

THE ASBM UNIVERSITY FIRST RULES, 2020

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THE ASBM UNIVERSITY FIRST RULES, 2020

In pursuance of the power conferred by sub-section (1) of Section 24 of the ASBM University, Odisha Act 2019 (Odisha Act 4 of 2019), the Board of Governors do hereby frame the following First Rules regarding the management of the University, namely:-

THE ASBM UNIVERSITY FIRST RULES, 2020

CHAPTER 1

PRELIMINARY

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| Short title,
commencement
and territorial
jurisdiction | 1. | (1) | These rules may be called the ASBM University First Rules, 2020. |
| | | (2) | They shall come into force on the date of their publication in the Odisha Gazette. |
| | | (3) | The territorial jurisdiction of the University extends to the whole of the State of Odisha. |
| Definitions | 2. | | In these Rules, unless the context otherwise requires; |
| | | (a) | “Academic Council” means the Academic Council of the University as constituted under section 10 of the Act; |
| | | (b) | “Act” means the ASBM University, Odisha Act 2019 (Odisha Act 4 of 2019); |
| | | (c) | “Admission Committee” means the Admission Committee of the University as constituted under the Regulations of the University; |
| | | (d) | “Answer book” means a stitched booklet of fixed pages issued by the University to an examinee in the examination hall to write answers to the questions set in the examination; |
| | | (e) | “Board” means the Board of Governors of the University as constituted under section 9 of the Act; |
| | | (f) | “Board of Studies” means the Board of Studies constituted in every School of the University under the Regulations; |
| | | (g) | “Conducting Board” means the Conducting Board constituted |

in every School of the University under the Regulations;

- (h) "Controller of Examinations" means the Controller of Examinations of the University as referred to in section 21 of the Act;
- (i) "Course", otherwise known as programme, means a set of papers/ subjects for which a student enrolls and which contributes to meeting the requirements for the award of a specified Degree/ Diploma/ Certificate.
- (j) "Dean" means the Dean of Schools of the University as provided in section 19 of the Act and the other Deans of the University as explained in the Regulations;
- (k) "Designated President" means the person designated by the President to act as the President of the University during the absence of the President as provided in sub-section (2) of section 15 of the Act.
- (l) "Disciplinary Committee" means the Disciplinary Committee of the University constituted under rule 48 of these Rules;
- (m) "Employee" means the employee appointed by the University and includes teachers and other staff of the University;
- (n) "Fee Structure Committee" means the Fee Structure Committee of the University as constituted under the Regulations;
- (o) "Finance Committee" means the Finance Committee of the University as provided in section 11 of the Act;
- (p) "Finance Officer" means the Finance Officer of the University as explained in section 20 of the Act;
- (q) "Paper" means a subject of study in an academic course/ programme. A set of several papers constitutes a Course/ Programme.
- (r) "President" means the President of the University as explained in section 15 of the Act;
- (s) "Pro-Vice-Chancellor" means the Pro-Vice-Chancellor" of the University as explained in section 17 of the Act;
- (t) "Registrar" means the Registrar of the University as referred

to in section 18 of the Act;

- (u) "Regulations" means Regulations of the University made under section 26 of the Act, that is the ASBM University First Regulations, 2020;
- (v) "Regulatory body" means a body established by or under a Central Act or State Act for laying down norms and conditions for ensuring standard of higher education such as University Grants Commission, and other such body or bodies established by the Central or the State Government for the purpose;
- (w) "School" means the constituent unit of the University as provided in section 4 (ix) of the Act;
- (x) "Sponsoring Body" means the ASBM Trust;
- (y) "State Government" means the State Government of Odisha;
- (z) "UGC" means the University Grants Commission established under the University Grants Commission Act, 1956;
- (za) "University" means the ASBM University established and incorporated as a University under the ASBM University, Odisha Act 2019 (Odisha Act 4 of 2019) and any constituent campuses;
- (zb) "Vice-Chancellor" means the Vice-Chancellor of the University as explained in section 16 of the Act;

All other words and expressions used but not defined shall have the meaning as respectively assigned to them in the Rules.

