval of the Vice-Chancellor.

- 12.3 A student shall be evaluated for his / her academic performance in a course through tutorials, practical, homework assignments, term papers, field work / industrial training, seminars, quizzes as Class Work Sessional (CWS) and Practical Sessional (PRS), End Term Examination (ETE) and Practical Examination (PRE) as applicable according to the guidelines formulated by the Academic Council.
- 12.4 (i) The internal assessment for the various courses shall be as given in Para 12.2 above.
(ii) The internal assessment for Project work shall be based on an evaluation of project work by a committee consisting of the HoD concerned, guide of the Project work and a senior teacher of the Department. The internal assessment mark shall bear the signature of all the members of the committee.
- 12.5 The internal assessment marks for the theory and practical shall be displayed on the Department/Centre notice board at least two weeks prior to the commencement of the theory/ practical examination.
- 12.6 Internal assessment marks from the Department/ Centre shall be sent to the University before the commencement of the End Term Examinations.
- 12.7 If a student fails at the End Semester Examination, the internal assessment marks obtained by the student shall, however, be retained and carried forward.
- 12.8 After submission to the University, the internal assessment marks shall not be changed under any circumstances.
- 12.9 Except in exceptional cases, the question papers for the Mid-Term Examinations shall be of 2 (two) hours duration and the question papers for the End-Term Examinations shall be of 3 (three) hours duration.

13. PAPER SETTING AND EVALUATION:

- 13.1 The question paper for an examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator
- 13.2 In case of examinations involving Viva Voce, Practical, etc in a course offered by a Department/Centre, the evaluation shall be done by a panel comprising of the Dean of Faculty or his (her) nominee, the concerned faculty member and an external expert to be appointed by the Dean of the Faculty concerned.
- 13.3 Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, shall be evaluated by an external evaluator appointed by the Dean of the Faculty concerned. Provided further that in case of Viva-voce based on the Project Work/ Project Report/ Dissertation/ Field Work Report/ Training Report etc, the evaluation shall be done by a committee comprising of the Advisor concerned, the external evaluator and Dean or his/her nominee.

14. GUIDELINES FOR PAPER SETTING:

- 14.1. The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester.
- 14.2. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester.
- 14.3. Each Examiner shall prepare two sets of Question Papers for End Semester Examination.
- 14.4. The question papers for the Mid-Term and End-Semester Examinations shall be set in such a manner to encompass the total course content covered with limited internal choices so as to make it imperative for the student to study the prescribed course content in full and deter them from the selective study.
- 14.5. The paper setter shall set the question paper for the Mid-Term Examination in the prescribed format and shall arrange to make adequate number of copies/printouts, which shall be submitted under sealed cover marked as “Confidential” to the Head of the Department/Director of the Centre, at least ten days prior to the commencement of the Mid-Term Examination.
- 14.6. Each paper setter shall be responsible for ensuring the secrecy and confidentiality of the question paper set by him/her.
- 14.7. For Mid-Term Examination, the Controller of Examinations shall keep the question papers received from the paper setters in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the invigilator concerned.
- 14.8. The paper setter for the End Semester Examination shall set the question paper in the prescribed format and shall submit the same under a sealed cover marked as “Confidential” to the Controller of Examinations, at least fifteen days prior to the commencement of the End Semester Examination. The Controller of Examination shall use any of the two sets of Question Papers submitted.
- 14.9. Each Paper setter shall also be required to submit in a separate sealed cover the key to the Multiple Choice Questions and synoptic answers to questions to the Controller of Examinations, along with the question papers. These shall be kept under seal in safe custody by the Controller of Examinations.
- 14.10. The question papers set by the paper setters shall be reviewed in the meeting of the Board of Studies of the Department/Centre concerned held immediately after the examination is over and the comments and feedback for further improvement in future shall be recorded and furnished to the paper setter through the Controller of Examinations.

15. GUIDELINES FOR EVALUATION:

- 15.1 It shall be the bounden duty of the concerned faculty member(s) to: (a) evaluate all assignments, quizzes and mid-term examination answer scripts and return the same to the students within one week of the date of such examination; (b) address questions of students, explain and satisfy them about the marks/grades awarded to them; (c) display the marks/grades awarded to each student on the notice board of the Department/ Centre; and (d) submit the marks/grades awarded to the students to the Head of the Department/Director of the Centre concerned.
- 15.2 Each examiner shall be required to evaluate the answer scripts of the End-Semester Examination within one week of the date of examinations and shall be required to return to Controller of Examinations, the evaluated answer scripts along with the award list.
- 15.3 Head of the Department/Director of the Centre concerned, shall forward to the Controller of Examination, the consolidated award list of marks/grades awarded to the students in the Continuous Internal Assessment and Mid-Term Examination of each course offered by the Department.

16. REVALUATION OF ANSWER SCRIPTS:

- 16.1 A student may apply on the prescribed application form along with the prescribed fees, for revaluation of his/her answer script(s) to the Controller of Examinations within seven working days from the date of declaration of the results.
- 16.2 Revaluation of the answer script shall be done by an independent expert on the subject drawn by the Controller of Examinations from an independent panel of Examiners recommended by Academic Council and appointed by the Vice-Chancellor. Answer scripts shall be evaluated with reference to the key and the synoptic answers of Questions submitted by the paper setter, and the marks/grades awarded by the independent expert shall be treated as final.

17. CONDUCT OF EXAMINATION:

- 17.1 All examinations of the University (except the entrance examinations for admission in different Programmes of Studies) shall be conducted and held at the University Campus only.
- 17.2 The Date Sheet for Mid-Term and End-Semester Examination shall be notified by the Controller of Examinations in consultation with Heads of the Department/Directors of the Centres/Deans of the School at least fifteen days prior to the commencement of the examinations.

17.3 The Mid-Term and End-Semester Examinations shall be conducted under the general supervision of the Head of Department, who shall act as Centre Superintendent for all examinations of the courses of his/her Department. He/she shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination.

18. INDISCIPLINE AND UNFAIR MEANS IN EXAMINATION:

18.1 There shall be zero-tolerance against the use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking the examination. Non-adherence to such instructions shall attract disciplinary action.

18.2 Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Unfair practices and Unfair means relating to the examination shall mean and include:

- (i) Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination.
- (ii) Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator/Centre Superintendent.
- (iii) Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.
- (iv) Resorting to such practices and engaging in activities that are specifically prohibited during the course of the examination.
- (v) Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile/cell phones/electronic aids, unless otherwise permitted as a component of examination and /or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall.
- (vi) Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.
- (vii) Attempts of impersonation including writing some other candidate's registration number/roll number in the answer paper and/or Exchanging or attempting to exchange answer sheets or other materials during the course of the examination.
- (viii) Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator

- (ix) Boycott/walk out of the examination and or causing disturbances of any kind during the conduct of the examination.
 - (x) Any other act of omission or commission as may be declared by the Academic Council as unfair means in respect of any or all the examinations.
- 18.3 Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing.
- 18.4 The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
- 18.5 In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent.
- 18.6 The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report.
- 18.7 All individual cases of reported use of unfair means in the examination shall be referred to the Examination Discipline Committee. Provided that in case of use of unfair means on a mass scale at an examination centre, the Vice-Chancellor shall have the power to cancel the examination of all the candidates appearing from the centre concerned and order re-examination and initiate further disciplinary action against all concerned.

