

MAHARAJA AGRASEN UNIVERSITY

In pursuance of the provisions of sub section (1) of Section 29 of Maharaja Agrasen University (Establishment and Regulation) Act, 2012, the Board of Management in its Meeting held on 18-10-2023 vide Item No. 32.12 and with the approval of Governing Body of Maharaja Agrasen University makes the following amended ordinances which shall be called the **“Amended Ordinances of the University”**

DEFINITIONS

In these Ordinances, unless the context requires otherwise:

1. “Academic Council” means the Academic Council of the University as provided in the section 20 of Maharaja Agrasen University (Establishment and Regulation) Act, 2012;
2. “Act” means the Maharaja Agrasen University (Establishment and Regulation) Act, 2012 (Act No. 15 of 2013);
3. “Board of Management” means the Board of Management constituted under section 19 of this Act;
4. “Campus” means the area of the University within which it is established.
5. “Fees” means monetary collection made by the University from the students by whatever name it may be called, which is not refundable;
6. “Government” or “State Government” means the Government of Himachal Pradesh;
7. “Governing Body” means the Governing Body constituted under section 18 of this Act;
8. “Hostel” means a place of residence for the students of the University established by the University;
9. “Student” means a person enrolled in the University for taking a course of study for a degree, diploma or other academic distinction instituted by the University, including research degree;
10. “Teacher” means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide or to render guidance in any form to the students for pursuing a course of study of the University.
11. “University” means the Maharaja Agrasen University, Atal Shiksha Kunj, Kallujhanda (Baddi), District Solan, Himachal Pradesh

CHAPTER I

REGISTRAION, ADMISSION, MIGRATION

1. Registration

- 1.1. **Registration Form:** Every student joining the University shall be required to get registered with the University. For registration, the candidate shall have to fill the prescribed registration form in his/her own handwriting
- 1.2. **Documents/Testimonials:** The student shall submit self-attested photocopies of all the required documents/testimonials in support of his/her admission along with the registration form. The student will produce such original documents/testimonials as and when required for verification by the university authorities. The student shall have to submit original character and migration certificates.
- 1.3. **Prescribed Fees:** The students shall pay the fees associated with the course for which he/she is seeking admission.
- 1.4. **Cancellation of Registration/Admission:**
 - 1.4.1. In case a student is registered by supplying wrong information in respect of his/her age, subject, percentage of marks, minimum eligibility criteria for admission to the course etc., his/her registration/admission shall stand cancelled as and when it comes to the notice of the University and disciplinary action shall be taken against the candidate.
 - 1.4.2. The registration of a student who leaves the University or migrates to join another University or is rusticated or expelled from the University or whose name has been struck off from the rolls of the University for any reason, shall stand cancelled. The student may apply for re-registration within 15 days of his/her cancellation of registration. The permission to re-join shall be further subject to such conditions as may be prescribed by the university authorities.
- 1.5 All candidates registered with the University shall be referred to “Students of the University”.

2. Master Register of Students: The University shall maintain in such form as may prescribed, a “Master Register of Students”. The register shall contain the following information: -

- Course Name
- Registration Number/MAUPIN
- Date of Joining
- Student's Name
- Father's Name
- Mother's Name
- Male/Female/Transgender
- Date of Birth
- Category
- Caste
- Religion
- Permanent /Residential Address
- State of Domicile

- Basis of Admission (class 12th/Graduation)
- Marks obtained (in class 12th/Graduation)
- Roll Number, if admission is through Common Entrance Test
- Entry Level Qualification indicating stream
- Marks/Division/Grade in the qualifying examination(s)/entry level qualifications
- Foreign Student (Yes/ No) If yes, give details of Indian Equivalent Degree
- Lateral Entry (Yes/ No) If yes, Class/Semester in which admitted
- Admission through Migration (Yes/No)
- Migration Class/Semester in which admitted
- Achievement of the Student
- Email
- Aadhaar No.
- Mobile No.
- Hostel
- Transport required (Yes/No)
- Scholarship (Yes/ No) If yes, then give details with documentary evidence
- Any other relevant information deemed necessary for the students' record

3. Change in the entries of the Master Register of students: - Any change in the entries of the Master Register, except the clerical errors, shall be made subject to the following conditions: -

3.1 Change/Correction in the entry regarding name of the student: -The application for change of name shall be accompanied by :

- a) an affidavit sworn before a magistrate by the applicant if he/she is major or by his parent or guardian if he/she is minor, stating the existing and the proposed name to be changed.
- b) original page of the newspaper in which the proposed change of name has been published; and
- c) deposit of fee as may be prescribed by the University in this behalf.

3.2 Change/ Correction in the entries regarding date of birth: - The application for change in date of birth shall be accompanied by:

- a) a certificate from the concerned recognized Board/ University/Institution from which the student passed High School /Matriculation / Higher Secondary/ Indian School Certificate Examination, as the case may be, that the necessary correction in the date of birth has been made and a new certificate to that effect has been issued.
- b) the new certificate of High School/Matriculation/Higher Secondary/ Indian School Certificate Examination issued by the recognized Board/ University/Institution
- c) deposit of fee as may be prescribed by the University in this behalf.

4. Admissions

Admissions to various courses in the University shall be open to all persons irrespective of sex, religion, colour, caste or creed subject to the following conditions;

- 4.1.The candidate must fulfill the minimum eligibility criteria as prescribed for the relevant course as per UGC/AICTE/PCI/BCI.
- 4.2.The candidate must not be disqualified for the admission.

5. Equivalence of Foreign Degrees etc.:

- 5.1. A candidate who has obtained the relevant qualifying degree/diploma/certificate from a foreign university/institution and seeks admission on that basis in any course run by the University shall make an application duly supported by evidence that authenticates his claim regarding equivalence of his degree/diploma/certificate with the degree of any University/Board/institution established by law in India.
 - 5.2. In order to recognize any foreign degree/diploma/certificate as equivalent to any degree/diploma/certificate of any University/Board/institution established by law in India, for the purposes of admission to any course of the University, the Vice-Chancellor shall constitute an Equivalence Committee which shall decide all such cases regarding equivalence.
 - 5.3. The Equivalence Committee may impose any condition regarding the additional courses of study, which the candidate may be required to pass to qualify for the degree.
6. No student shall be allowed to join two full time regular courses of study simultaneously except certificate /diploma courses offered by the University.
 7. **Provisional Admission:** In the event of delay in the declaration of the result of qualifying examination or having placed in compartment in any subject of the qualifying exam the candidate may be given provisional admission to a course, subject to the condition that in the event of his failure to fulfill the eligibility requirement till the last date of admission, the provisional admission shall stand automatically cancelled. An undertaking to this effect shall have to be given by the student at the time of applying for provisional admission.

8. Reservations

Reservations in admission shall be as follows:

- 8.1 Reservation of seats for the students belonging to Scheduled Caste, Scheduled Tribes, Other Backward Classes, physically challenged or any other category, shall be as per the policy of the State Govt.
- 8.2 At least 25% seats for admission to each course shall be reserved for the students who are bonafide Himachali students as per notification of the Himachal Government.
- 8.3 5% of the seats shall be reserved for the candidates in the Sports Category.

9. Supernumerary Seats

The Board of Management shall have the authority to provide for Supernumerary Seats in each course which may be reserved for certain categories of persons including in-service employees. Provided further that, if any seat in this category will remain vacant, the same shall be offered to the general category candidates.

10. Age Limit

The maximum age limit for admission to all courses shall be as may be fixed, from time to time, by the concerned Regulatory Authority/State Government.

11. Migration

11.1. Migration to the University from other University/Institute shall not be allowed in the first year of any course except in cases of extreme hardship, at the discretion of the Vice- Chancellor. However, the migration shall be allowed from second year onwards.

11.2. Subject to the provisions of the preceding rule, migration to the University from other University/Institute may be allowed with fee amounting to Rs.10,000/-.

11.3. Migration to this University from other University/Institution shall be allowed only if the candidate has passed all the subjects in the previous semesters of the relevant course of the University/institution from which migration is sought.

11.4. All cases relating to migration from other University/Institution to the University shall be referred to the Equivalence Committee for deciding the equivalence of the course in which the candidate has sought migration in the University. The Equivalence Committee shall also decide the deficient subjects if any, that the candidate shall have to pass after admission to the course in the University. A school-wise equivalence committee shall be constituted to determine the deficiency of the subject/s, comprising the below listed members:

Associate Dean/Director of the School	Chairperson
Two Teachers of the concerned Course/Subject	Members
(Professor/Associate Prof./ Assistant Prof.)	

11.5. Deficiency, if any, should not be of more than three subjects per semester. The candidate shall have to furnish the undertaking that he/she will attend classes and pass the subject/s found deficient within one year of admission to the course.

11.6. Migration should be strictly allowed on the basis of genuine reasons after proper scrutiny of the concerned cases and the student shall be allowed migration as per merit of the case, subject to availability of seats in the course.

11.7. In case the number of candidates seeking migration in a course is more than the number of seats vacant, the migration shall be allowed on the basis of merit of the candidates.

11.8. Preference shall be given to candidates seeking migration from the Defence Institutes/Government Agency/Institutes of fame with which the university has signed MOU, subject to availability of vacant seats.

11.9. The candidate seeking migration from other University shall be required to submit the following documents from the said University: -

- a) No Objection Certificate.
- b) Migration Certificate in original.

c) DMC of all previous years examinations of the course.

12. Transfer from one course to another course:

Student admitted to one course may apply for transfer from one course to another course subject to fulfilment of requisite eligibility requirement, till 1st September or the last date of admissions as prescribed, whichever is later. Transfer shall be allowed subject to availability of seats.

13. Change of optional subjects:

A student may be permitted to change the optional subjects (where practicals are not involved) within one month of the commencement of the Academic Session.

14. Re-admission after prematurely leaving any Course:

Any student who is unable to complete the course and leaves the University prematurely shall be entitled to re-join the course in the year he/she has left, within a period of two years of leaving the University, subject to availability of the seat in the course.

CHAPTER –II

FEE, SCHOLARSHIPS, FEE CONCESSION AND STIPEND

1. Fees to be charged for various courses, examinations, degrees and diplomas of the university.

1.1.In compliance with Section 32 of the Maharaja Agrasen University (Establishment and Regulation) Act 2012, the Governing Body/Board of Management, shall prepare and revise the fee structure of the courses and send it to the Government for its approval before 31st December of every preceding academic year along with the approval of the courses granted by the regulatory commission.