CHAPTER 2

ADMISSION OF STUDENTS, THEIR ENROLMENT AND REGISTRATION

- Admission open to all on merit 3. (1) Admission to different courses, programmes, degrees, diplomas, certificates and examinations of the University shall be open to all persons on merit irrespective of class, caste, creed, religion, language, domicile and gender as explained in sub-section (1) of section 6 of the Act, and will be made, as

provided in sub-section (1) of section 29 of the Act, in accordance with the norms and guidelines prescribed by the UGC or the other Regulatory Bodies, as the case may be, depending on the course in which the students seek admission.

(2) In the absence of any norm or guideline as referred to in sub-rule (1) above, admission to the University shall be made strictly on the basis of merit and merit for such purpose may be determined as per sub-section (3) of section 29 of the Act.

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| Reservation | 4. | The University shall provide reservation for the purpose of admission of the students as explained in sub-section (2) of section 6 of the Act. |
| Procedure for admission | 5. | The Admission Committee shall formulate the criteria and procedure for admission and recommend the same to the Academic Council for consideration and approval. Such criteria and procedure shall be notified on the University's website. |
| Fees to be charged for admission | 6. | The Fee Structure Committee shall suggest the fees to be charged for admission to different courses, programmes, examinations, degrees, diplomas, certificates and other academic distinctions of the University, the revision thereof and the refund policy, which shall be placed before the Board for its consideration and approval. |
| Transfer certificate from the earlier institution | 7. | No student shall be admitted to the University unless she/ he presents a transfer certificate from the institution/ college in which she/ he studied earlier. Such certificate should show –
i. Name of the student;
ii. Name of the parents;
iii. Address;
iv. Date of birth as entered in the admission register of the transferor institution and the High School Certificate;
v. Dates on which she/ he was admitted to the transferor institution and on which she/ he left it;
vi. Class in which she/ he was studying at the time of leaving it;
vii. Whether qualified for promotion to the next higher class;
viii. Reasons for leaving the transferor institution. |

- Enrolment and registration of students
8. (1) Once a student is admitted for a degree or diploma or examination of the University, the University shall have her/ his name enrolled and entered in the Register of Students to be maintained by the Controller of Examinations. No candidate for an examination of the University shall be eligible to appear at any such examination without first having her/ his name so entered.
- (2) Such Register of Students shall contain the following information, namely:
- i. Registration number,
 - ii. Date of admission into the University,
 - iii. Name of the student,
 - iv. Permanent address,
 - v. Names of the parents,
 - vi. Particulars of identity, such as Aadhar Card, Driving License, Voter Id Card, Passport etc. with number,
 - vii. Date of birth,
 - viii. Institution last attended and examination passed,
 - ix. Degree/ Diploma/ Examination for which admitted,
 - x. Remarks.
- Requirement of migration certificate
9. For the purpose of registration as referred to in sub-rule (1) of rule 8 above, the students of other universities shall be required to submit migration certificate from the university from which they have passed the last qualifying examination :
- Provided that if the migration certificate is not produced at the time the candidate registers for the examination she/ he may be allowed to appear at the examination, but her/ his result shall not be published until she/ he produces the migration certificate.
- Registration number
10. Each student registered as a student of the University shall be assigned a number and shall quote such number in all communications to the University.

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| Re-entry, if struck off the rolls | 11. | A student who has been registered in accordance with the provisions of these rules, and has her/ his name later struck off the rolls of the University, may be allowed re-entry to the University at the discretion of the Vice-Chancellor subject to payment of re-entry fee as prescribed. |
| Issue of transfer and migration certificate | 12. | A student applying for transfer certificate and/ or migration certificate from the University shall forthwith be given such certificate, on payment of the prescribed fee and any other amounts due. |

CHAPTER 3

AWARD OF DEGREES, DIPLOMAS AND OTHER ACADEMIC DISTINCTION

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| Degrees and diplomas to be awarded | 13. | <p>The University shall award the following degrees/ diplomas, namely :</p> <ol style="list-style-type: none"> a. Bachelor of Arts (BA), b. Bachelor of Business Administration (BBA), c. Bachelor of Commerce (B.Com), d. Bachelor of Computer Application (BCA), e. Bachelor of Education (B.Ed.), f. Bachelor of Law (LL.B.), g. Bachelor of Science (B.Sc.), h. Bachelor of Business Administration - Bachelor of Law (BBA-LL.B.), i. Bachelor of Commerce - Bachelor of Law (B.Com.-LL.B.), j. Master of Arts (MA), k. Master of Business Administration (MBA), l. Master of Commerce (M.Com.), m. Master of Computer Application (MCA), n. Master of Education (M.Ed.), o. Master of Law (LL.M.) p. Master of Science (M.Sc.) q. Master of Arts (English)-Bachelor of Education [MA (English)-B.Ed.], r. Master of Commerce-Bachelor of Education (M.Com.-B.Ed.), |
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- s. Master of Philosophy (M.Phil.),
- t. Doctor of Philosophy (Ph.D.),
- u. Doctor of Literature (D.Litt.),
- v. Doctor of Science (D.Sc.),
- w. Diploma,
- x. Post-Graduate Diploma;