19. EXAMINATION DISCIPLINE COMMITTEE:

19.1 The Examination Discipline Committee shall consist of the following members:

- (i) The Dean of Students' Welfare, who shall be the Chairperson
- (ii) Four Faculty members to be nominated by the Vice Chancellor
- (iii) An Officer of the University to be nominated by the Vice- Chancellor as non-member Secretary

Provided, the Vice-Chancellor may nominate a different Chairperson or member in the above Committee in case any allegation on the use of unfair means in the examination involves any of the above-mentioned members/Chairman.

The Terms of office of the Members of the Examination Discipline Committee, other than the Ex-Officio Members, shall be three years from the date of appointment and that three Members of the Committee shall constitute the quorum.

- 19.2 Centre Superintendent concerned shall be a special invitee to the meetings of the Examination Discipline Committee while considering the reported cases of Unfair Means.
- 19.3 Depending upon the extent and severity, the punishment for the use of Unfair Means may include:
- (i) Obtaining written apology and undertaking for good behaviour and conduct
 - (ii) Lowering the Marks/Grade in the examination in which the Unfair Means was used
 - (iii) Lowering the Marks/Grade in all examination of the Semester
 - (iv) Awarding **“F” Grade** to the candidate in the particular examination in which the Unfair Means was used
 - (v) Awarding **“F” Grade** in all Examinations taken by the candidate during the semester
 - (vi) Debarring for certain specified number of semesters from appearing in the examination of the University
 - (vii) Cancellation of admission from the University
 - (viii) Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university for a certain specified period of time;
 - (ix) Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university forever;
- 19.4 The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in use of Unfair means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice and is seen to be consistent.
- 19.5 All decisions taken by the Committee will be placed before the Vice-Chancellor for approval.
- 19.6 A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

20. SPECIFIC PROVISIONS FOR THE CONDUCT OF ENTRANCE EXAMINATION FOR ADMISSION:

- 20.1 While admission to the UG program shall be through the Joint Entrance Examination (JEE)-Main conducted by the Central Board of Secondary Education (CBSE) or any other Body as applicable, vacant seats arising out of non-availability of candidates from JEE (Main) shall be filled up through an Admission Test conducted by an Examination Committee.

20.2 The Paper Setters for the Admission Test shall be appointed by the Vice Chancellor

20.3 The overall administration, conduct, supervision and control of the Admission Test shall be the responsibility of the Controller of Examinations who with the approval of the Vice Chancellor, shall arrange:

- (i) To get the question papers for the Admission Test set by the paper setter(s) appointed by the Vice Chancellor
- (ii) For the confidential printing of the question papers for the Admission Test
- (iii) To appoint Centre Superintendents for each of the Test Centres
- (iv) For the smooth conduct of the Admission Test in all Test centres and exercise general supervision and control
- (v) For the evaluation of the Answer scripts and preparation of the merit list;
- (vi) In the absence of Controller of Examinations or otherwise, if the circumstances so warrant the Vice-Chancellor may appoint a Coordinator of the Admission Test who shall perform such functions as specified in the preceding Paragraphs.
- (vii) The Admission Test shall be held at the designated Test Centres as approved by the Academic Council and notified in the University Prospectus.
- (viii) Each Examination Centre shall be under the charge of a Centre Superintendent, who shall ensure smooth and fair conduct of the Admission Test.
- (ix) During an Admission Test, all candidates shall be under the disciplinary control of the Centre Superintendent, whose instructions on the conduct of examination shall be final and binding. If a candidate disobeys instructions or misbehaves with Centre Superintendent/Supervisory staff/invigilator/any other staff/ other examinees, he/she may be expelled from the Admission Test.
- (x) Notwithstanding anything contained in these Ordinances, the examination of all such candidates who are found using unfair means in the Admission Test shall be cancelled and consequently his/her answer script will not be considered for evaluation and preparation of merit list.

21. GRADING SYSTEM:

21.1 The academic performance of a student shall be graded on a 10-point scale as per the guidelines are given in the table below. The letter grades and their equivalent grade points are also given in the same table. The letter Grades awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), to be calculated by the procedures given below.

Structure for Grading of Academic Performance:

Marks	Grades	Grade Points	Marks
90 ≤	A ⁺	10	≤ 100
80 ≤	A	9	< 90
70 ≤	B ⁺	8	< 80
60 ≤	B	7	< 70
50 ≤	C	6	< 60
40 ≤	D	5	< 50
-	F	0	< 40
Incomplete	I	-	-

Explanation:

‘F’ Grade- The ‘F’ grades denote failing in a course. ‘F’ grade may result from failing in a particular course or debarring from appearing in the end semester examination due to poor attendance.

For the other (elective) course in which ‘F’ grade has been awarded, the student may take the same course or any other course from the same category. Further, ‘F’ grade secured in any course stays permanently on the grade card. The weight of ‘F’ grade is not counted in the calculation of the CGPA. However, it is counted in the calculation of the SGPA.

In case a student is awarded a failing grade in the major project, he/she shall have to repeat the course in the form of a new project.

‘I’ Grade- This refers to an ‘incomplete’ grade which is required to be converted into a regular letter grade. ‘I’ grade may be awarded if the student’s work during the semester is of passing quality and represents a significant portion (the student may have obtained a minimum of passing grade had he/she appeared in the examination(s)) of the requirements of a final grade but is compelled not to appear in the end term examination of the semester for a good cause as determined by the teacher; good cause may include current illness, serious personal problems, an accident, a recent death in the immediate family, a large and necessary increase in working hours or other situations of equal gravity. An incomplete grade will not be included in the SGPA calculation at the end of the semester. However, at the time of graduation, any remaining ‘I’ grades are included when the grade point average is computed in order to determine whether the student has achieved the average required for the bachelor’s degree. An Incomplete grade, in these computations, has the same effect as a grade F. The grade ‘I’ have to be converted into a regular letter grade in the makeup examination or in the next attempt of the next academic year failing which the ‘I’ grade will be automatically converted into an ‘F’ grade.

22. PERFORMANCE:

The total performance of a student within a semester and the continuous performance shall be indicated by the (a) Semester Grade Point Average (SGPA) (b) Cumulative Grade Point Average (CGPA)

- (i) Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

$$\text{S. G. P. A.} = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where,

C_i = Number of Credits of the i^{th} course of a semester for which SGPA is to be calculated

P_i = Grade Point obtained in i^{th} course

$i = 1 \dots m$, represent the number of course in which a student is registered in the concerned semester

$$\text{C. G. P. A.} = \frac{\sum_{i=1}^m C_i P_i}{\sum_{i=1}^m C_i}$$

Where,

C_i = Number of Credits of the i^{th} course of a semester.

P_i = Grade Point obtained in the i^{th} course. A grade lower than 'D'

(i.e. grade point < 4) in a course shall not be taken into account.

$i = 1 \dots m$, represent the number of courses in which a student was registered and obtained a grade not lower than 'D' upto that semester for which CGPA is to be calculated.