1.2.The final fee structure for various courses shall be in accordance with the approval granted by the State Government.

1.3.The University shall not charge any fees for conducting the Internal Assessment Tests. In case the student fails in Internal Assessment Test, fee shall be charged for Re-test of Internal Assessment.

1.4.The examination fees for appearing in supplementary examinations and examination fees for improvement of division shall be decided by the Board of Management, from time to time.

1.5.As per Section 32 quoted above, the fee structure for each course shall be reflected in the prospectus and also the fee structure shall not be revised or modified during the academic year.

2. Fee Concession and Scholarship:

2.1.The Board of Management shall have the authority to decide, amend and revise the scholarships, stipends and fee concessions to be given to the students, from time to time.

2.2.The students shall be entitled to the following fees concessions and scholarships;

FEE CONCESSION*/SCHOLARSHIP

All students belonging to the State of Himachal Pradesh		20%
Students with good academic record	With 95% and above marks	50%
	Between 90 and < 95 %	30%
	Between 80 and < 90 %	15%
	Between 75 and < 80%	10%
Girl students of any State		15%
Only Single Girl Child		25%
Students belonging to Economically Weaker Section		15%

Students who have passed +2 from Government Schools of any State	15%
Wards of army/Police Personnel and Teachers	15%
Students from Jammu & Kashmir and North-Eastern States	15%
Wards of Martyrs (Defence/Police)	25%

Note: The fee concession shall be for the entire course subject to the condition that candidate will maintain the same level of marks. University may reduce the scholarship for the next session if there is significant fall in the merit of student as per result of end semester examinations.

3. REFUND OF FEES

The refund of fees shall be done in the following manner;

3.1.In case of withdrawal of admission before the commencement of the academic session the University will refund the entire amount after deduction of Rs.1000/- as processing fee plus other expenses in accordance with the norms of UGC/AICTE/Govt. of Himachal Pradesh/HP-PERC.

3.2.In case of withdrawal of admission after the commencement of the academic session the University will refund the amount after deduction of the amount as mentioned in clause (1), and the pro-rata tuition fee charges, provided that the seat is filled up.

For the purposes of deduction of pro-rata tuition fee, the semester will be deemed to be of 5 months' duration and the fee will be computed accordingly.

In case the seat remains vacant, **only** Caution Money and pro-rata monthly charges on account of Hostel Room Rent, Mess Charges, Transportation Charges and Laundry Charges will be refunded by the University.

3.3.No refund except Caution Money is admissible after the last date of admission as notified by the Govt. of Himachal Pradesh/HP-PERC or any other statutory authority. However, in case, the student has paid the Hostel Room Rent, Mess Charges, Transportation Charges and Laundry Charges, pro-rata deduction will be made on account of these charges and the balance will be refunded.

3.4.The refund will be made within 90 days after the receipt of application by the University.

CHAPTER- III

COURSES OF STUDY

1. The courses to be run by the University, from time to time, shall be decided by the Board of Management on the recommendation of the Academic Council, subject to approval by the HPPRC and respective Regulatory Authority i.e., UGC, AICTE/PCI/BCI, etc.
2. Admissions to the University shall be made in accordance with the provisions of Section 31 of the Maharaja Agrasen University (Establishment and Regulation Act 2012).
3. The eligibility criteria to the various courses in the University shall be as laid down by the concerned Regulatory Authority from time to time.

3.1 INSTITUTE OF TECHNOLOGY

S.No	UG COURSES	Eligibility	Duration
1	B.Tech • Civil Engineering • Computer Science & Engineering • Electrical & Electronics Engineering • Electronics & Communication Engineering • Mechanical Engineering	As per the norms laid down by the AICTE/UGC/State Govt.	Duration: 4 years (8 semesters)
2	Bachelor of Computer Applications (BCA)	As per the norms laid down by the AICTE/UGC/State Govt.	Duration: 3years (6 semesters)

3.1.1 Lateral Entry in Engineering Courses:

- 3 years Diploma Holders in Engineering are eligible to seek direct admission to the Second year of the relevant B. Tech course under LEET, as per the norms laid down by the AICTE from time to time, subject to availability of seats in the concerned stream.

S.No	PG COURSES	Eligibility	Duration
1	M.Tech: • Civil Engineering • Computer Science & Engineering • Electrical & Electronics Engineering • Electronics & Communication Engineering • Mechanical Engineering	B. Tech in the relevant stream with at least 50% marks (45% for reserved category) in aggregate. As per the norms laid down by the AICTE/State Govt.	Duration: 2 years (4 semesters)
2	Master in Computer Applications (MCA)	As per the norms laid down by the AICTE/State Govt.	Duration: 2 years (4 semesters)

S.No	Ph. D PROGRAMMES	Eligibility	Duration
1	- Computer Science & Applications - CSE - ECE - EEE - CE - ME	55% in the Master's Degree in the relevant subject and Entrance test. (As per UGC/AICTE Norms)	Minimum Three Years

3.2 SCHOOL OF MANAGEMENT

S.No	UG COURSES	Eligibility	Duration
1	Bachelor of Commerce (B.Com)	As per the norms laid down by the UGC	Three Years (6 semester)
2	Bachelor of Commerce (B.Com. Hons)	As per the norms laid down by the UGC	Three Years (6 semester)
3	Bachelor of Business Administration (BBA)	As per the norms laid down by the UGC	Three Years (6 semester)
4	BSc (Hotel Management & Administration)	As per the norms laid down by the UGC	Three Years (6 semester)

S.No	PG Courses	Eligibility	Duration
1	Master of Business Administration (MBA)	As per the norms laid down by the UGC	Two Years (4 semester)
2	Master of Commerce)	As per the norms laid down by the UGC	Two Years (4 semester)

S.No	Ph. D PROGRAMMES	Eligibility	Duration
1	- Commerce - Management - Tourism & Hospitality	55% in the Master's Degree in the relevant subject and through Entrance test. As per the norms laid down by the UGC from time to time	Three Years

3.3 SCHOOL OF LAW

S.No	UG LAW COURSES	Eligibility	Duration
1	Bachelor of Arts-Bachelor Law (Hons.) BA LL.B (Hons.)	As per the norms laid down by the Bar Council of India	Five Years (10 semester)
2	Bachelor of Commerce-Bachelor Law B.Com LL.B	As per the norms laid down by the Bar Council of India	Five Years (10 semester)

3	Bachelor Law (LLB)	As per the norms laid down by the Bar Council of India	Three Years (6 semester)
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S.No	PG Law Course	Eligibility	Duration
1	LLM	As per the norms laid down by the Bar Council of India	one Year (2 semester)

S.No	Ph. D PROGRAMMES	Eligibility	Duration
1	Ph.D in Law	55% in the Master's Degree in the relevant subject and through Entrance test. As per the norms laid down by the UGC from time to time.	Three Years

3.4 SCHOOL OF PHARMACY

S.No	PHARMACY COURSES	Eligibility	Duration
1	Diploma in Pharmacy D. Pharm	As per the norms laid down by the Pharmacy Council of India	Two Years (Annual)
2	Bachelor of Pharmacy (B. Pharm.)	As per the norms laid down by the Pharmacy Council of India	Four Years (8 semester)

LATERAL ENTRY

A Candidate who has completed a D. Pharm. (Diploma in Pharmacy) will be eligible for lateral entry into the second year of a B. Pharm. (3rd Semester) program.

S.No	PG PHARMACY COURSES	Eligibility	Duration
1	M.Pharm (Pharmaceuticals)	As per the norms laid down by the Pharmacy Council of India	Duration: 2 years (4 semesters)
2	M. Pharm (Pharmaceutical Chemistry)	As per the norms laid down by the Pharmacy Council of India	Duration: 2 years (4 semesters)

S.No	Ph. D PROGRAMMES	Eligibility	Duration
1	Ph.D in Pharmacy	55% in the Master's Degree in the relevant subject and through Entrance test. As per the norms laid down by the UGC from time to time	Three Years

3.5 SCHOOL OF BASIC & APPLIED SCIENCES

S.No	UG Courses	Eligibility	Duration
1	B.Sc • Medical • Non-Medical • Computer Sc. with AI and Machine Learning • Computer Sc. with Data Analytics	As per the norms laid down by the UGC	3 years (6 semesters)

S.No	PG Courses	Eligibility	Duration
1	M.Sc • Physics • Chemistry • Pharmaceutical Chemistry • Mathematics • Bio-Technology • Zoology • Microbiology	As per the norms laid down by the UGC	2 years (4 semesters)

S.No	Ph. D PROGRAMMES	Eligibility	Duration
1	• Physics • Chemistry • Mathematics, • Bio-Technology • Zoology • Environmental Science • Microbiology • English	55% in the Master's Degree in the relevant subject and through Entrance test. As per the norms laid down by the UGC from time to time	Minimum Three Years

Note: The duration of the courses and eligibility conditions are subject to change as per the regulations/provisions/recommendations/amendments of the respective Regulatory Bodies (UGC/AICTE/BCI/PCI), Government of India and Government of Himachal Pradesh.

4. Starting any New Degree/Diploma/Certificate Course:

The Governing Body on the recommendation of the Academic Council may start any new degree/diploma/certificate course subject to approval by HPPERC/Govt. of Himachal Pradesh or other relevant regulatory body i.e. BCI/PCI/AICTE/UGC

CHAPTER-IV

ATTENDANCE REQUIREMENT

1. All students, in their own interests, shall make efforts to ensure 100% attendance in lectures, tutorial, practical, seminars, presentations etc., of the course of study.
2. The minimum attendance requirement for all courses shall be 75% of the total lectures delivered including tutorials and practical. However, relaxation up to 10% may be allowed with prior permission of the HoD of the concerned department to the student who had participated in any academic, cultural or similar activity sponsored by the University. Any further relaxation in rare cases shall be at the discretion of the Vice-Chancellor of the University. The norms of the concerned regulatory bodies, if any, shall also be adhered to while relaxing the attendance requirement.
3. In case, a student who remains absent from the class for a continuous period of 15 days without any prior intimation, his/ her name may be struck off the rolls of the University. In such cases, a notice shall be sent at the registered address of the student intimating the period of his/her absence in the classes. If no reply is received within 7 days after the said notice or if the absenteeism continues for another 7 days or if the explanation offered is unsatisfactory, the name of such a student, shall be struck off the rolls of the University.