Provided that it shall be competent for the Board, on the recommendation of the Academic Council, to approve award of any other degree, diploma, certificate, charter and other academic distinctions subject to UGC regulations.

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| Courses and courses of studies leading to award of degrees and diplomas | 14. | The courses/ programmes to be offered by the University leading to award of degrees, diplomas, certificates and other academic distinctions, the number of seats in each such course/ programme, the courses of studies to be laid down for all degrees, diplomas, certificates and other academic distinctions, and any revision/ alteration therein shall be such as may be decided by the Academic Council following the procedures prescribed in the Regulations. |
| Honorary degrees | 15. | <p>(1) The University may, subject to approval by the Board and based on the recommendation of the Academic Council, confer any of the following honorary degrees upon a person on the ground that by reason of her/ his eminence and attainment or contribution to the cause of learning or education, she/ he is a fit and proper person to receive such degree, namely :</p> <ul style="list-style-type: none"> a) Doctor of Philosophy (Ph.D.), b) Doctor of Literature (D.Litt.), c) Doctor of Science (D.Sc.), d) Doctor of Laws (LL.D.). <p>(2) Ordinarily, and in accordance with sub-rule (1) above, the honorary degrees of Ph.D., D.Litt, and D.Sc. shall be conferred on persons who have attained eminence by virtue of their contribution to learning or education and the honorary degree of LL.D. on persons, who have attained eminence in</p> |

- public affairs.
- Forms of degrees and diplomas 16. (1) The forms for all degrees, diplomas and certificates shall be as approved by the Board.
- (2) Such degrees, diplomas and certificates shall be signed jointly by the Vice-Chancellor and the President.
- Holding of convocation for award of degrees, diplomas, medals, awards etc. 17. (1) The University shall hold convocations for the purpose of conferring and awarding degrees, diplomas, medals, awards and other academic distinctions, including honorary degrees.
- (2) There shall ordinarily be one convocation held during the year for the purpose of conferring and awarding all degrees, diplomas, medals, awards and other academic distinctions :
- Provided that a special convocation may be held, subject to approval by the Board, for conferring any Honorary degree.
- (3) The Convocation shall be held on such date and at such place and time as the President may decide.
- (4) Notwithstanding the provisions of sub-rule (2) above, the Board may decide that no Convocation shall be held in any year, in which case the concerned Degrees/ Diplomas/ Medals/ Awards shall be given to the candidates through the Deans of the respective Schools or directly by the Registrar or as may be decided by the President.
- Award in person or otherwise 18. (1) The recipients of the Honorary degrees, the Doctorate degrees, and the Medals and Awards instituted by the University shall be awarded such degrees, medals and awards in person. All other degrees/ diplomas shall be conferred in the Convocation either in person or in groups, School-wise or in such manner as may be determined by the President :
- Provided that degrees, diplomas, medals, awards and other academic distinctions may also be conferred in absentia.
- (2) The Degrees/ Diplomas of the candidates can be sent by post,

on application, in the manner and on payment of such fees, as may be decided by the President.

President to preside over convocation 19. The President shall preside over the Convocation when she/ he is present and in his absence, the Designated President shall preside as explained in sub-section (2) of section 15 of the Act :

Provided that in the absence of the President, if no person has been designated as Designated President or if such Designated President is also absent, the Vice-Chancellor shall preside, as provided in sub-section (6) of section 16 of the Act.

Chief Guest and Guest of Honour 20. The Vice-Chancellor may, with the prior approval of the President, invite a distinguished person as the Chief Guest to deliver the Convocation Address and, if felt necessary, another distinguished person as the Guest of Honour.

Application by candidates for being admitted to Convocation 21. The candidates for Degrees/ Diplomas shall submit to the Registrar their application in the prescribed form, with the requisite fees, for admission to their respective degrees/ diplomas not less than fifteen clear days before the date fixed for the Convocation. No person shall be admitted to the Convocation who has not thus applied to the Registrar with the fees.