Illustration for Computation of SGPA and CGPA:

Computation of SGPA Illustration No.1

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)
Course 1	4	B+	8	4 X 8 = 32
Course 2	4	C	6	4 X 6 = 24
Course 3	4	B	7	4 X 7 = 28
Course 4	3	A+	10	3 X 10 = 30
Course 5	3	D	4	3 X 4 = 12
Course 6	2	C	6	2 X 6 = 12
Course 7	2	A	9	2 X 9 = 18
Course 8	2	C	6	2 X 6 = 12
TOTAL	24			168

Thus, SGPA = $168/24=7.00$

Illustration No. 2

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)
Course 1	4	B+	8	4 X 8 = 32
Course 2	4	C	6	4 X 6 = 24
Course 3	4	B	7	4 X 7 = 28
Course 4	3	A+	10	3 X 10 = 30
Course 5	3	F	0	3 X 0 = 0
Course 6	2	C	6	2 X 6 = 12
Course 7	2	A	9	2 X 9 = 18
Course 8	2	C	6	2 X 6 = 12
TOTAL	24			156

Thus, SGPA= 156/24=6.50

Illustration No.2 (a)

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)
Course 5	3	E	4	3 X 4 = 12

Ci (First Attempt)156+ Ci (subsequent attempt)12= 168

Thus, SGPA= 168/24=7.00

Illustration No. 3

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)
Course 1	4	B+	8	4 X 8 = 32
Course 2	4	C	6	4 X 6 = 24
Course 3	4	B	7	4 X 7 = 28
Course 4	3	A+	10	3 X 10 = 30
Course 5	3	A	9	3 X 9 = 27
Course 6	2	C	6	2 X 6 = 12
Course 7	2	A	9	2 X 9 = 18
Course 8	2	C	6	2 X 6 = 12
TOTAL	24			183

Thus, SGPA= 183/24=7.63

CGPA= 24x7.00+24x7.63/48=7.3125

CGPA after Final Semester

Sem : 1	Sem : 2	Sem : 3	Sem : 4	Sem : 5	Sem : 6	Sem : 7	Sem : 8
Credit : 21	Credit : 21	Credit : 26	Credit : 26	Credit : 26	Credit : 26	Credit : 26	Credit : 22
SGPA: 7.0	SGPA: 8.50	SGPA: 7.50	SGPA: 8.00	SGPA: 9.00	SGPA: 7.70	SGPA: 7.60	SGPA: 8.44

Thus CGPA = $(21 \times 7 + 21 \times 8.5 + 26 \times 7.5 + 26 \times 8 + 26 \times 9 + 26 \times 7.7 + 26 \times 7.6 + 22 \times 8.44) / (21 + 21 + 26 + 26 + 26 + 26 + 26 + 22) = 1545.98 / 194 = 8.0$

23. AWARD OF DEGREE, DIVISION AND RANK:

23.1 The overall cumulative performance of a student shall be indicated by the Cumulative Grade Point Average (CGPA).

23.2 A student shall be awarded a degree when:

23.2.1 He/ She has registered himself/ herself, undergone the courses of studies, completed the project report/dissertation specified in the curriculum of his/her program within the maximum stipulated time, and secured CGPA for semesters I to VIII (III to VIII as the case may be) corresponding to the class as given in the table -

CGPA	Class
9.0 and above	First Class (Exemplary performance)
8.5 and below 9.0	First Class (Outstanding)
7.5 and below 8.5	First Class with distinction
6.0 and below 7.5	First Class
5.0 and below 6.0	Second Class (Upper)
4.0 and below 5.0	Second Class
below 4.0	Failed

23.2.2 There are no dues outstanding in his/her name to a Department of the University.

23.2.3 No disciplinary action is pending against him/her.

23.3 For the award of ranks in a branch, a minimum of 10 students should have appeared in the 8th semester examination. The total number of ranks awarded shall be 10% of the total number of students that appeared in the 8th semester or 10 students, whichever is less in that branch

23.4 A student shall be eligible for a rank at the time of award of degree in each branch of Engineering /Technology, provided the student-

(a) has passed 1st to 8th (students joining from 1st semester) or 3rd to 8th (in case of lateral entry) semester in all the subjects in the first attempt only

(b) has not repeated/rejected any of the lower semesters.

23.5 If two students get the same **CGPA**, the tie should be resolved by considering the number of times a student has obtained higher **SGPA**; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like A+, A, B+, B etc. shall be taken into account in rank ordering of the students in a program.

23.6 Gold, Silver and any other Medals as decided by the university shall be awarded to students who secured the top ranks of various courses as per university rules.

24. PROMOTION AND PROGRESSION:

24.1. Generally, there shall not be any restriction for promotion from an odd semester to the next even semester except as provided in para 24.3.

24.2. For promotion from even semester to the next odd semester (i.e. of the next academic year), the student has secured the minimum credits in the immediately preceding two semesters including theory and practical credits as given below-

Minimum Credit Threshold for Promotion-Credit Threshold

First Year to Second Year	18 Credits for the First Year courses
Second Year to Third Year	28 Credits or the Second Year courses
Third Year to Fourth Year	28 Credits or the Third Year courses

24.3. (a) A student shall not be allowed to appear in the **SIXTH** semester examination if he/she has failed to clear all the subjects of the **FIRST** semester.

(b) A student shall not be allowed to appear in the **SEVENTH** semester examination if he/she has failed to clear all the subjects of the **SECOND** semester.

(c) A candidate shall not be allowed to appear in the **EIGHTH** semester examination if he/she has failed to clear all the subjects of the **THIRD** semester

24.4. A student shall be awarded the “**I**” Grade if he has been declared ineligible to appear in the End Semester Examination of a course on account of not meeting the minimum attendance requirement. Such a student shall be required to register for the same course when it is offered in the next semester(s) or shall have to register for another course in order to successfully complete the minimum credit requirements if it is not a compulsory course.

24.5. A student shall be deemed to have successfully completed a course except when he/she has been awarded the “**I**” or “**F**” Grade. A student who has successfully completed a course may be allowed to repeat the course to improve his/her grade on payment of prescribed fees.

- 24.6. A candidate shall be required to secure a minimum of 40% Marks in the course taken, to successfully complete the course failing which he/she shall be deemed to have failed in that course.
- 24.7. The **“F” Grade** once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester in which the candidate has appeared for clearance of the arrears.
- 24.8. Obtaining a minimum of Grade D (Grade Point 5) in aggregate in each course including the Internal Evaluation, Mid Term Examination End Term Examination shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than Grade D (GP 5) in a course, shall be deemed to have failed in that course.
- 24.9. Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the Department concerned to be allowed to reappear in an examination and pay the fees as prescribed by the University.
- 24.10. A student with **"F" or "I" Grade** in a course shall be permitted to repeat/reappear in the Internal Examinations, Mid-Term Examination and End-Semester Examination of the Course for maximum number of three times i.e. a student with arrears on account of **"F" or "I" Grade**, shall be permitted to repeat/reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester.