However, the University reserves the right to allow re-admission of such students at the discretion of the Vice Chancellor upon payment of a prescribed fee as determined by the university.

4. A student who does not fulfill the minimum attendance requirement in any subject shall be detained and not to be allowed to appear in the relevant End Term Examinations.
5. Every teacher shall maintain a subject wise record of attendance of the students registered in the course.
6. The list of students detained on account of shortage of attendance shall be displayed on the Notice Board of the concerned Department of the University at least 10 days before the commencement of the relevant End Term Examinations. A copy thereof shall also be sent by post/email to the parent/guardian of the concerned student at his/ her registered address/email address as per the Master Register of Students maintained by the university.

Provided that if such a student has minimum 50% attendance in the subject/s, he/she may apply to the Head of the concerned Department to attend special remedial classes in lieu of attending regular classes in that subject/s. This shall be further subject to the approval of the competent authority of the university.

Provided further that proper attendance record of the students attending the remedial classes shall be maintained by the concerned department to ensure that the concerned student has attended the deficient number of classes by which he/she was short of the requisite attendance in the relevant subject/s.

CHAPTER -V

EXAMINATIONS

1. The University shall follow semester system of examinations for every course generally except where the concerned regulatory authority provides annual system of examination for a particular course.
2. In a semester system, the academic year shall be divided into two semesters, with examinations and assessments conducted at the end of each semester.

3. Scheme of Examination

3.1 A semester shall comprise of two Internal Assessment Tests and End Term Examinations at the conclusion of semester w.e.f. academic session 2023-24

3.2 At the beginning of each academic session and in any case not later than 30th August every year, the University shall prepare and publish a semester wise Schedule of the Internal Assessment Tests and End Term Examinations for every course. All examinations of the University shall be conducted in accordance with the said Schedule.

Explanation – I :“Schedule of the Internal Assessment Test and End Term Examination” means a table giving details about the date of the commencement of an Internal Assessment Test and End Term Examination of both semesters in an academic session.

Explanation – II: The performance of a student in the End Term Examination shall hereinafter be referred to as External Evaluation.

3.3 The evaluation of performance of a student during the course shall be a continuous process based on performance of the student in the Internal Continuous Assessment by the faculty and the External Evaluation.

3.4 At Under Graduate level, the Internal Continuous Assessment and the External Evaluation shall be in the ratio of 40:60 both in the theory as well as practical subjects except in the courses of School of Basic and Applied Sciences which follows the ratio of 40:60 for theory and 60:40 for practical subjects.

3.4.1 In Theory Subjects at Under Graduate level, the Internal Continuous Assessment shall carry 40% of the maximum marks comprising following components:

- I. Internal Assessment Test carrying 20% of maximum marks.
- II. 10% for attendance, punctuality, good behaviour, responsiveness during teaching, leadership qualities, participation in extra-curricular and co-curricular activities etc.
- III. 10% for assignments, tutorials, project work, class exercises, quizzes, presentations, etc.

3.4.2 In practical subjects at Under Graduate Level, the Internal Continuous Assessment carrying 40% of the maximum marks shall comprise of :

3.4.3 the Lab Performance, FileWork, Attendance etc. whereas in SBAS courses, 60% of the maximum marks shall comprise of the Lab Performance, File Work, and Attendance etc.

3.4.4 The End Term Practical carrying 60% of the maximum marks shall comprise the Lab Sheet and viva-voce to be held by the End Term examiner.

- 3.4.5 The End Term Practical courses of SBAS carrying 40% of the maximum marks shall comprise the Lab Sheet and viva-voce to be held by the End Term Examiner.
- 3.5 At Post Graduate level, the Internal Continuous Assessment and the End Term Evaluation shall be in the ratio of 50:50 both in theory and practical subjects.
- 3.5.1 In theory subjects at Post Graduate level, the internal continuous assessment shall carry 50% of the maximum marks comprising following components:
- I. Internal Assessment Test carrying 20% of maximum marks.
 - II. 15% for attendance, punctuality, good behaviour, responsiveness during teaching, leadership qualities, participation in extra-curricular and co-curricular activities etc.
 - III. 15% for assignments, tutorials, project work, class exercises, quizzes, presentations etc.
- 3.5.2 In Practical subjects at Post Graduate Level, , the Internal Continuous Assessment carrying 50% of the maximum marks shall comprise the Lab Performance, File-Work, Attendance etc.
- 3.5.3 The End Term Practical carrying 50% of the maximum marks shall comprise the Lab/Answer Sheet and viva-voce to be held by the End Term Examiner
4. In Practical subjects, the Internal Continuous Assessment carrying 40% of the maximum marks shall comprise the Lab Performance, File Work etc assigned by the concerned teacher and Attendance. The External End Term Practical carrying 60% of the maximum marks shall comprise the Lab Sheet and *viva voce* held by the External Examiner.
5. **Provision for D.Pharm, B.Pharm and M.Pharm Courses:** Notwithstanding any provisions to the contrary, the provisions of the Regulations of the Pharmacy Council of India (PCI), as notified from time to time, shall be exclusively applicable to the D.Pharm, B.Pharm, and M.Pharm courses.
6. **Provision of Remedial Test:** If any student fails to appear in any Internal Assessment Test, he/she can appear in Remedial Test to be conducted by the concerned subject teacher with the permission from Director of concerned School.
7. Criteria for minimum passing marks in each subject in End Term Evaluation (the cumulative total of Internal Continuous Evaluation and marks obtained in the End Term Examination) shall be as follow:

Course	Minimum Percentage for passing in any subject
All Under Graduate Courses (Except Pharmacy and Law Courses)	I. 35% marks in End Term Examination of each subject. II. 35% marks in Internal Continuous Assessment of each subject.
All Post Graduate Courses	I. 35% marks in End Term Examination of each subject.

	II. 35% marks in Internal Continuous Assessment of each subject.
B.Pharm., M.Pharm.	I. 50% marks in aggregate in Internal plus External exams in each subject
D.Pharm.	I. 40% marks in aggregate in Internal Plus External exams in each subject
B.A.LL.B.(Hons.), B.Com.LL.B& LL.B.	I. 35% marks must in External Exam for Passing II. 45% marks in aggregate in Internal & External exams in each subject
All Diplomas (Except D. Pharm.)/Certificate Courses	I. 35% marks in End Term Examination of each subject. II. 35% marks in Internal Continuous Assessment of each subject.
LL.M.	I. 35% marks must in External Exam for Passing II. 50% marks in aggregate in Internal & External exams in each subject

7.1. A student shall be declared pass in a subject if he/she secures the requisite pass marks in the End Term Evaluation and also in the cumulative total of End Term and Internal Continuous Evaluation.

Explanation: - A student who fails to secure pass marks in the End Term Evaluation is considered as fail though he/she has secured pass marks or more in the Internal Continuous Evaluation.

7.2. Student securing Pass marks in the Internal Continuous Assessment in any subject shall not be allowed to seek improvement in the Internal Continuous Assessment of the said subject.

8. Student who is unable to secure Pass Marks in a subject as stated in the preceding Clause 7 shall be categorized as:

8.1 Fail in End Terms: F(E): The student who secures Pass Marks in the Internal Continuous Evaluation but fails in the End Term Evaluation shall be declared as Fail in End Term [F(E)] in the relevant subject. Such student will have to re-appear in the End Term Examinations in the subsequent year(s).

8.2 Fail in Internals: F(I): The student who secures Pass Marks in the End Term Evaluation but fails in the aggregate shall be declared as Fail in Internal F(I) in the relevant subject. Such students will have to re-appear in the Internal Continuous Evaluation/examination in the subsequent year(s). Such students shall have an option to re-appear in End Term Examination only for improvement of cumulative total marks obtained in the relevant subject. In such case, the marks obtained in the subsequent attempt in the End Term Examination shall be considered only if the marks obtained in subsequent attempt are greater than the marks obtained in the first attempt.

8.3 Fail (F): The student who fails in the End Term Evaluation and also fails in the Internal Continuous Evaluation shall be declared as Fail (F) in the relevant subject. Such student will have to re-appear in the End Term Examination as well as Internal Continuous Evaluation/examination in the subsequent year(s).

8.4 Fail in Aggregate: F(A): The student who secures minimum pass percentage in each subject but fail to secure minimum pass percentage in aggregate will be declared as fail in aggregate F(A). The minimum pass percentage in aggregate for various courses shall be as follows:

Course	Minimum pass percentage in Aggregate
All Under Graduate Courses (Other than B.Pharm,)	40%
B.Pharm	50%
B.A.LL.B.(Hons.), B.Com, LL.B & LL.B.	45%
Diploma/certificate Courses (Except D.Pharm.)	35%
D.Pharm.	40%
All Post Graduate Courses	50%

Note: Student who will be Fail in Aggregate would be permitted to improve the aggregate marks by appearing in the examinations choosing any number of papers subject to a maximum of 50% of the total number of papers of the concerned course (excluding practical (s)) so that he/she may be able to secure prescribed minimum pass percentage in aggregate. Here 50% of 5,7 and 9 papers will be taken as 3,4 and 5 respectively under this regulation.

9. Reappear

9.1. A student who fails in the External Evaluation shall reappear in the relevant subject(s) in subsequent year(s) in the concerned odd/even semester(s). To re-appear in any

subject, the student is required to submit the examination form along with prescribed fee to the Examination Branch of the University.

- 9.2. A student who has passed in the External Evaluation but could not secure pass mark in the cumulative total of External and Internal Continuous Evaluation and is declared Re-appear in internal, will have the choice to reappear in the Supplementary Exams (to be held with regular semesters) either in both End Term and Internal Examinations or in any one of the examination along with prescribed fee.
- 9.3. A student who has failed in one or more subjects shall be allowed to appear in that subject in the Supplementary Examinations. The Supplementary Examinations for the odd/even semester subjects shall be held along with the regular End Term Examination for the odd/even semester respectively.
- 9.4. Special Chance/Golden Chance may be given to all the final year students who could not clear their backlog of papers. It is advised that to help them for preparing for examination some assignments may be given to them and preparatory classes for ten days be held. Further special chance be given to all candidates who could not be promoted to next year as per rules. The students will get special classes/remedial classes/presentation/Assignments before the commencement of Special Chance.