Supplicating Grace 22. (1) The President, the Vice-President, the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Deans of the Schools, the Members of the Board, the Members of the Academic Council and the Members of the Sponsoring Body shall wear the prescribed academic robes and assemble in the Grace Room at the appointed hour.
(2) The Graces of the Board and the Academic Council shall, on behalf of the candidates, be supplicated by the Deans of the respective Schools for different degrees/ diplomas and the procedure for each grace shall be as follows :
Dean of a School – “Madam/ Mr. President, I move that a grace of the Board and the Academic Council be passed that those persons, whom the Board on the report of the

examiners has certified to be qualified for the degree of be admitted to that degree.”

Whereupon, the President shall put the question – “Does it please you that this grace be passed ?”

Upon the Board and the Academic Council assenting, the President shall say, “This grace is passed.”

Academic procession

23. (1) After the graces have been passed, the Deans of the Schools, the Members of the Academic Council, the Members of the Board and the Members of the Sponsoring Body – all in twos, the Pro-Vice-Chancellor, the Vice-Chancellor, the Vice-President, the Guest of Honour, the Chief Guest and the President shall proceed in procession to the Convocation Hall. The procession shall be led by the Registrar.
- (2) The candidates wearing the prescribed dress/ robes shall be seated in the Convocation Hall facing the dais before the entry of the academic procession.

Conferring of degree, diploma, medal, award etc.

24. (1) The members of the Academic Procession having taken their seats, the President shall declare the Convocation open by saying, “I declare the Convocation of ASBM University open.”
- (2) The Vice-Chancellor shall then present her/ his report.
- (3) Ordinarily the degrees shall be conferred on presentation at the convocation in the following order, namely –
- a) Honorary degrees,
 - b) Doctorate degrees,
 - c) Master’s degrees,
 - d) Bachelor’s degrees.
- (4) If the Convocation is held for conferring degree(s) honoris causa, the Registrar shall say,
“This Convocation of ASBM University has been called to confer degree(s) honoris causa upon person(s) on whom the Board of Governors of the University has decided to confer

such degree(s). May she/ he/ they be presented ?”

Upon the President giving assent by saying, “Let her/ him/ them be presented,” the Pro-Vice-Chancellor shall present the candidate(s).

- (5) In respect of the other degrees, the Registrar shall say, “This Convocation of ASBM University has been called to confer _____ degrees upon the candidates, who in the examinations recently held for the purpose, have been certified to be worthy of the same. May they be presented ?”
- (6) Upon the President assenting by saying, “Let the candidates be presented”, the candidates shall be presented by the respective Deans in the order mentioned in sub-rule (3) above with a request that they may be admitted to that degree.
- (7) When all the candidates for the same Degree have been presented in person, the President shall say to the candidates, who shall remain standing –

“By virtue of the power vested in me as the President of ASBM University, I admit you to the Degree(s) of in this University, and in token thereof you have been presented with these Diplomas, and I authorise you to wear the robes ordained as the insignia of your Degree.”

- (8) The Registrar shall thereafter request the President to admit the candidates, who have passed the other examination(s), but will not be awarded their degree(s) in person, to their respective Degrees, whereupon the President shall say to the candidates, who shall remain standing –

“By virtue of the power vested in me as the President of ASBM University, I admit you to the Degree(s) of in this University, and in token thereof

you have been presented with these Diplomas, and I authorise you to wear the robes ordained as the insignia of your Degree.”

- (9) The Registrar shall then request the President to admit the candidates, who have passed the examinations, but could not attend the Convocation, to their respective Degree(s), and the President shall say –

“By virtue of the power vested in me as the President of ASBM University, I admit the candidates, who have passed the examinations but have not been able to attend the Convocation, to their respective Degrees.”

- (10) Thereafter, the Pro-Vice-Chancellor shall administer the following pledge to the candidates –

“As a graduate of ASBM University, I hereby promise :

That I shall act with honesty and integrity in the discharge of my duties in the profession I follow;

That I shall lead people and manage resources in an ethical manner to create sustainable economic, social and environmental prosperity and shall protect the right of the future generations to enjoy a healthy planet;

That I shall take responsibility and accept accountability for all my actions and inactions; and

That I shall endeavour to utilise my knowledge for the service of my country, the wellbeing of my fellowmen and the glory of my University.”