25. CARRYOVER SCHEME:

- 25.1. A student obtaining Grade D (GP 5) (including semester end examination and Teacher’s Continuous Evaluation) assigned to a course and failing in the course may be allowed to re-appear in the Mid Term Examination and End Term Examination of the course in a subsequent semester(s) when the course is offered.
- Applicable Examination fee shall be charged from the students in this regard.
- 25.2. If a student secures **“F” Grade** in a Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report etc as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc for a maximum of three times(including the first submission).
- 25.3. A student who has to reappear in the Mid Term Examination and End-Term Examination in terms of the above provision shall be examined as per the syllabus which will be in operation during the subsequent semester(s).

THE EXAMINATION COMMITTEE:

The Examination Committee shall consist of the following members, namely:-

- (a) Vice-Chancellor, Chairman;
- (b) Pro-Vice-Chancellor, if any;
- (c) The Dean of the faculty concerned with the examination;
- (d) One Head of University department, nominated by the Vice-Chancellor;
- (e) One principal other than Dean, nominated by the Board of Management;
- (f) One teacher is other than Heads of University departments or Principals, nominated by the Board of Management.
- (g) The controller of Examinations, Member-Secretary;

27. EXAMINATION FEES:

The Registrar shall notify the fees payable by the students for various examinations after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his or her discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students, however, may be withheld till all the dues are cleared.

28. ATTENDANCE:

- 28.1 All the students of UG program are expected to attend every lecture, tutorial, practical or drawing class scheduled for them. The students of UG must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practical in order to be eligible to appear at the End Term Examination. The Vice-Chancellor may relax the minimum attendance up to 15% on being satisfied that the student was either busy in authorized activities or suffering from any illness. The Vice-Chancellor may further relax the minimum attendance up to 10% for exceptional reasons to be recorded.
- 28.2 The Head of the Department shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least 5 calendar days before the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations.
- 28.3 In case any student appears by default, who in fact has been detained by the Department/Centre, his / her result shall be treated as null and void.

29. MAKEUP EXAMINATION ON SPECIAL GROUNDS:

Students who have missed any Mid Term Examination or End Term Examination for valid reasons may become eligible for a make-up examination subject to the permission given by subject teacher concerned considering the merit of the case. It may be given to the deserving students. The student shall make an application to the authority within ten working days from the date of the examination missed, explaining the reasons for their absence. Applications received after this period will not be entertained. Further, there will be no makeup of the makeup examination.

30. EMERGENT CASES:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Heads of Departments. The decision of the Vice-Chancellor shall be final in all such cases.

ORDINANCE 2: PROCEDURE FOR CONSIDERING PROPOSALS FOR AFFILIATION OF COLLEGES AND INSTITUTIONS

1. PROCEDURE OF AFFILIATION:

- (1) A college or an institution applying for affiliation to the University shall apply to the Registrar in charge of affiliation in the prescribed form within the time-limit fixed by the University, accompanied by such fees as may be prescribed in this behalf by the University and shall satisfy the University that it fulfils all the conditions prescribed for affiliation by the Act, the statutes, the ordinances, the regulations and the instructions issued by the University from time to time.
- (2) On receipt of such application, the Registrar shall conduct scrutiny of the application and submit a report to the Vice-Chancellor which shall be placed before the Board of Affiliation for approval.
- (3) Such independent inquiry and inspection shall be made, as the Vice-Chancellor deems necessary, by a competent person or persons authorised in this behalf by the Vice-Chancellor with regard to the fulfilment of conditions of affiliation and such other matters as he may think necessary and relevant.
- (4) The Board of Affiliation shall take a final decision on the application for affiliation after considering the report of inquiry and inspection referred to in sub-clause (3) and the decision shall be communicated to the applicant by the Registrar.
- (5) An application for affiliation made under sub-clause (1) may be withdrawn at any time before any communication is made under sub-clause (4).

- (6) The procedure followed for the grant of affiliation shall apply mutatis mutandis for the continuation of affiliation from time to time and for the opening of new courses, subjects and programmes.
- (7) Where affiliation to a college or institution is refused, the society or trust, as the case may be, aggrieved by such refusal may within thirty days from the date of communication of such refusal, request the Registrar for reconsideration of the decision by the University in such manner and with such fees as prescribed, and the decision of the Board of Affiliation on the request shall be final.
Provided that no request for reconsideration shall be entertained once such request has already been rejected.
- (8) Where a college or an institution obtains affiliation by fraud, misinterpretation or suppression of material facts and particulars, the Board of Management may, after giving the governing body of the college or institution, as the case may be, a reasonable opportunity of showing cause against the proposed action, in addition to any other action under any other law, withdraw the affiliation granted to the college or the institution, as the case may be.

2. CONSTITUTION OF THE BOARD OF AFFILIATION:

- (1) The Board of Affiliation will be constituted as follows:
 - (i) The Vice-Chancellor – Chairman
 - (ii) One representative of the Chancellor – Member
 - (iii) One representative of the State Government – Member
 - (iv) Two Senior Head of Departments of the University appointed by the Vice Chancellor- Member
 - (v) The Registrar – Member Secretary

3. PROVISIONAL AND PERMANENT AFFILIATION:

- (1) Affiliation granted initially to a college or an institution shall be provisional in nature and shall be required to be renewed on a year to year basis.
- (2) Request for permanent affiliation may be considered only after at least two batches of the college or the institution, as the case may be, have successfully completed their degree course and it has fulfilled all the conditions of affiliation and attained academic standards prescribed by the University from time to time.

4. REGULATIONS:

Regulations made under the Act may lay down any other requirement which may be considered necessary by the University for affiliation of a college or an institution.

ORDINANCE 3: BOARD OF STUDIES OF A DEPARTMENT

1. CONSTITUTION, TERM, POWER AND FUNCTIONS OF THE BOARD OF STUDIES OF A DEPARTMENT:

- (a) Every Department shall have a Board namely 'Board of Studies' consisting of the following members:
 - (i) The Professors in the Department;
 - (ii) Two Associate Professors and one Assistant Professor, by rotation according to seniority, amongst the Associate Professors and Assistant Professors appointed in the Department respectively.
 - (iii) Two members nominated by the Vice-Chancellor.

- (b) All members of the Board of Studies, other than ex-officio members, shall hold office for a term of two years. The term of members shall commence from such date as may be nominated. Any member can be considered for re-nomination for any number of times.

- (c) The powers and functions of the Board of Studies shall be:-
 - (i) to coordinate the teaching and research work in the programmes assigned to the department;
 - (ii) to appoint committees of courses for the department's teaching, wherever required, and to supervise the work of such committees. the composition, powers, functions of such committees and other relevant matters shall be as approved by the vice-chancellor;
 - (iii) to recommend to the academic council, the courses and syllabi of studies in the various programmes assigned to the department;
 - (iv) to recommend to the vice-chancellor, names of paper setters, examiners and moderators, wherever required;
 - (v) to consider schemes for the advancement of the standards of teaching and research, and to submit such proposals to the academic council;
 - (vi) to promote and consider schemes for interaction with industry, and to submit such proposals to vice-chancellor/ academic council;
 - (vii) to prepare and formulate schemes for Department development and to submit such proposals to Vice-Chancellor/ Academic Council;
 - (viii) to consider feedback reports on the placement and employability of the passed out students and to suggest remedial measures, wherever necessary, for consideration of the Vice- Chancellor/ Academic Council;
 - (ix) to consider proposals for revenue generation including professional consultancies, Resource sharing etc. and to submit such proposals to Vice-Chancellor/ Academic Council;
 - (x) to perform all other functions which may be prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Board of Management, the Academic Council or the Vice-Chancellor;
 - (xi) to delegate to the Head of Department (HoD), or to any other member of the Board of Studies or to a Committee, such general or specific powers as may be decided upon by the Board from time to time.