10. Transparency in Evaluation

- 10.1 To maintain transparency in internal evaluation process, all answer books of the Mid Term Assessment Tests written by the students shall be shown to the students and got signed by them acknowledging the fact that he/she has thoroughly read the contents of his/her answer book.
- 10.2 To maintain transparency in external end term evaluation process, answer books of End Term Examinations written by the students may be shown to the students and got signed by them acknowledging the fact that he/she has thoroughly read the contents of his/her answer book. The student shall fill a form for the purpose and deposit the prescribed fee.
- 10.3 In case the student intends to seek revaluation of his/her answer book, he/she may apply for revaluation in accordance with the provisions of Rule 11.

11. Revaluation

- 11.1 A student may apply for revaluation of his/her answer book of the End Term Examinations in a theory subject only.
- 11.2 The application for revaluation shall be made in the prescribed form and submitted within 15 days of the relevant result, accompanied by a revaluation fees prescribed by the University.

- 11.3 For every individual course whose revaluation is sought, separate application shall be submitted. The student seeking revaluation shall also give an undertaking in the prescribed format to abide by the final award after revaluation in the particular course.
- 11.4 The answer sheets shall be re-evaluated by one examiner. The score of the candidate after re-evaluation shall be the one which is to the advantage of the student i.e. the better of the two (evaluation and revaluation). In case of difference between the score of evaluation and revaluation is more than 15% of the maximum marks of the paper, the answer sheet will be referred to the third examiner. In such a case the average of the best two awards (out of the three) of the student shall be taken into account.
- 11.5 In case a student has obtained Pass marks in the initial evaluation but is unable to get Pass marks in the final award after revaluation, marks obtained in the initial evaluation shall be considered as the final award.

12. Improvement of Division

- 12.1 A student may apply for improvement of grades/marks after the declaration of the results of last examination in the relevant course.
- 12.2 The application for improvement of grade/marks shall be made in the prescribed form and submitted within 2 years of the declaration of the relevant result, accompanied by a fee prescribed by the University.
- 12.3 Only two chances for Improvement of Division shall be allowed.
- 12.4 Improvement will be allowed in Maximum of 4 subjects of any semester of the course.
- 12.5 Improvement of grades/marks shall be allowed by re-appearing in the External Evaluation only.

13. Grading System

- 13.1 The University shall follow the absolute mode of grading.
- 13.2 After declaration of results on conclusion of every semester, the student shall be awarded a Letter Grade in each subject prescribed for the semester depending upon his/her performance in the Internal Continuing Assessment and End Term Examinations.
- 13.3 University shall use Letter Grade to report a student's performance. Each Letter Grade will have a Grade Point for the purpose of computing the SGPA/CGPA as per the following table:

Letter Grade	Grade Point	Performance
A+ or O	10	Outstanding
A	9	Excellent
B	8	Very Good
C	7	Good
D	6	Average
E	5	Pass
F	0	Fail

A+ or O, A, B, C, D & E are pass grades, and F is a Fail Grade.

13.4 The University shall use the following Grading Scales:

For Under Graduate and Post Graduate Courses

For B.Arch. and Law UG/PG

Grade	Marks obtained
A+	$\geq 90\%$ to $\leq 100\%$
A	$\geq 80\%$ to $< 90\%$
B	$\geq 70\%$ to $< 80\%$
C	$\geq 60\%$ to $< 70\%$
D	$\geq 50\%$ to $< 60\%$
E	$\geq 35\%$ to $< 50\%$
F	Less than 35%

Grade	Marks obtained
A+	$\geq 90\%$ to $\leq 100\%$
A	$\geq 80\%$ to $< 90\%$
B	$\geq 70\%$ to $< 80\%$
C	$\geq 60\%$ to $< 70\%$
D	$\geq 50\%$ to $< 60\%$
E	$\geq 45\%$ to $< 50\%$
F	Less than 45%

For B.Pharm. & M.Pharm.

For D.Pharm.(Annual System)

Grade	Marks obtained
O	$\geq 90\%$ to $\leq 100\%$
A	$\geq 80\%$ to $< 90\%$
B	$\geq 70\%$ to $< 80\%$
C	$\geq 60\%$ to $< 70\%$
D	$\geq 50\%$ to $< 60\%$
F	Less than 50%

Grade	Marks obtained
O	$\geq 90\%$ to $\leq 100\%$
A	$\geq 80\%$ to $< 90\%$
B	$\geq 70\%$ to $< 80\%$
C	$\geq 60\%$ to $< 70\%$
D	$\geq 50\%$ to $< 60\%$
E	$\geq 40\%$ to $< 50\%$
F	Less than 50%

13.5 On the basis of aggregate of marks of internal continuous assessment and that of End Term Examinations, the student shall be awarded a Grade in each subject and Semester Grade Point Average (SGPA).

13.6 **Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA):** SGPA and CGPA shall be calculated for only those students who have been declared pass in all subjects and have obtained minimum pass percentage in aggregate as mentioned in 11(iv).

Semester Grade Point Average (SGPA):

$$S = \text{SGPA} = \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i} \text{ for a semester where } i = 1, 2, 3, 4, \dots$$

Where C_i = Credit assigned to i th paper & G_i = No. of Grade Point obtained by the student in i th paper.

Cumulative Grade Point Average (CGPA):

$$\text{CGPA} = \frac{\sum_{i=1}^n T_i \times S_i}{\sum_{i=1}^n T_i} \text{ where } i = 1, 2, 3, 4, \dots$$

Where S_i = SGPA of i th semester & T_i = Total Credits of i th semester.

Note: (i) Cumulative Grade Point Average (CGPA) shall be indicated only after second semester onwards of the course.

(i) In the First Semester, CGPA = SGPA.

13.7 After the results of End Term Examinations, the student shall be issued a Detailed Mark cum Grade Card indicating the aggregate marks of Internal Continuous Assessment and End Term Examination and the Grade awarded in each subject and Semester Grade Point Average (SGPA).

14 University Medals: A student shall be awarded medal on the following basis

14.1 Gold Medal: for standing First in the final examination of any Degree in Under Graduate or Post Graduate Course run by the university

14.2 Silver Medal: for standing Second in the final examination of any Degree in Under Graduate or Post Graduate Course run by the university.

14.3 Merit certificate: for standing First in the final examination of any Diploma Course run by the University.

14.4 The medals be awarded/ merit list be prepared only on the basis of the results of the final examination held at the end of the course and not based on yearly /semester examinations provided that: -

- i) He/she has secured a CGPA of either 8.4 or higher to be eligible for award of Gold Medal.
- ii) He/she has secured a CGPA of either 7.4 or higher to be eligible for award of Silver Medal.
- iii) He/she had no reappear in any of the earlier End Term Examination of any semester of his/her course.
- iv) In case two or more candidates have same CGPA then a candidate who has secured more marks in aggregate will be awarded the medal.

14.5A student who is awarded any medal/prize at the University Convocation shall also be issued a certificate, free of charge, showing therein the reason for which such a medal has been awarded

15 Promotion and Maximum duration of completion of the course:

15.1 Students enrolled in any course at the University shall be promoted to the next higher class of their respective course.

15.2 Conditions for Promotion shall be;

- i) Students must earn a minimum number of credits or meet academic performance standards (pass marks) for a specific course.
- ii) Students failing to meet the academic performance standards shall have to clear the necessary academic backlog in subsequent semesters without exceeding the maximum duration of the course.

15.3 The Period for completion of each course by the students shall be $n+2$ years, if $n \leq 3$. Where 'n' is the actual number of years in which the course is to be completed.

- i) For example programs like B.Com, BBA, B.Sc., which typically last 3 years, students are generally expected to finish within 5 years (3 years for the course + additional 2 years).
- ii) For example programs like MBA, M.Com, MSc, which typically last 2 years, students are generally expected to finish within 4 years (2 years for the course + an additional 2 years).

15.4 The Period for completion of each course by the students shall be $n+3$ years, if $n > 3$. Where 'n' is the actual number of years in which the course is to be completed. For example, if the duration of B. Tech course is 4 years. The student must complete B. Tech course in 7 years (4+3).

15.5 Provided that the Vice Chancellor on the recommendation of the committee, allow additional chance/s to the student who is unable to complete the course within the maximum period, due to some justifiable reason

16 Conduct of Examinations:

16.1 It shall be the duty of the Controller of Examinations to:

- i) Create sufficient number of examination centers.
- ii) Appoint Superintendents, Deputy Superintendents, Invigilation staff and other supporting staff at each examination center.
- iii) Provide a list of the students who are to appear in examination along with sufficient examination material at each examination center.
- iv) The COE may recommend/conduct any examinations as Special/Mercy/Golden Chance after seeking approval from the Vice-Chancellor.

- v) In the case of a permanently physically disabled person, to
- a) Provide services of a competent scribe/writer, free of cost, for writing the answers at the examinations, if required;
 - b) allow extra time up to an hour for a paper of three hours duration;
 - c) permit the answers to be typewritten by himself/herself, if the examinee so desires;
 - d) allow written examination in place of oral examination wherever prescribed in the syllabus, if a candidate is suffering from speech impediment and is unable to make himself/herself understood coherently by the examiner;
 - e) lay down any other method of assessing the examinee's academic ability and declare the result;
 - f) give a credit of five per cent marks over and above the marks actually obtained in the examination for the purpose of determination of merit.

16.2 For purposes of Rule 16.1. (v), permanently physically disabled person shall mean:

- a) A person whose dominant hand, right or left, as the case may be, is not in a position to write;
- b) A person suffering from a disease such as hemiplegia, congenital heart disease of any other condition due to which he is unable to perform the normal movement of body;
- c) A person who is blind
- d) The examinee shall produce such evidence, to the satisfaction of the Controller of Examinations, in proof of his permanent disability.

16.3 The Vice-Chancellor, after he is satisfied that the answer-sheet of a candidate has been lost after having been handed to the Superintendent of the examination may:

- a) Permit the candidate to reappear in the subject of paper lost on a date and time to be fixed by the Controller of Examinations or award him average marks obtained in the remaining papers, subject to a maximum of 60% marks in the subject.

Or

- b) Award him marks in the paper lost equal to the marks obtained by the candidate in the other paper, subject to a maximum of 60% marks in that paper in case the candidate has appeared in one subject having two papers A & B.

Or

- c) In case examinee has appeared in reappear examination having one paper, then award the average marks of the remaining subjects/papers which examinee has already cleared, subject to a maximum of pass marks.

Or

- d) Award marks in the paper lost, equal to the marks obtained by the candidate in the other paper, subject to a maximum of pass marks in case the candidate appeared in one subject having two papers A & B to clear the compartment. OR

- e) In case of loss of answer-sheet of examinee appearing in additional subject, examinee will be permitted to reappear in that paper on a date and time to be fixed by the Controller of Examinations.