- (11) The Registrar shall then lay before the President the records of the Degrees that have been conferred and the President shall sign the same.

- (12) Thereafter the Registrar shall present the recipients of medal(s)/ award(s) for such medals/ awards to be given away.
- (13) The Guest of Honour, if any, shall then address the candidates followed by the Convocation Address by the Chief Guest.
- (14) The President shall thereafter deliver her/ his address.
- (15) The address being ended, the President shall present the University memento to the Chief Guest and the Guest of Honour, if any.
- (16) The President shall then dissolve the Convocation by saying, "I declare the Convocation closed."

Academic procession retires

25. With the Convocation being dissolved, the members of the Academic Procession shall, led by the Registrar, retire in procession to the Grace Room, all present in the Convocation Hall standing.

Withdrawal of degree, diploma etc.

26. (1). The University, on recommendation of the Academic Council and with the prior approval of the Board, may withdraw a degree, diploma, certificate or any academic distinction awarded to a candidate :

Provided it is conclusively proved that the candidate was involved in any one or more of the following acts, namely :

- a) Tampering with the transcript/ grade sheet/ degree/ diploma awarded by the University;
- b) Gross misconduct in any of the examinations of the University;
- c) Making use of forged, false or manipulated document or misleading information to gain admission to a course/ programme to which she/ he was not entitled;
- d) Any other misdemeanor considered as tantamount to gross misconduct by the Academic Council and the Board :

Provided further that no such withdrawal of degree,

diploma, certificate or academic distinction shall be made without giving the person concerned an opportunity of showing cause against the proposed action and of being heard by a Disciplinary Committee of the Board.

- (2) Any person aggrieved by an order as aforesaid may, within thirty days of the communication of the order, prefer an appeal before the Board, whose decision shall be final.

CHAPTER 4

ACCOUNTING POLICY AND FINANCIAL PROCEDURE

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| Accounting policies and financial procedures | 27. | A manual of accounting policies and financial procedures, including procedures for receipts and expenditures and management of the funds of the University, shall be prepared under the direction of the Finance Committee and shall be placed before the Board in its meeting for consideration and approval. |
| Finance Officer to receive monies and make payments | 28. | The Finance Officer shall be competent to receive all monies on behalf of the University and make all authorised payments including salaries and allowances, fees and other payments due to be paid from the funds of the University, unless otherwise decided by the Board. |
| Fees to be charged for different activities | 29. | (1) The fees to be charged for admission to different courses, programmes and examinations of the University shall be decided as provided under rule 6 of these Rules.

(2) The fees to be charged for all other activities of the University and revision thereof, shall be approved by the President on recommendation by the Finance Committee. |
| Annual budget | 30. | (1) The draft budget for the ensuing financial year shall be prepared by the Finance Officer and shall be placed before the Finance Committee for review and recommendation to the Board. |

- (2) The budget so recommended shall thereafter be placed before the Board for consideration and approval. The budgeting exercise shall be so conducted as to be completed before the end of February every year.
- (3) In the event of the budget of the University not being approved before the commencement of the financial year, the Board shall be competent to authorise appropriation from the funds of the University in advance in respect of the estimated expenditure for a part of the financial year, where it is satisfied that the situation so demands;
- Annual accounts and annual report 31. (1) The annual accounts of the University relating to a financial year shall be prepared by the Finance Officer every year.
- (2) Such accounts shall then be audited every year, as explained in sub-section (1) of section 43 of the Act, by chartered accountant(s), who shall be member(s) of the Institute of Chartered Accountants of India and shall be appointed by the University, subject to approval by the Board based on recommendation by the Finance Committee.
- (3) The annual accounts, the Balance Sheet and the audit report thereon shall thereafter be examined by the Finance Committee.
- (4) The Annual Report of the University shall be prepared in terms of sub-section (1) of section 41 of the Act under the direction of the Vice-Chancellor and shall be placed before the Board in its meeting, along with the annual accounts, the Balance Sheet and the audit report thereon, for consideration and approval.
- (5) Copies of such reports, duly approved by the Board under sub-rule (4) above, shall be sent to the State Government on or before the 31st day of December following closure of the financial year on the 31st day of March each year.
- Excess of 32. The Board, on the recommendation of the Finance Committee, shall

expenditure over budget		be competent to incur expenditure outside or in excess of budget allotments for the year, and to re-appropriate from one head to another.
Unspent balances	33.	Unspent balances in the budget allotments for the year shall lapse and shall not be available for expenditure in any succeeding year unless provided in the budget of such year.