2. MEETINGS:

Notice for a meeting of the Board of Studies shall ordinarily be issued at least 10 days before the day fixed for the meeting.

However, an emergent meeting can be called at a shorter notice, with the prior approval of the Vice-Chancellor.

3. QUORUM:

The quorum for the meeting of the Board of Studies shall be one- third of its total members.

4. RULES OF CONDUCT OF THE MEETING:

Rules of conduct of the meeting of the Board of Studies shall be prescribed by the Regulations.

5. THE CONVENOR AND CHAIRMAN OF THE BOARD, POWERS & DUTIES:

The Head of Department shall be Convenor and Chairman of the Board and his powers and duties shall be as follows-

- i) to coordinate and generally supervise the teaching and research work in Department;
- ii) to frame the general timetable of the Department in coordination with that of other Departments, whenever applicable;
- iii) to maintain discipline in the classrooms and laboratories;
- iv) to keep a record of the evaluation of sessional work and of the students at lectures, tutorials, seminars or practical where these are prescribed;
- v) to arrange for the examination of the university, in respect of students of Department in accordance with such directions as may be given by the academic council or Vice-Chancellor;
- vi) to perform such other academic duties as may be assigned to him by the Academic Council, the Board of Management or Vice-Chancellor.

ORDINANCE 4: FUNCTION OF DEANS OF FACULTIES

(1) Representation on Other Boards AND Committees:

- (a) The Deans shall be the member of the Selection Committees of their respective faculties as provided in Clause (2) of Statute 17 of the First Statutes of teaching staff ;
- (b) Deans shall also be the member of the DPC constituted for confirmation of service of their respective faculty.
- (c) The Deans shall be the Convener and the Chairman of the Faculty Research Committees as may be constituted for their respective Faculty. They shall also act as the Chairman of Selection Committees that may be constituted for selection of JRF/SRF/Project Fellow/Other academic staff for any of the research projects being pursued by any of the concerned faculty;
- (d) Dean(s) may be nominated by the Vice-Chancellor to act as Chairman/ Member of a Board / Committee of the University to address any academic, administrative, disciplinary and/or a financial matter as per requirement.
- (e) Dean(s) may also be nominated to a Committee constituted by any outside academic/ administrative institution for representing the University.

(2) Academic Responsibilities & AUTHORITIES:

- (a) Deans shall be responsible for implementing the Vision and Mission of the University in their respective Faculty.
- (b) Deans shall be the Principal Academic Executive Officer for their respective Faculty and shall exercise supervision and control over the affairs of their respective Schools for implementing the decisions taken by the different Statutory Bodies of the University and the Vice-Chancellor of the University.
- (c) Subject to the various provisions as laid down in the University's Act, Statutes, Ordinances, Regulations, Policies and the decisions of the competent authorities, Deans shall be responsible for the maintenance of standards of education and examinations in their respective Faculties as laid down in Sub Clause (4) of Statute 6 of First Statute.
- (d) Deans shall also be responsible for the proper constitution of the Statutory Bodies of their respective Faculties such as Board of Studies, School Research Committees and any other Body that may be provided for under any Statute/ Ordinance besides convening their meetings as per laid down procedure and periodicity. Further, they shall also be responsible for notifying and maintaining the records of such meetings.
- (e) The Deans shall be responsible for an overall academic development of their respective Schools including the formulation and updation of academic curriculums for the programmes conducted by them, determination of an appropriate mix of pedagogies, research activities, including the Ph.D. programme/s and interface with industries, other academic and research institutions / concerned statutory body/ bodies. While overseeing the implementation of different academic programmes, they shall also be responsible for maintaining an optimal balance between

curricular and co-curricular activities (including extension services) of their respective Schools. Deans shall also act as Nodal Officer in so far as the coordination is required for academic, research and administrative activities within their Schools and the University and the monitoring mechanism that may be laid down by the University from time to time;

- (f) Deans shall be responsible for maintaining warranted punctuality and discipline both in the faculty and students of their respective Faculties through strict adherence to the time table, attendance records and initiating disciplinary action/s etc.
- (g) Deans shall ensure the availability of required faculty, including the guest faculty, and shall distribute the teaching workload as per the norms prescribed by the University. The requirement with respect to the entire faculty may be assessed well in advance and the same may be got approved from the Vice-Chancellor so that their recruitment/appointments are finalized latest by the close of April for each academic session; this exercise must ensure providing of a minimum period of three months for the University for the completion of the recruitment process.
- (h) The Deans shall also act as the Chairperson of the Academic Equivalence Committee for their respective Faculties.
- (i) The Deans shall also ensure that research, consultancy and extension activities assigned to their respective Faculties are accomplished within the given time frame beside ensuring financial accountability for these activities as per the laid down procedure and norms of the University.
- (j) Deans shall ensure that duly approved lists of examiners and academic experts are provided to the examinations and establishment branches preferably on academic year basis.
- (k) Deans shall act the Chairmen of the Library Committees of their Faculties and as such, they would ensure the timely availability of the required books in the University Information Resource Centre.
- (l) Deans shall be responsible for maintaining discipline among the students of their respective Faculties in general, and in respect to their attendances, in particular. The student/s whose attendance/s are likely to fall short should be intimated well in advance so that they are provided with an opportunity to improve their respective attendance records.
- (m) Deans should convene the meetings of the faculty members of their respective Schools at frequent intervals so as to enable every faculty member to contribute his/her best to the promotion of academic and research cause of their respective Schools.

(3) Administrative Responsibilities:

- (a) The entire teaching and non-teaching staff, irrespective of their designation, shall be under the direct administrative control of the Deans of their respective Faculties in so far as the conduct of academic programme/s and coordination with other Schools and administrative departments is concerned.

- (b) Deans shall be responsible for granting of casual leave, including grant of special casual leave for not exceeding 04 days for attending any seminar/workshop/conference, etc., for all teaching and non-teaching staff as per rules on the subject notified separately ; they shall, however, act as recommending authority for the grant of all other kinds of leaves.

Provided further, the Deans shall be responsible for conveying the Personnel Branch of the University at least 10 working days in advance prior to the scheduled departure in case any faculty member is granted any special casual leave (including duty leave) for examining their admissibility and the corresponding financial liability.

- (c) Deans should provide necessary guidance to the concerned faculty of their respective Faculties for filling up of the formats prescribed for Faculty Appraisal and Development System /CAS.
- (d) Deans shall have the authority to grant approval to the faculty of their respective Schools for attending mandatory Orientation / Faculty Development Programmes within India provided such programmes are scheduled in summer/winter vacations; however, if such programmes are spread over to the University's academic session then the prior approval of the Vice-Chancellor shall invariably be required. Further, the financial expenditure shall require the prior approval of the competent authority of the University.
- (e) All correspondence concerning with grant of leave and other personnel matters including complaints against the Dean that may be initiated by any faculty and staff of the respective School shall be routed through the Office of the Dean. The correspondence received from the different Schools, without having routed through respective Deans, shall not be entertained by the Competent Authorities of the University.