- f) If there is a dispute as to whether the student handed the answer-sheet or not to the invigilator/Superintendent, the Controller of Examinations shall examine the case and submit the report of his findings to the Vice Chancellor. The vice Chancellor's decision in such case shall be final.

16.4 If a student has been unable to appear in the end term examination on account of his/her serious illness or his/her accident, or death of a *near relative on one of the days of the examination, he/she may be given another opportunity of appearing in the examination

17 Appointment of Paper Setters and Examiners

17.1 The question paper for the Internal Assessment Test of a subject shall be set by the faculty teaching that subject.

17.2 The question papers for the End Term Examinations shall be set by the External Examiners/ Internal faculty.

17.3 The Panel of End Term Paper Setters and End Term Examiners for conducting practical examinations and *viva voce* shall be finalized in the following manner:

- i) The Director of each School of the University shall recommend (after approval of BOS or Academic Council) the names of at least three End Term Paper Setters and three End Term Examiners to the Controller of Examinations for conducting practical examination and *viva voce*, respectively for every subject. The Panel of external paper setters/examiners shall comprise of Subject Experts from reputed Universities/ Institutions.
- ii) All documents related to the preparation of question papers, practical examination, list of Panel of End Term Paper Setters and End Term Examiners

shall be placed by the Controller of Examinations before the Vice-Chancellor for approval.

- iii) The functions and duties of the End Term Paper Setters and End Term Examiners for setting the question papers, conducting practical examination and viva voce is to be laid down by the Board of Studies and approved by the Vice Chancellor.
- iv) Approved syllabus with detailed instructions shall be supplied to the End Term Paper Setters and End Term Examiners.

17.4 Moderation of question paper(s): The COE with the prior approval of the Vice Chancellor shall constitute a Committee, School wise/Subject wise, to moderate the Question Papers received from the External Examiners. All such question papers shall be placed before the Committee and question papers shall be moderated, if required, as per the recommendations of the Committee.

18 Discipline/ Control during the Examinations

18.1 During the examinations, the student shall be under the disciplinary control of the Superintendent of Examinations of the center and shall obey his/her instructions. If the student disobeys the instructions or misbehaves with the Superintendent of Examinations or with supervisory staff including the invigilator or with any member of the Flying Squad constituted by the University, the student shall not be allowed to appear for the examination of that session.

18.2 In case of such disobedience or misbehavior, the Superintendent of Examinations shall immediately report the facts of the case with full details and evidence to the Controller of the Examinations, who will refer the matter to Examination Disciplinary Committee.

18.3 The Committee may order the cancellation of the examination of such student in that session or the entire examination after considering the facts of the case. However, if the Committee is satisfied that temporary suspension from the examination of such student was not justified, it may recommend that the student be given a special opportunity to take the said examination.

19 Use of Unfair Means:

19.1 No student shall use unfair means in any examination. Following shall be deemed to be unfair means:

- a) Talking to another student or any other person, inside or outside the examination hall during the examination hours.
- b) Leaving the examination hall without delivering the answer sheet to the Invigilator on duty.
- c) Taking away, tearing or otherwise disposing off answer sheet or any part thereof.
- d) Writing on any piece of paper except the answer sheet supplied to the student, answer of a question from the relevant question paper.
- e) Writing abusive or obscene or derogatory language in the answer-sheet.

- f)** Deliberately disclosing one's identity or making any distinctive marks in the answer-sheet or writing Roll No. other than the place specified for the purpose.
- g)** Making any appeal to the examiner or soliciting the leniency of the examiner by any mean through the answer-sheet.
- h)** Possession of any book, notes, paper whether written, printed, inscribed, engraved etc., or any other material including mobile phone, tab or electronic device, camera, Bluetooth etc. or any other item which could be of help or assistance in answering any part of the question paper.
- i)** Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of any book, notes, paper or any other material including mobile phone, tab or electronic device etc., used or attempted to be used for assistance or help in answering a question or a part thereof.
- j)** Passing on or attempting to pass on a copy of a question or a part thereof or the question paper itself or part thereof, or solution to the question or part thereof, to any student or any other person.
- k)** Bringing into the examination hall an answer sheet or a continuation sheet or taking out or attempting to send out an answer sheet or continuation sheet, or replacing or attempting to get replaced the answer sheet or continuation sheet, during or after examination with or without the help or connivance of any person/ agency, whether connected with the examination or otherwise.
- l)** Approaching or influencing directly or indirectly to a paper setter, examiner, evaluator, tabulator or any other person connected with the examination system with the object, directly or indirectly, of inducing him to leak out the question paper or any part thereof or to enhance marks, or to favourably evaluate or to change award in favour of the student.
- m)** Threatening, abusing, insulting, intimidating, assaulting any member of the examination staff including the menial staff, any student/person or using undue influence directly or indirectly on them.
- n)** Presenting thesis, dissertation, practical or class/ lab work, note book, wherever required under the regulations of the course, which are not authored, prepared or produced by the student himself.
- o)** Impersonation, which includes attempting to take an examination on behalf of another individual or allowing someone else to take an examination on one's behalf

p) Forging a document or using a forged document, knowing it to be forged, in any matter relating to the examination.

q) Without prejudice to the clauses (a) to (p), the university may declare any other act or omission or any attempt to do so, to be unfair means in respect of any or all the examinations.

19.2 The Superintendent of Examination, on the date of occurrence itself shall report all cases of unfair means suspected or discovered with details and evidence in support thereof accompanied by the statement of the student concerned in the prescribed format.

19.3 In case of refusal by a student to give a statement, the said fact shall be recorded by the Superintendent and shall be got attested by the Invigilator who is on duty at the time of occurrence.

19.4 A student detected or suspected to be using unfair means in examination shall be permitted to answer the remaining part of the question paper, but on a separate answer sheet to be given by the invigilator immediately after the detection of the Unfair Means case i.e. the second answer sheet. The first answer sheet shall be seized by the Superintendent of Examination who shall send both the answer sheets to the Controller of Examinations with his report.

19.5 A student who has been booked for using Unfair Means in an examination on a particular date shall be entitled to appear in the rest of the examinations as scheduled.

19.6 The Vice-Chancellor shall constitute an Examination Disciplinary Committee to decide the cases of Unfair Means during Internal/End Term Examination.

19.7 All cases booked for using Unfair Means shall be placed before the Examination Disciplinary Committee, along with all the relevant documents.

19.8 Before initiating any action in an unfair means case, the concerned student shall be given a chance of hearing and tender his/her explanation or produce any evidence thereof. The student shall be required to appear in person before the Examination Disciplinary Committee.

19.9 The Examination Disciplinary Committee, after hearing the student shall recommend appropriate action to be taken against the concerned student depending upon the gravity of the act and other relevant circumstances. The Disciplinary Committee may recommend the following actions:

- a)** Cancellation of the examination in which the student was booked.
- b)** Cancellation of all the relevant End Term Examinations.
- c)** Cancellation of all the examinations of the relevant academic session.

- d) Rustication of the concerned student for a period which may extend to three years.
- e) The Examination Disciplinary Committee may exonerate the student, if found innocent or censure and warn the student keeping in view the gravity of the situation.

19.10 The recommendations of the Examination Disciplinary Committee shall be placed before the Vice-Chancellor for approval/modification as the case may be.

19.11 The Board of Management may order re-examination if it is satisfied that there has been a leakage of a question paper or a part thereof.

20 Evaluation of the Answer sheets

20.1 The Answer sheets of the Internal Assessment Tests shall be evaluated by internal faculty, whereas the answer-sheets of End Term Examinations shall be evaluated by the External Examiners/Internal faculty called examiner.

20.2 The Answer Sheets of End Term Examination shall be kept in Examination Branch. To conceal the identity of the students, the examination branch shall hide the Roll No. as well as Name of Student on each answer sheet. The answer sheets shall be reshuffled and provided to the examiner for evaluation. Further, the examiner, before evaluating Answer Sheet, shall put secrecy code on each Answer Sheet to be evaluated. In the award lists, the marks in words and figures against secrecy codes shall be written by the examiners.

20.3 To ensure to ensure fairness, consistency, and efficiency the evaluation of answer-sheets of End Term Examinations shall be carried out through Table Marking process.

20.4 10% of the evaluated answer sheets of each subject for the End Term Examination shall be re-evaluated by another senior faculty called Head Examiner.

20.5 The Evaluated answer sheets of the End Term Examination/Internal Assessment Test (MST) shall be preserved by the University for a period of one year.

21 Complaint(s) regarding Question Paper(s)

All complaints relating to question paper(s) shall be duly forwarded by the Director of the School to the Controller of Examinations. Such complaints with the prior approval of the Vice Chancellor shall be placed before the Examination Committee by the Controller of Examination. The Examination Committee shall make recommendations as per the merits of the case. The Vice-Chancellor shall take such action as deemed fit after receiving the recommendations of the examination committee.

22 Moderation of Result(s)

22.1 For computing total marks obtained by the student in any examination, any fraction of a mark shall be rounded off to the next higher whole number.

22.2 The result of an examination after tabulation shall be placed before the Committee to be constituted by the Vice Chancellor for moderation of results (if any). The Committee may suggest necessary moderation, if required, in the result for approval of the Vice-Chancellor, whose decision shall be final.

23 Grace Marks

23.1 A student who has appeared in any regular End Term Examination shall be entitled to five grace marks in each semester to the best advantage of the student enabling him/her to obtain minimum Pass marks. The grace marks will be reflected exclusively in the mark sheet.

Illustrations:

Entitlement of total grace marks to a student:

- i) X, a student requires five marks to pass in a subject; he/she will be given five marks in that subject.
- ii) X, a student requires one mark each in five subjects to pass in five subjects, he/she will be given one mark each in all those subjects.

23.2 No grace marks shall be allowed to any student appearing in any Internal Continuous Assessment Test or as an ex-student appearing in any examination or student appearing in any examination for improvement of grade.

23.3 Grace marks up to one per cent of the total marks of an examination including its part/s, if any, shall be added to the total marks secured by a candidate for the award of higher division/grade (and not for earning distinction/ honours); provided that no grace marks have already been availed of for passing the examination.

24 Cancellation of Candidature/ Examination:

The Vice-Chancellor may cancel the candidature/ examination of any student, provided;

24.1 If it is found that the student was not eligible to appear in the examination but had obtained admission through misrepresentation of facts or wrong information.