CHAPTER 5

CONDUCT OF EXAMINATIONS

Components of examination	34.	<p>(1) The University shall follow the continuous evaluation system to evaluate performance of the students, and depending on the concerned syllabi approved by the Academic Council, the examinations can have different components, namely, Theory, Practical, Internal, Internship, Project, Seminar, Dissertation, Course of Independent Study etc.</p> <p>(2) There shall be a theoretical examination at the end of each semester known as the 'End-Semester Examination'.</p> <p>(3) The duration of End-Semester examination shall be two hours in case of a two-credit paper/ subject and three hours in case of a four-credit paper/ subject.</p> <p>(4) The internal examinations can have different components depending on the concerned syllabi, namely, Internal Assessment Test, Mid-semester Examination, Assignment, Quiz, Presentation etc.</p> <p>(5) The papers/ subjects having a practical component shall carry weightage of 20%, 30% and 50% respectively for internal, practical and end-semester examinations, whereas in respect of non-practical papers/ subjects, the internal and end-semester examinations shall carry weightage of 30% and 70% respectively :</p>
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Provided that should there be any need in future to change/ modify the weightage, such change/ modification may be made by the Board.

Appointment of 35. (1) examiners

Examiners may be of two kinds, namely :-

- a) Question Paper Setters, who will set the question papers required for the examinations of the University.
- b) Chief, Additional, Sole and Assistant Examiners, who will evaluate the answer books/ papers, dissertations, theses etc. or conduct viva voce and practical examinations, and shall include Special Examiners appointed for special papers and/ or special examinations.

(2) Examinership cannot be claimed as a matter of right. All appointment of examiners shall be made by the Controller of Examinations from the panel approved by the Vice-Chancellor on recommendation by the concerned Board of Studies :

Provided that in the event of non-availability of any examiner from such panel or in the absence of any approval, the Controller of Examinations shall appoint the question paper setters and examiners with the approval of the Vice-Chancellor;

Provided further that the Controller of Examinations shall have the power to cancel or terminate any appointment as examiner at any time, as and when required.

Internal 36. (1) examination

The course instructor imparting instruction shall ordinarily be solely responsible for conducting internal examination, evaluation thereof and award of marks. She/ he shall also be responsible for maintaining all records to justify her/ his

			evaluation and score thereof.
		(2)	It shall be the responsibility of the Controller of Examinations to ensure that the internal examinations are conducted as prescribed. Deviation, if any, should be brought to the notice of the Dean of the concerned School.
Appointment of other officials for examination	37.		The Controller of Examinations shall appoint other officials connected with examinations, such as invigilators, supervisors, vigilance squad, moderators, tabulators etc., with the approval of the Pro-Vice-Chancellor.
Committee of question paper setters	38.	(1)	The Vice-Chancellor, if desired, may constitute Committee of Question Paper Setters for each paper/ subject or group of papers/ subjects consisting ordinarily of two or three experienced examiners, of whom one shall be the Chairperson.
		(2)	It shall be the duty of the Committee of Question Paper Setters to scrutinise the question papers, and if necessary to moderate them so as to ensure that the questions as well as the distribution of marks conform to the prescribed norms and patterns for such examinations and are within the courses of studies and the syllabi.
		(3)	The Committee of Question Paper Setters shall also set question papers in the subject or group of subjects, if so required by the Vice-Chancellor.
Question papers – standard and language	39.	(1)	The standard of question papers set in any subject shall be such as a candidate of decided ability well prepared in the subject can reasonably be expected to answer within the time allotted.
		(2)	All examinations, except practical and viva voce examinations, shall be conducted by means of written question papers to be set in English and to be answered in English unless there be an instruction on the question paper to the contrary.
Eligibility for	40.	(1)	Subject to meeting the necessary norms as regards

appearing at
examinations

attendance, payment of the prescribed fees and clearance of all outstanding dues, all bonafide students of the University shall be eligible to appear at examinations for all compulsory, core and elective papers/ subjects.