Deans shall, however, ensure that no correspondence is withhold beyond a reasonable time (normally one week) and the same is forwarded to the concerned authorities of the University.

- (f) Deans shall act as the Custodian of the records and other stocks and capital assets for their respective Schools including maintaining a proper register for the capital assets.
- (g) Deans shall act as Redressal Officer for all kind of grievances of the students of their respective Schools aside acting as a Coordinating Officer between the respective School and the Administrative Branches of the University.

(4) Financial Responsibilities:

- (a) Preparing the Budget of the School for each financial year and submission of the same latest by the close of November 30 ; these Estimates should cover both Plan and Non-plan Expenditures for the School and should cover the anticipated recurring and non- recurring expenditures under both the Heads as per the developmental plan for the School ; if need be, Revised Estimates for each financial year be forwarded to the University by the School latest by the close of October 31st each financial year.
- (b) Exercise such financial powers as approved by the Finance Committee.

- (c) Making disbursement of honorarium to the entire faculty, engaged both from within the School and outside academic/ corporate world as Guest Faculty for the conduct of Weekend Programmes as per the norms and policy of the University.

However, the Dean shall obtain prior approval of the Vice-Chancellor for engaging the faculty (both from within the School and outside academic/ corporate world as guest faculty) in principle and the disbursement shall be made only after proper verification by a Committee, comprising of the Coordinator and two other faculty members of the concerned School and headed by the Dean.

- (d) Proper accounting, documentation and utilization of the funds allocated by the University under the budget head of 'imprest'.
- (e) Acting as the Chairman of the 'Justification Committee' and 'Purchase Committee' for all purchases done by the School including the purchases under sponsored research projects wherever prescribed as per the rules of the funding agency.
- (f) Carrying out the stock verification of all the items of the Register for Capital Assets annually and prior to the close of March 31st each year.

ORDINANCE 5: MAINTENANCE OF DISCIPLINE AMONG STUDENTS

1. POWERS TO VEST IN THE VICE- CHANCELLOR:

- (1) All powers relating to maintenance and enforcement of discipline among and disciplinary action against the students of the University shall vest in the Vice-Chancellor.
- (2) The Vice-Chancellor may delegate all or any such of his powers, as he deems proper, to such other officers and authorities of the university as he may specify in this behalf.

2. ACTS OF INDISCIPLINE AND MISCONDUCT:

- (1) Without prejudice to the generality of the power to maintain and enforce discipline under this Ordinance, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and affiliated colleges and institutions:-
 - (a) physical assault, or threat to use physical force, against any member of the teaching or non- teaching staff of the University or against any student of the University.
 - (b) remaining absent from the class, test or examination or any other curricular or co- curricular activity which he is expected to participate in ;
 - (c) carrying of, use of or threat to use, any weapon;
 - (d) misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a college or institution;
 - (e) use of drugs or other intoxicants except those prescribed by a qualified doctor;
 - (f) any violation of the provisions of the Civil Rights Protection Act, 1976;
 - (g) indulging in or encouraging violence or any conduct which involves moral turpitude;
 - (h) any form of gambling;
 - (i) violation of the status, dignity and honour of a student belonging to a scheduled caste or a scheduled tribe;
 - (j) discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
 - (k) practicing casteism and untouchability in any form or inciting any other person to do so;
 - (l) any act, whether verbal or otherwise, derogatory to women;
 - (m) drinking or smoking;
 - (n) any attempt at bribing or corruption of any manner or description;
 - (o) wilful destruction of the property of the University or an affiliated college or institution;
 - (p) behaving in a rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;
 - (q) creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;

- (r) causing disruption of any manner or description of the academic functioning of the University system;
- (s) indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case maybe.
- (t) Truancy and unpunctuality;
- (u) Ragging as defined in this Ordinance.

3. PENALTIES FOR BREACH OF DISCIPLINE:

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him,

- (1) The Vice-Chancellor may in the exercise of his powers aforesaid, order or direct that any student–
 - (a) be expelled from the University, in which case he shall not be re-admitted to the University; or
 - (b) be, for a stated period, rusticated in which case he shall not be admitted to the University till the expiry of the period of rustication; or
 - (c) be not, for a stated period, admitted to a course or courses of study of the University; or
 - (d) be imposed with the fine of a specified amount of money;
 - (e) be debarred form taking a University examination or examinations for one or more years.

4. DECLARATION TO BE SIGNED BY A STUDENT:

At the time of admission, every student shall be required to sign a declaration on oath that he shall submit to the disciplinary jurisdiction of the Vice-Chancellor and authorities of the University.

5. TOTAL PROHIBITION OF RAGGING AND PENALTIES THEREFORE:

- (1) Ragging in any form shall be strictly prohibited within the premises of the University, a college or an institution, as the case may be, or in any part of the University system as well as on public transport, or at any other place, public or private.
- (2) Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this ordinance.
- (3) Ragging, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which-
 - a) Involve physical assault or threat to use physical force;
 - b) Violate the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe;

- c) Expose students to ridicule or contempt or commit an act which may lower their self-esteem; and
 - d) Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.
- (4) The Head of Department shall take immediate action on the receipt of any information that ragging has taken place or is likely to take place.
 - (5) Notwithstanding anything contained in clause (4), the chairman of the Board of Discipline of a University teaching department may also *suo motu* inquire into any incident of ragging or likelihood of such incident and make a report to the Vice-Chancellor clearly pinpointing, among other details, the identity of the student or the students who were involved in the incident and the nature of the incident.
 - (6) The chairman or the convenor of the Board of Discipline, as the case may be, may also submit an interim report to the Vice-Chancellor establishing the identity of the perpetrators of ragging and the nature of the incident.
 - (7) The chairman of a Board of Discipline is satisfied that for any reason, to be recorded in writing, it is not feasible to hold an inquiry referred to in clauses (4) and (5), he may so advise the Vice-Chancellor accordingly.
 - (8) Where the Vice-Chancellor is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he shall order accordingly for reasons to be recorded in writing.

6. CONSTITUTION OF THE BOARDS OF DISCIPLINE:

- (1) The Boards of Discipline at the level of the University teaching departments and affiliated colleges and institutions shall be constituted by the Vice-Chancellor as follows:-
 - University Teaching Departments:
 - (i) A Professor of the University to be nominated by Vice-Chancellor by rotation - Convenor
 - (ii) Two senior teachers of the University to be nominated by the Vice-Chancellor - Members
 - (iii) One senior lady teacher of the University to be nominated by the Vice-Chancellor - Member
 - (iv) Heads of Department(s) of the concerned Department / Departments to which the act of indiscipline or misconduct by a student or students pertains to.
- (2) The nominated members shall hold office for a period of two years and a vacancy occurring in the Board of Discipline shall be filled for the remaining period of the term of the member whose departure has caused the vacancy.
- (3) Three members of the Board of Discipline including the chairman, shall form the quorum.

- (4) In the absence of the chairman, the senior most member of the Board of Discipline shall act as the chairman.