24.2 In case a student has failed to submit the requisite document(s) for admission in the University or deposit pending dues after due date, he/she may be detained to take examinations or result of his/her examinations would be withheld till all formalities/dues are completed.

24.3 If such a default continues for one year, the admission of such a student shall stand cancelled on the recommendations of the Board of Control. If a student will disagree with the decision of the Board of Control, he/she may make a representation to the Vice- Chancellor, whose decision shall be final and binding.

25 Publication of Results

The Controller of Examination shall, ordinarily declare the result of every examination conducted by the University within 30 days from the last date of the examinations.

26 Rectification/ Withdrawal of Result(s)

26.1 The Vice Chancellor shall have the power to withdraw the result of a student in the event of:

i) Disqualification for using unfair means in the examinations;

or

ii) Any discrepancy in the result

26.2 The revised result of the student will be intimated to him/her by registered post/ courier/e-mail/University Website within 15 days.

27 Issue of Duplicate Certificate(s)

27.1 Duplicate Copies of Degrees/ Mark-sheets/ Certificates/ Diplomas shall be supplied on payment of prescribed fees.

27.2 Corrections, if any can be rectified by the concerned authorities without charging any fee within a month of receiving the mark sheets/ certificates, if the mistake is on the official end. After one month, fee will be charged as per rules.

CHAPTER -VI

AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES

1. A degree, diploma or certificate shall be awarded to a candidate who is declared by the University as qualified after such examination as may be prescribed for that degree, diploma or certificate.
2. Students who are declared pass in all requisite examinations of a course shall be qualified to be admitted to the relevant degree in that course.
3. The Controller of Examination shall, after the approval of the Vice-Chancellor, from time to time, report to the Board of Management names of all the students who have passed various examinations making them eligible for the relevant degree of the University. After the Board of Management has sanctioned the admission of any such student to such degree, he/she shall be entitled to be formally admitted to that degree. The date of formal admission to degrees shall be the date of notification of results.
4. The degree shall be conferred at the Annual Convocation of the University which shall be held on a date and month of the year as decided by the Board of Management.
5. A student pursuing MBA or MTTM (Master of Tourism & Travel Management) who has successfully completed the First year of the Course but discontinues thereafter shall be awarded Post Graduate Diploma in Management or Post Graduate Diploma in Tourism & Travel Management as the case may be. Such students shall be entitled for lateral entry in the Second year of the said relevant Course in Management. Provided that such students must seek re-admission in the Second year of the Course as per the norms of the University and complete the Course within the prescribed Span Period.
6. Duplicate copies of any Degree, Diploma or Certificate may be obtained in accordance with the procedure prescribed by the University.

CHAPTER –VII

CONVOCATION

1. **Annual Convocation:** Annual Convocation for the purpose of conferring degrees/Diplomas/Certificates of the University may be held at the Campus on such date as the Board of Management/Academic Council may fix from time to time.
 - a. Provided that the Vice-Chancellor may confer a degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies, or in any other situation where considered essential.
 - b. Provided further, that Special Convocation for conferring Honorary Degree on any Dignitary may be held on such date as the Board of Management /Academic Council may decide from time to time.
2. The Registrar, with the prior approval of the Vice-Chancellor, shall present a report to the Board of Management listing all individuals who have passed the required examinations and meet the qualifications for admission to the University's degrees. Upon the Board of Management's approval, these individuals shall be formally admitted to their respective degrees. The date of formal admission to degrees shall be the date of notification of results.
3. The proposal for the conferment of Honorary Degree on any Dignitary shall be placed before the Committee of the Directors of all the Schools of the University which shall decide the subject in which such degree is to be conferred. The recommendations of the Committee shall be submitted to the Vice-Chancellor, who, with his comments, place the same before the Academic Council for approval.
4. The Vice Chancellor shall confer the degrees/diploma/certificates at the Convocation.
5. The Registrar shall give three weeks' notice of the Annual/Special Convocation to all the persons invited to attend. The notice shall be accompanied by the procedure to be observed at the Convocation.
6. **INSTRUCTIONS FOR THE CANDIDATES**
 - 6.1 Candidates must appear in the prescribed academic dress.
 - 6.2 A rehearsal shall be arranged on or before the date of the Convocation. All the candidates on whom the degrees are to be conferred must be present in the rehearsal.
 - 6.3 A Candidate who is unable to attend the Annual Convocation must inform the Controller of Examination at least 10 days in advance. Such candidates shall have to pay the prescribed fees by demand draft in favour of the Registrar, Maharaja Agrasen University before they are admitted to the degree in absentia. The degrees of such candidates shall be mailed by Registered Insured Post at their registered address after the Convocation at their registered address.
7. The procedure to be observed at the Convocation shall be laid down by the Board of Management.
8. **ORDER OF PRECEDENCE OF ACADEMIC PROCESSION**

The following order of precedence shall be observed at the time of the Convocation and on other ceremonial occasions:

 - Chancellor
 - Vice-Chancellor
 - Pro Vice-Chancellor
 - Members of the Governing Body

- Members of the Board of Management
- Members of the Academic Council
- Registrar
- All Deans
- All Directors of the Schools
- Controller of Examination
- Chief Finance and Accounts Officer
- Librarian

In case of other distinguished dignitaries present, precedence shall be regulated in accordance with the protocol/rules as may be decided by the Vice-Chancellor.

9. PROCEEDINGS OF THE CONVOCATION

9.1. The Academic Procession shall enter the Convocation Hall. All candidates and the audience shall rise and remain in that position until all members of the Academic Procession have taken their respective seats.

9.2. Lighting of Lamp

9.3. Saraswati Vandana

9.4. Welcome and Felicitation of Hon'ble Chief Guest by the Chancellor of the University

9.5. Welcome and Felicitation of Hon'ble Chancellor by the Vice-Chancellor of the University

9.6. The Registrar shall seek the consent of the Chancellor or in his absence, of the Vice-Chancellor, to declare the convocation open in the following manner:

“Hon'ble Chancellor, may I request to declare the Convocation open?”

The Chancellor shall declare the Convocation open in the following words

“I declare the Convocation open.”

9.7. The Vice-Chancellor will deliver the Welcome Speech and present University Academic Report.

9.8. The Dean Academic Affairs/Director of the respective School shall present the Awardees of Degrees of his/her School in the following manner:

9.8.1. The Dean Academic Affairs/The Director of the concerned School will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

“Hon'ble Vice-Chancellor”

I, _____, Dean Academic Affairs/ Director of _____ present to you the students of _____ (Course/ programme) of the _____ School who have been certified after examination to be duly qualified to receive the degree of _____ to which degree I pray that they may be admitted and awarded the said degree.”

The Vice-Chancellor, thereupon admit the students to the Degrees as:

“By virtue of the authority vested in me as Vice-Chancellor of the Maharaja Agrasen University, I admit you to the Degree of _____ and I authorise you to wear the robe ordained as the insignia of the degree. Let the candidates be presented.”

- 9.8.2. During this time, the concerned students will remain standing at their respective seats and acknowledge the conferment of Degree by a bow and sit down. The ritual of presenting the Awardees, conferring the Degrees and respectfully bowing to accept the Degrees by the students, shall be followed for each course for which the Degrees are to be awarded.
- 9.9. The Vice-Chancellor will request the Chief Guest to present the Gold Medals and Degrees to such pass out students.
- 9.10. The Controller of Examinations shall announce the names of individual Awardees School wise-Course wise. The Awardee whose name called, will come to the dias to receive the Medals and degree.
- 9.11. Hon'ble Chief Guest will deliver the Convocation Address
- 9.12. Hon'ble Chancellor will deliver the Convocation Address
- 9.13. Vote of Thanks shall be presented by the Registrar
- 9.14. The Registrar shall request the Chancellor/Vice-Chancellor, to declare the Convocation closed in the following manner:

“Hon’ble Chancellor/Vice-Chancellor, May I request you to declare the Convocation closed?”

The Chancellor/Vice-Chancellor shall declare the Convocation closed in the following manner.

“I declare the Convocation closed.”

- 9.15. All present in the Convocation Hall shall stand for the National Anthem and keep standing till the Academic Procession has left the Convocation Hall.
- 9.16. Academic Procession will leave the Convocation Hall in the reverse order as it entered the Hall.
- 9.17. All present in the Hall will disperse thereafter.

10. SPECIAL CONVOCATION

- 10.1. A Special Convocation shall be held for the purpose of conferring Honorary Degree (*Honoris causa*) to a Dignitary. Honoris causa honorary degrees shall be awarded by the university to eminent person(s), who do not necessarily hold a university degree but who have excelled in a certain area. (arts, science, politics, business, social work, and public service., etc.), for their good reputation, virtue, merit or service actions. This shall be a way to acknowledge their achievements and their impact on society.
- 10.2. The procedure to be followed at Special Convocation shall be the same as for the Annual Convocation subject to the changes provided herein.
- 10.3. The Vice-Chancellor shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

“I request Hon’ble Chancellor to graciously confer upon _____(name of the person) the Degree of***Honoris Causa*** for his/her outstanding services in.....”

- 10.4. The Chancellor shall confer the Honorary Degree in the following words:
 “By virtue of the authority vested in me I, the Chancellor, confer on
 _____ (name of the person) the Degree of
Honoris Causa.”
- 10.5. After the award of the degree, the recipient of the Honorary Degree will then present his/her address.
- 10.6. The Chancellor shall then declare the Special Convocation closed.
- 10.7. All shall stand for the National Anthem of the country of the Dignitary on whom the Degree is conferred (if necessary).
- 10.8. All shall stand for National Anthem of India

11. ACADEMIC COSTUMES

All the awardees of the degree shall wear Academic Robes or Academic Costumes at the Convocation which shall be as follows:

Chief Guest Jacket + MAU Stole + Himachali Cap or Academic Robe

Chancellor Jacket + MAU Stole + Himachali Cap or Academic Robe

Vice-Chancellor Jacket + MAU Stole + Himachali Cap or Academic Robe

All faculty members including Directors/Deans

Ladies

Maroon Salwar Kameez (Plain) and matching Dupatta **OR** Maroon Saree with matching Blouse + MAU Stole + Himachali Cap or Academic Robe

Gentlemen

White Shirt + Black Trousers + MAU Stole + Himachali Cap or Academic Robe

Awardees of Degrees

Girls

Cream/ Off - White Salwar Kameez (Plain) + MAU Stole + Himachali Cap or Academic Robe

Boys

White Kurta Payajama (Plain) + MAU Stole + Himachali Cap or Academic Robe

****The Board of Management shall have the authority to decide about the costume/Academic Robe to be worn at the convocation.***

Remaining students/non-teaching staff members will come in regular dress as prescribed by the University.

CHAPTER-VIII

ACADEMIC BODIES

1. The University shall have the following Academic Bodies:

- a) Board of Studies
- b) Academic Council

These bodies play crucial roles in the governance and management of academic programs and policies. Here's a brief explanation of each

2. BOARD OF STUDIES

The Board of Studies shall be an integral part of the university's academic structure, responsible for curriculum development and maintaining the quality and relevance of academic programs within the university. The provisions related to Board of Studies shall be as follow:

27.3 The university establishes a Board of Studies for each department, with meetings held at least biannually.

27.4 The Board of Studies shall be formed by the Vice-Chancellor in consultation with the Board of Management, consisting of:

- Director/HoD of the Department (Chairman)
- All Professors of the concerned Department (Members)
- One Associate Professor (rotating basis, Member)
- Two Assistant Professors (rotating basis, Members)
- Two external Subject Experts (nominated by the Vice-Chancellor)

The Vice-Chancellor shall have the authority to appoint additional Subject Experts, if required.

27.5 The meeting of the Board of Studies shall be called by the Registrar whenever required to do so by the Vice-Chancellor or Dean of Academic Affairs.

27.6 The duties and functions of the Board of Studies shall be as under: -

- a) to recommend courses of studies and detailed syllabi for various courses.
- b) to recommend books, text books, reference books and study material.
- c) to recommend books and journal for reading for the library.
- d) to prepare a list of minimum apparatus and equipment required for science laboratory in case of science and engineering subjects.
- e) to make recommendations about instructional methods and pedagogy and evaluation procedures for various subjects.
- f) to recommend the names of Subject Experts as Paper setters for various courses.
- g) to recommend the names of Subject Experts for conducting *viva voce* in various courses.
- h) to suggest measures for periodical assessments of the educational standards in the various subjects/courses.

- i) to suggest measures for the improvement in the standards of teaching and research.
 - j) to frame model question papers and organize question banks.
 - k) to make a panel of names for appointment as Paper Setters/External Examiners.
 - l) to carry out such other functions and duties as may be required by the Vice-Chancellor, Board of Management or the Academic Council.
- 27.7 The Board of Studies shall ensure that the syllabus for each course will align with the best and most current models recommended by the regulatory bodies such as UGC, AICTE, PCI, BCI, etc. It should focus on providing high-quality education and preparing students for employment opportunities, considering national and global market trends. The Board shall have the authority to suggest modifications or revisions to the syllabus.
- 27.8 After initial approval from the Board of Studies, the syllabi for each course shall be referred to the Faculty Council and then to the Academic Council for final approval.
- 27.9 The syllabus for various courses which is finally approved by the Academic Council shall ordinarily continue for three years.

3. ACADEMIC COUNCIL

3.1 The Academic Council shall be constituted in terms of the Section 20 of the Act and shall comprise the following members:

- | | |
|---|------------------|
| ▪ Vice-Chancellor | Chairperson |
| ▪ All Deans and Directors | Members |
| ▪ Up to 3 Nominees of the Chancellor | Members |
| ▪ Up to 5 Nominees of the Vice-Chancellor | Members |
| ▪ Registrar | Member-Secretary |

3.2 The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act and the rules, statutes and ordinances made there under, co-ordinate and exercise general supervision over the academic policies of the University.

3.3 The Academic Council shall play a crucial role in shaping and maintaining the academic standards and policies of the university, contributing to the overall quality of education and research within the institution.

CHAPTER - IX

HOSTEL RESIDENT STUDENTS

1. Only bonafide full time students of the University are entitled to seek admission to the Hostels
2. The right of admission to the University Hostel is reserved with the Chief Warden. No student can claim admission to the University Hostel as a matter of right.
3. The Chief Warden/ Warden shall be appointed by the University. The Chief Warden shall be the Head of the Hostel.
4. A Hostel Management Committee shall be constituted by the Vice-Chancellor to ensure a clean and secure environment conducive to the wholesome advancement of the students. The representative(s) of the Hostler(s) shall be nominated as member (s) to the Hostel Management Committee who shall assist the Warden in the day to day functioning of the Hostel(s).
5. A Mess Committee shall be formed by the Warden/ Mess In-Charge to ensure smooth running of the Hostel Mess.
6. The residents of ongoing classes who are to undertake summer training / summer placements as a part of their course requirement during the summer vacation, can stay in the Hostel on normal room rent on production of a certificate to that effect from the respective Head of Department.
7. All bonafide students will be considered for Hostel accommodation only for the duration of their respective courses of study. However, extension, if any, may be granted on the basis of valid reasons duly supported by documents and recommendations of the Head of the concerned Department. Such extensions can be granted by the Chief Warden on payment of Guest Charges as decided by the University from time to time.
8. Rooms shall be allotted in accordance with the procedure laid down by the University. The allotment shall be valid for the complete academic session. Hostel Resident Students shall not change over to any other room except with the written permission from the Warden. However, Hostel Resident Students may be required to shift to other blocks/rooms as and when directed by the Hostel authorities.

9. Residents shall vacate the hostel at the time of proceeding on long vacations under intimation to the Chief Warden. A resident shall vacate his/her room the day following his/her last End Term Examination. Students must hand over the possession of the room to the Warden duly obtaining a Clearance Certificate from him/her. This shall include clearance from all service providers, especially from the Laundry, the Mess In-Charge etc. in the absence of which a resident student shall not be issued Roll No. for the relevant examination.
10. Hostel Resident Students are advised to check all fixtures and fitments in their rooms at the time of occupation. Any damage to the Hostel property in their rooms shall have to be made good by the concerned occupants.
11. Following shall not be permitted in the Hostels:-
- a) Playing of loud music and disturbing other Hostel Resident Students or causing annoyance to the roommates or other students.
 - b) Playing outdoor games in the corridors of the Hostel.
 - c) Absence from the Hostel during night (except with the written permission from the Warden).
 - d) Keeping large sums of money / any valuables / jewellery etc. in the Hostel rooms.
 - e) Coming out of the hostel rooms in undergarments, wraparounds or towels or improperly dressed in any manner.
 - f) Removing of kitchen utensils, crockery and cutlery from the Dining Hall.
 - g) Brining any type of private conveyance to the Hostel without the prior permission of the University authorities.
 - h) Hostler(s) allowing any third person to use or share the room allotted to him/her without the permission of the Warden.
 - i) Defacing walls, doors, corridors and cupboards by writing, painting or pasting posters, notes etc. with glue/tapes/nails etc.
 - j) Cooking and ironing of clothes in the hostel rooms.
 - k) Use of electrical gadgets like Hot plates, Heaters, Electric irons, Electric kettles, Immersion rods, Heat convectors, Music players, TV etc.
 - m) Possession, consumption and offering of narcotic drugs, alcohol, alcoholic beverages, cigarettes, tobacco in any form or abetting the use of any narcotics or intoxicating substance.
 - n) Fireworks, bursting of crackers etc.

- o) Use of Holi colours on the entire campus including the Hostels.
 - p) Keeping lights, fans and water taps on after leaving the Hostel rooms.
 - q) Remaining out of the Hostel after 07.00 pm without written permission of the Warden.
 - r) Quarrelling, behaving indecently or using any abusive language against any Hostler/Supervisory staff, any employee of the University or any other person.
 - s) Creating rowdiness to disturb atmosphere of dignity, decorum, cordiality and friendliness among the Hostler(s) / students.
 - t) Ragging of any kind as specified in the Ordinance XI.
 - u) ***In case any Hostel resident student is found indulging in any of the above acts /activities, severe disciplinary action shall be taken against him or her.***
12. All Hostel Resident Students must return to the Hostel latest by 7:00 pm and must be in their own rooms by 9.00 pm in winters and 9:30 pm in summers.
 13. The Wardens or their representatives may enter any room of the Hostel at any time during the day or night for verification.
 14. Visitors shall be entertained in the Visiting Room only during visiting hours.
 15. The list of visitors likely to visit the Hostel Resident Student with specific names and addresses filled in and duly signed by the parents/legal guardians must be submitted to the Warden at the time of admission. An open list shall not be accepted. Only the visitors whose names appear in the said visitors list shall be allowed to visit the Hostel.
 16. The visiting hours shall be from 03.00 pm to 06.30 pm. during winter (November to March) and 04.00 pm. to 07.00 pm in summer (April to October).
 17. No visitor shall be allowed to enter any Hostel room without the prior permission of the Warden.
 18. No male including any male employee of the University shall be permitted to enter the girls Hostel without the written permission of the Warden of that Hostel. Likewise no female including any female employee of the university shall be permitted to enter the boys Hostel without the written permission of the Warden of that Hostel.
 19. Guest, ordinarily, shall not be permitted to stay overnight in the Hostel. However, in exceptional cases and with the prior approval of the Warden, one guest may be accommodated by the Hostel Resident Student in his/her room for

a maximum of 3 days in a month on Guest Charges to be decided by the University from time to time.

20. All Hostel Resident Students shall inform the concerned Warden about any problem concerning them or their roommates/neighbours.
21. All Hostel Resident Students shall bring their own crockery and cutlery, blanket/ quilt, bucket and mug for their personal use.
22. All Hostel Resident Students shall dine in the Hostel mess only and shall adhere to mess timings as laid down from time to time during which the meals shall be provided.
23. The Hostel Resident Students shall lock their rooms every time before leaving for classes or going out of the Hostel. The University authorities shall not be responsible for any loss of articles / belongings of the Hostel Resident Students and no complaint whatsoever in this regard shall be entertained.
24. The rooms and surroundings must be kept neat and clean. Services of cleaners have been provided by the University Authorities. Their services must be utilized while the residents are in their rooms.
25. Any request for repairs or maintenance of the hostel room or services shall be entered in the register kept for the purpose with the hostel supervisory staff. Hostel Resident Students shall handover their room keys to the supervisor to get the desired repairs and maintenance work carried out. Any failure or breakdown of electric supply must be brought to the notice of the supervisory staff. In no case, the Hosteller shall attempt to repair any defect in the electricity mains or in the electricity distribution system on their own.
26. All Hostel Resident Students shall be required to take good care of the hostel property. Any wilful damage to the property of the hostel shall have to be made good by the Hostel Resident Student(s). The cost of repairs/replacement as decided by the Hostel Management Committee shall have to be paid by the Hostel Resident Student(s)/student(s) responsible for the damage. Provided that, sub para in case where it is difficult to pinpoint the person responsible for the damage, the cost of repairs shall have to be borne collectively by all the Hostel Resident Student(s) of the hostel or the Hostel floor as the case may be.
27. Every student shall be responsible for the care of the room allotted to him/her and the furniture provided to her. No furniture shall be removed from the room. No additional furniture shall be brought into the Hostel without prior permission of the Warden.