7. FUNCTIONS OF THE BOARD OF DISCIPLINE:

- (1) The Board of Discipline shall perform the following functions:-
- (i) To consider matters concerning maintenance of discipline among the students in the University teaching department or the college or the institution, as the case maybe,
 - (ii) To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to the Board of Discipline by the Dean and to submit their findings, conclusions and recommendations for the quantum of punishment under the provision of this ordinance to the Vice-Chancellor or the person authorised by the Vice-Chancellor in this behalf.
 - (iii) To supervise and monitor the disciplinary climate prevailing in the University or the college or the institution, as the case maybe.
 - (iv) To take preventive and precautionary steps such as issue of notices, warnings, instructions etc. as the case may be, for the purpose of forestalling acts of individual or collective indiscipline, misconduct and ragging, etc.
 - (v) To maintain liaison with the police authorities and the concerned departments of the Government, neighbouring institutions and the concerned authorities of the University regarding maintenance of law and order in the University or the college or the institution, as the case maybe.
 - (vi) To perform such other functions as may be assigned to it by the Vice-Chancellor from time to time.
- (2) The decision in each case shall be conveyed by the chairman/ Convenor of the Board of Discipline concerned communicating the penalty or penalties, if any, imposed on a student or students.
- (3) A student or students, who are aggrieved with the penalty imposed upon them, may appeal to the Vice- Chancellor whose decision in this regard shall be final and binding on the parties.

ORDINANCE 6: CONFIRMATION OF SERVICE

- 1. General:** Confirmation will be made only once in the service of an official which will be in the entry grade. An officer who has successfully completed the probation shall be considered for confirmation.
- 2. Confirmation in the grade to which initially recruited:-**
 - (i) The appointee should satisfactorily complete the probation.
 - (ii) The case will be placed before the Departmental Promotion Committee for confirmation.
 - (iii) A specific order of confirmation will be issued when the case is cleared from all angles.

Note :-If a University employee is appointed to another post in the University by direct recruitment, it will be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. The fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post, the job requirements of which may be quite different from those of the old post.

- 3. Eligibility for confirmation:-**Before confirming a University employee, the appointing authority shall satisfy himself-
 - (i) that the person concerned is educationally qualified unless the educational qualifications were specifically relaxed in his case by the competent authority or he belonged to a category of persons in whose case the prescribed educational qualifications stood relaxed at the time of his initial appointment.
 - (ii) that the person satisfied the condition of the age-limit prescribed in the recruitment rules at the time of his initial appointment unless he was exempted from the condition to the extent provided in any general or special instructions.
 - (iii) that he has been duly examined by appropriate medical authority and found fit, wherever necessary.
 - (iv) that his character and antecedents have duly been verified through appropriate authorities.
 - (v) that before confirming, integrity clearance in respect of him shall be obtained.
- 4. Confirmation of Probationers:-**A person appointed against a permanent post as a direct recruit with definite conditions of probation shall be confirmed in the grade with effect from the date on which he successfully completes the period of probation. The decision whether he should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, i.e., ordinarily within 6 to 8 weeks and communicated to the employee together with the reasons in case of extension. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service should be informed of his shortcomings well before the expiry of the original probationary period so that he can make severe efforts at self-improvement.

5. Composition of DPCs to consider cases of confirmation-

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|--|---|
| 5.1 Posts equivalent to the grade of Assistant Professor and above | <ol style="list-style-type: none">1. The Vice-Chancellor2. Dean of the faculty concerned3. One member nominated by the Board of Management4. The Head of Department concerned. |
| 5.2. All posts lower than the grade of Assistant Professor | <ol style="list-style-type: none">1. The Vice-Chancellor2. The Registrar3. One Head of Department, nominated by the Vice-Chancellor, wherever applicable4. Dy. / Asst. Registrar nominated by the Vice-Chancellor. |

ORDINANCE 7: APPOINTMENT ON CONTRACT/DAILY WAGE BASIS OR AS CONSULTANT OR GUEST FACULTY

Appointment of Teaching or Non-Teaching employees of the University may be made on contract basis for a specified period of 03 or 06 months against a regular sanctioned post which may be extended with a Service Break. Engagement on daily wage basis or as Consultant or Guest Faculty may, however, be made for any specified period not exceeding 03 months as per exigency of the University without a regular sanctioned post.

- 1. Appointing Authority:** The appointing authority for all appointments mentioned above will be the Vice- Chancellor except in case of engagement of persons on daily wage basis.
- 2. Salary/Remuneration:** The person appointed on contract basis shall be paid a consolidated salary equivalent to 'Minimum of the Pay Band plus Grade Pay' of the Post. In case of retired Govt. employee being engaged, it shall be Last 'Pay drawn minus Pension', if he/she is a pensioner. The remuneration for the Consultant or the Guest Faculty shall be as per the norms adopted by the State Government for the Government Colleges or Universities. The Persons engaged on daily wage basis shall be paid daily wages at the rate fixed by the State Govt. from time to time. No retirement or pensionary benefit on account of the said appointment shall be-admissible.
- 3. Age limit:** The age limit for the persons engaged on contract basis shall be as per the Recruitment Rules. There shall be no age limit for those engaged on daily wage basis or as Consultant or Guest Faculty.
- 4. Screening /Selection Committee:**
 - (1) All appointments of teachers on contract basis will be done by the selection committee as laid down in Statute-17.
 - (2) All appointments of teachers as Consultant or Guest Faculty will be done by the Vice-Chancellor as recommended by a Screening/Selection Committee comprising of the following:
 - (a) Vice Chancellor or his nominee -(Chairperson)
 - (b) The Head of Department (HoD) concerned, wherever applicable or a (HoD) nominated by the Vice Chancellor for general/combined posts.
 - (c) Registrar -(Convener)
 - (d) Two experts, if necessary to be nominated by the Vice chancellor in case of teaching/ teaching supporting posts.
 - (3) The engagement of persons on daily wage basis shall be done by the Registrar.
 - (4) This committee may transact business by actual meeting or by circulation. It may also be decided by the committee whether it is necessary to issue an advertisement and to hold test and/or interviews in each case. The above committee will also recommend the emoluments in each case as per the rules of the University.

- 5. Service Conditions:** A person engaged on contract basis shall enter into a Contract Agreement as appended in the Statutes. The conditions of service for the persons engaged on contract/part time basis shall be as per terms and conditions laid down in the Contract Agreement. The service conditions for the Consultant, Guest Faculty and Daily wage employees shall be as per rules of the State Government.
- 6. Removal of Difficulties:** Any difficulty or doubt arising in the appointments or service conditions mentioned above shall be decided by the Vice-Chancellor as per the relevant rules of the State Government.

ORDINANCE 8: APPOINTMENT ON DEPUTATION/TRANSFER

Appointment of Teaching or Non-Teaching staff on deputation from other Government Departments/Institutes and their subsequent absorption to the University may also be made on terms and conditions as applicable for State Government employees.