28. All cases of indiscipline, unruly behaviour or violation of any of the rules shall be considered and decided by the Students Disciplinary Committee constituted from time to time by the Vice-Chancellor.
29. The decision of the Disciplinary Committee shall be placed before the Vice-Chancellor for approval.
30. The Vice-Chancellor, in his discretion, may modify the decision of the Disciplinary Committee.
31. All cases of illness of any Hostel Resident Student(s) must be reported immediately to the Warden. Hostel Resident Student(s) are advised not to indulge in self-medication without consulting the Medical Officer of the University.
32. All complaints by the Hostel Resident Student(s) shall be made in writing to the concerned Hostel Warden.

CHAPTER-X

CURBING THE MENACE OF RAGGING

1. Ragging shall be strictly prohibited in the University.
2. **Ragging shall** constitute one or more of the following acts:
 - 2.1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
 - 2.2. Any rowdy or undisciplined activity by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
 - 2.3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
 - 2.4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
 - 2.5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
 - 2.6. Any act of financial extortion or burden if expenditure has been put forcefully on a fresher or any other student by students.
 - 2.7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
 - 2.8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
 - 2.9. Any act that affects the mental health and self-confidence of a fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
3. Anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with the Regulations framed and notified by the UGC and other Regulating Councils like AICTE/BCI/COA etc. as well as under the provisions of any penal law for the time being in force.

4. These Regulations shall be applicable not only to the University or any part thereof, including, but not limited to, the departments, constituent units, schools and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of their studies in such institutions
5. Students are advised to collect a copy of the Regulations of the UGC on Curbing the Menace of Ragging from the office of the University at the time of admission.
6. Every candidate for admission shall submit within one week from the date of admission an affidavit, duly self-attested as per Form A, annexed with this Chapter which will be given at the time of admission, to the effect that he/she has not been expelled and/or debarred by any institution and further over that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
7. Parent/Guardians of the candidates for admission to any course in the University shall submit within one week from the date of admission another affidavit on similar lines in respect of their wards, duly attested by the appropriate authority, as per Form B annexed with this Chapter.
8. Students seeking admission to any of the hostels forming part of the University or its institutions, or seeking to reside in any temporary premises not forming part of the University/institution, including a private commercially managed lodge or hostel, shall have to submit an additional affidavit, counter signed by his/her parents/guardians, in prescribed format (Form C) annexed with this Chapter within one week from the date of admission.
9. Every student at the time of his/her registration shall inform the University about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of the place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken for residence in or at any other place in the surrounding area of the University.
10. The student concerned or any other person knowing about any act of ragging having been committed to any of the students on the institutional premises or outside shall immediately bring the matter to the notice of the authorities of the University personally

or on phone without causing any delay to enable the concerned authorities to take appropriate action in the matter expeditiously.

- 11.** While the University assures to fully adhere to all the relevant Regulations On Curbing the Menace of Ragging and to take all necessary precautions to avoid any case of ragging with any student of the University, the parents especially of fresher's are also requested to remain in touch with their wards and promptly bring any instance of ragging to the notice of the Head of the respective department or any other functionary of the University to enable the concerned authorities to take immediate appropriate action in the matter.
- 12.** No leniency shall be shown to any student involved in ragging. All the students are advised to note and co-operate in keeping this University free from ragging.

FORM-A

ANTI RAGGING AFFIDAVIT TO BE SWORN BY THE STUDENT

I, _____ (full name of student with admission/registration/ enrolment number) son of/daughter of Mr. / Mrs./Ms. _____

(full name of parent/guardian), having been admitted to _____ (name of the course) at Maharaja Agrasen University, Baddi, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and I am aware as to what constitutes ragging.
2. I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of ragging or abetment of ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that:
 - a) I shall not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I shall not participate in or abet or propagate through any act of commission or omission that may amount to ragging under clause 3 of the Regulations.
4. I, hereby, affirm that if found guilty of ragging, I shall be liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ Year.

Signature of Deponent

VERIFICATION

Verified at _____(place) on this the _____day of _____of
month _____Year that the contents of this affidavit are true to the best of my
knowledge and no part of the affidavit is false and nothing has been concealed or
misstated therein.

Signature of Deponent

Solemnly affirmed and signed in my presence on this the _____day of _____month
of _____Year after reading the contents of this affidavit.

OATH COMMISSIONER

FORM-B

ANTI RAGGING AFFIDAVIT TO BE SWORN BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of _____ (full name of student with admission/registration/enrolment number, having been admitted to _____ (name of the course) at Maharaja Agrasen University have received a copy of the UGC Regulations* on Curbing the Menace of ragging in Higher Educational Institutions, 2009, (hereinafter) called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of ragging or abetment of ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly affirm and undertake that:
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ Year.

Signature of Deponent

Name: _____

Address : _____

Pin Code No. _____

Telephone/Mobile No.: _____

VERIFICATION

Verified at _____ (place) on this the _____ day of _____ of month _____ Year that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Signature of Deponent

Solemnly affirmed and signed in my presence on this the ____ day of _____ month of _____ Year after reading the contents of this affidavit.

OATH COMMISSIONER

FORM-C

AFFIDAVIT TO BE SWORN BY THE STUDENT SEEKING ADMISSION IN THE UNIVERSITY HOSTEL

I, _____ (full name of student with admission/registration/
enrolment number) s/o, d/o, Mr. / Mrs. /
Ms. _____

(full name of parent/guardian), having been admitted to _____ (name of the
course) at Maharaja Agrasen University and applied for admission in the University Hostel
situated _____ at

_____,
have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher
Educational Institutions, 2009, (hereinafter called the “Regulation”), carefully read and fully
understood the provisions contained in the said Regulations.

6. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
7. I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of ragging or abetment of ragging, actively or passively, or being part of a conspiracy to promote ragging.
8. I hereby solemnly aver and undertake that:
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may amount to ragging under clause 3 of the Regulations.
9. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
10. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____
Year.

Guardian
Signature of Deponent

Counter signed by the Parent/

Name:

Address:

Contact

No:

VERIFICATION

Verified at _____(place) on this the _____day of _____of
month _____Year that the contents of this affidavit are true to the best of my
knowledge and no part of the affidavit is false and nothing has been concealed or
misstated therein.

Signature of Deponent

Solemnly affirmed and signed in my presence on this the ____day of _____month
of _____Year after reading the contents of this affidavit.

OATH COMMISSIONER

CHAPTER-XI

INTERNAL QUALITY ASSURANCE CELL

1. To enhance the University's organizational and managerial structure, the "MAU Internal Quality Assurance Cell" (MAUIQAC) shall be established. The MAUIQAC will undertake systematic academic and administrative audits on an ongoing basis. The primary goal of MAUIQAC shall be to drive continuous improvement, ensuring the overall quality and effectiveness of the University's operations, fostering excellence in both academic and administrative realms. This initiative will align with the University's commitment to maintaining high standards and excellence across all its functions.
2. The primary objective of MAU IQAC shall be to achieve and sustain quality enhancement across various facets of the University's activities. This shall encompass academic excellence, research endeavours, consultancy services, and extension programs offered by the University's different schools. Furthermore, it shall signify an enduring commitment to enhance administrative and financial systems established over time to fulfil the University's core mission of providing high-quality professional education.
3. MAU IQAC shall aim to foster a culture of continuous improvement, catalyzing positive change and excellence in all aspects of the University's functions, ultimately ensuring the delivery of top-notch education and services to its stakeholders.
4. The primary aim of the IQAC shall be:
 - 1.1.To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
 - 1.2.To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.
5. Strategies of IQAC: IQAC shall evolve a mechanism and procedures for
 - 5.1.Ensuring timely, efficient and progressive performance of academic, administrative and financial units;
 - 5.2.Adoption of relevant and quality academic and research programmes;
 - 5.3.Ensuring equitable access to and affordability of academic programmes for various sections of the society;
 - 5.4.Optimization and integration of modern methods of teaching and learning;
 - 5.5.Ensuring credible assessment and evaluation processes.
 - 5.6.Ensuring the proper allocation, adequacy and maintenance of support structure and services; and

- 5.7.Sharing of research findings and networking with other institutions in India and abroad.
6. Some of the functions expected of the IQAC shall be:
- 6.1.Development and application of quality benchmarks;
 - 6.2.Setting parameters for various academic and administrative activities of the institution;
 - 6.3.Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.
 - 6.4.Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
 - 6.5.Dissemination of information on various quality parameters to all the stakeholders;
 - 6.6.Organization of intra- and inter-institutional workshops and seminars on quality related themes and promotion of quality circles;
 - 6.7.Documentation of various programmes/activities leading to quality improvement;
 - 6.8.Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
 - 6.9.Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
 - 6.10. Periodical conduct of Academic and Administrative Audits along with their followup activities; and
 - 6.11. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.
7. IQAC shall facilitate / contribute to
- 7.1.Ensuring clarity and focus in the institution's march towards quality enhancement;
 - 7.2.Ensuring internalization of quality culture;
 - 7.3.Ensuring enhancement and coordination among the various units and activities of
 - 7.4.the institution and institutionalizing all good practices;
 - 7.5.Providing a sound basis for decision-making to improve institutional functioning;
 - 7.6.Acting as a dynamic system for quality changes in HEIs; and
 - 7.7.Building a sound methodology for documentation and internal communication.
8. The composition of the MAU IQAC shall be as follow:
- The Vice-Chancellor Chairperson
 - Dean of Academic Affairs Member

- One teacher representative from each University School, nominated by the Vice-Chancellor.
 - Two members from the Board of Management, nominated by the Vice-Chancellor.
 - One member from the local society, nominated by the Vice-Chancellor.
 - Controller of Examinations
 - One of the senior teacher as the Coordinator of the IQAC
 - Registrar (Member Secretary)
9. The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained physically and digitally in a retrievable format/manner.