ORDINANCE 9: PREVENTION OF SEXUAL HARASSMENT

- 1. Definition:** “Sexual Harassment” includes such unwelcome sexually determined behaviour (whether directly or by implication) as
- (a) Sexually offensive physical contact or advances;
 - (b) A demand or request for sexual favours.
 - (c) Sexually coloured remarks;
 - (d) Showing Pornography; And
 - (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances, where under the victim of such conduct has a reasonable apprehension that in relation to the victim’s employment or work, whether he or she is drawing salary, or honorarium or doing voluntary service, in the University, or in an affiliated institute, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the person has reasonable ground to believe that his or her objection would disadvantage him or her in connection with his or her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

2. Sexual harassment also includes unwelcome:-

1. Loaded comments having sexually offensive connotations.
 2. Remarks or jokes having sexually offensive connotations;
 3. Obscene, e-mails or phone calls having sexually offensive connotations
 4. Sexual physical gestures, lewd stares;
 5. Physical contact having sexually offensive connotations and stalking;
 6. Exhibition of pornography;
 7. Making of sounds having sexually offensive connotations;
 8. Playing of music or songs having sexually offensive connotations.
 9. Relating sexually explicit anecdotes;
 10. Threat to take vindictive action for denial of sexual favours;
 11. Singing lewd songs;
- 3.** Any act or behaviour that is sexual, based on sex or on sexual orientation, towards a person, that has the aim or effect of compromising that person’s right to dignity, equality in employment, and to working conditions that are respectful of that person’s dignity, their moral or physical integrity, their right to receive ordinary services offered to the public in full equality.

4. The act or behaviour can notably take the form of pressure, insults, remarks, jokes based on sex, touching, assault, all sexual exhibitionism, all unwelcome implicit or explicit sexual solicitations, all threats or all sexual blackmail.
5. Any pressure, constraint of sexual nature carried out through words, gestures, threats, promises, writing, drawings, sending of objects, all sexually discriminatory remarks, targeting a person during a hire or while conducting his professional activity.
6. Any behaviour is unacceptable if
 1. Such conduct is unwanted, unreasonable and offensive to the recipient
 2. A person's rejection of, or submission to, such conduct on the part of employers or workers (including superiors or colleagues) is used explicitly or implicitly as a basis for a decision which affects that person's access to vocational training, access to employment, continued employment, promotion, salary or any other employment decisions; and/or
 3. Such conduct creates an intimidating, hostile or humiliating work environment for the recipient; and that such conduct may, in certain circumstances, be contrary to the principles of equal treatment within the meaning of Articles 14, 15, 16 and 21 of the Constitution of India.
 4. Act or conduct creating sexually hostile and intimidating environment.

7. Who Can Make a Complaint?

A person who is—

- a. A student of this University;
- b. Seeking to be an employee or employed in this University;
- c. A member of the staff of this University or is a member of any committee, board, management, academic of any committee, board, management, academic council or holds an administrative or consultative position in the University;
- d. An applicant for admission into any course offered by this University.

Subject to the condition that where a complaint instituted before the Complaints Committee is found to be frivolous or vexatious, the Committee shall, for reasons to be recorded in writing, dismiss the complaint and make an order that the complainant shall pay to the opposite party a fine of a minimum of Rs. 5,000/- (five thousand rupee) and a maximum of Rs.10,000/- (ten thousand rupee only).

8. The Complaint Committee:

There shall be a 'University Complaint Committee' which shall be constituted by the Vice-Chancellor, comprising of 5 ordinary members. The Committee shall have the power to co-opt additional members but at least half of the members of the Committee shall be women. The Chairperson of the Complaints Committee will be nominated by the Vice-Chancellor and shall be a woman. Three members shall form the quorum.

9. Eligibility for Membership of the Complaint Committee:

A person employed as Professor or as Associate Professor or in an equivalent grade in the University shall be appointed as ordinary Members of the Committee

In appointing ordinary members, the Vice-Chancellor may take into account the seniority, ability and background of the member.

The Committees as (i) above, may co-opt as many members as are necessary to make an informed, reasonable and expeditious decision. Students, Staff, NGO's or other relevant persons can be co-opted as members.

10. Jurisdiction:

All members of staff; teaching or non-teaching, and all students whether studying in the Manipur Technical University or its affiliated units, are subject to the jurisdiction of this Ordinance.

The territorial jurisdiction of the University Complaints Committee shall extend to acts of sexual harassment committed in the Manipur Technical University campus, while that of Institute Complaint Committee to the Institute campus. The campus shall also include hostels, guesthouses, car parks and other properties owned, maintained or under the control of the University/ institute or where classes, lab work and workshops etc are held.

11. Conducting Enquiry by the Compliant Committee:

In the case of sexual harassment of a third person by a student or staff of this University, the Complaints Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the third person's complaint.

- i) Any person aggrieved shall prefer a complaint before the Complaints Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.
- ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the alleged perpetrators and the complaint shall be addressed to the Complaints Committee
- iii) If the complainant feels that he or she cannot disclose his or her identity for any particular reason the complainant shall address the complaint to the Vice Chancellor and hand over the same in person or in a sealed cover. Upon receipt of such complaint the Vice Chancellor shall retain the original complaint with himself and send to the Complaints Committee a gist of the complaint containing all material and relevant details, other than the name of the complainant and other details, which might disclose the identity of the complainant.
- iv) The Complaints Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.
- v) The Complaints Committee shall after examination of the complaint submit its recommendations to the Vice Chancellor recommending the penalty to be imposed.
- vi) Vice Chancellor upon receipt of the report from the Complaints Committee shall after giving an opportunity of being heard to the persons complained against, confirm with or without modification the penalty recommended after duly following the prescribed procedure
- vii) In cases, pertaining to the officer holding the posts of Assistant Professors or above the case shall be submitted to the Board of Management, which shall with or without modification confirm the penalty recommended, after duly following the prescribed procedure.

12. Disciplinary Action:

Where the conduct of an employee amounts to misconduct in employment as defined in the conduct rules, appropriate disciplinary action in accordance with the relevant rules shall be initiated.

In the case of an employee of an affiliated institution, the matter will be referred to the management of the institution for appropriate disciplinary action.

Where the conduct of a student amounts to misconduct, appropriate disciplinary action in accordance with the relevant Ordinance on 'Maintenance of discipline amongst Students' shall be initiated by the competent authority.

13. Third Party harassment:

Where sexual harassment occurs as a result of an act or omission by any third party or outsider the employer and the persons in-charge shall take all steps necessary and reasonable to assist the affected persons in terms of support and preventive action.

14. Annual Report:

The Complaints Committees shall prepare an Annual Report giving full accounts of its activities during the previous year and forward a copy thereof to the Vice Chancellor concerned who shall report to the Board of Management.

15. Saving:

Nothing contained in this Ordinance shall prejudice any rights available to the employee or prevent any person from seeking any legal remedy under the National Commission for Women Act 1990, Protection of Human Rights Act 1993, and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or under any other law for the time being in force.

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the University shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassments. The victims of sexual harassments should have the option to seek transfer of the perpetrator or their own transfer.

ORDINANCE 10: SITTING ALLOWANCES

The Sitting Allowances for the members of the Board of Management and Academic Council not belonging to the University shall as may be notified from time to time.

ORDINANCE 11: REMOVAL OF DOUBTS

Where any doubt arises as to the interpretation or application of any of the provisions of these Ordinances, the matter will be referred to the Board of Management, whose decision shall be final.

By order

Sd/-

(W. Malemnganba Chenglei)

Registrar

Manipur Technical University

BOM's Resolution : 7th December, 2016