- (2) Minimum number of lecture classes, tutorial classes, seminars, practical classes and any other prescribed requirements, which a student shall be required to attend for the eligibility to appear at the end-semester examination, shall not be less than 75% of the total number of such lecture classes, tutorial classes, seminars, practical classes and any other prescribed requirements.
- (3) Up to 15% waiver in attendance may be granted by the Pro-Vice-Chancellor, or by any officer not below the rank of the Dean of the concerned School and designated for the purpose by the Vice-Chancellor, at her/ his discretion on health or other grounds specified by the University for participation in sports, cultural and other approved activities.

Rules applicable 41.
for conducting
examination

- (1) The following rules shall be applicable for conducting examination, namely ;
 - a) No candidate shall be allowed to appear at any examination without a valid Identity or Admit Card, as specified. It has to be shown to the concerned authorities as and when required.
 - b) The candidates should occupy the seats allotted to them as per the seating chart at least 10 minutes before the examination starts. No student will be allowed to enter into the examination hall after 10 minutes of commencement of examination.
 - c) The candidates shall have to bring their own stationeries like pen, pencil, ruler, eraser, calculator etc. Exchange of these stationeries is strictly prohibited.
 - d) The candidates may be searched and frisked at the

time of entry to the examination hall to ensure that they do not carry any unauthorised item to the place of examination. They should cooperate with the process and should not refuse, hinder or obstruct such searching and frisking.

- e) No candidate should leave the examination hall without prior permission of the invigilator.
- f) A candidate may be allowed temporary absence from the examination hall only once in one sitting for a maximum duration of five minutes after completion of at least one hour of the examination and not within the last half an hour of the examination.
- g) Strict silence shall be maintained in the examination hall during the examination.
- h) No candidate shall take the answer book out of the examination hall. It shall be the responsibility of each candidate to hand over her/ his answer book to the invigilator.
- i) A candidate, who completes writing her/ his answers before the closing time of the examination, may submit her/ his answer book to the invigilator after one hour of starting of examination and leave the hall with the permission of the invigilator.
- j) No candidate shall write anything in the answer book after the final bell of the examination.

(2) It shall be competent for the Academic Council to make further rules and/ or amend/ modify any rule under sub-rule (1) above for conducting examination.

Evaluation system	42.	(1)	Subject to the UGC guidelines, it shall be competent for the concerned Board of Studies to prescribe the evaluation system for any particular examination, subject to approval by the Academic Council.
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- (2) All the answer books shall be coded under the guidance of the Controller of Examinations before evaluation to maintain confidentiality and sanctity in evaluation.
- Retention of evaluation records 43. The documents related to evaluation, such as answer books, quiz papers, assignment/ project reports, theses/ dissertations etc., pertaining to any examination shall be retained for a period of not less than one year from the date of publication of the result of such examination :
- Provided that if any court case, RTI application or police investigation related to any examination of the University is pending before the appropriate authority within the knowledge of the University, such records shall be retained till the disposal by the concerned authority of such case, application or investigation, as the case may be.
- Declaration of result and promotion 44. (1) After completion of evaluation and tabulation of result pertaining to any semester, the Controller of Examinations shall place the result before the concerned Conducting Board, which shall review the standard of the question papers, the evaluation process, the performance of the students and recommend the result to the Vice-Chancellor for approval.
- (2) If felt necessary based on review as mentioned in sub-rule (1) above, the Conducting Board may recommend, for consideration by the Vice-Chancellor, award of grace mark in any paper, subject to the applicable norms in respect of award of grace marks.
- (3) The final result of any course/ programme shall, after recommendation by the concerned Conducting Board and the Vice-Chancellor, be placed before the President for approval, subject to reporting to the Board at its next meeting for confirmation and ratification. No Degree/ Diploma shall be awarded unless the Board approves the

final result and certifies the concerned candidates qualified for the specific Degree/ Diploma.

- (4) The University shall declare the result at the end of each semester within 45 days from the date of the last written examination.
- (5) The minimum requirement to pass a semester shall be 40% in aggregate and also 40% in each paper/ subject both in undergraduate and post graduate courses/ programmes, but 50% in case of M.Phil. courses/ programmes, and the same principle shall be followed for promotion from one year to another and also for award of degree at the end of the course/ programme :

Provided that should there be any need in future, it shall be competent for the Board to revise/ modify these provisions in terms of the regulations of UGC or other regulatory bodies, as the case may be.

- (6) The minimum requirement to retain Honours shall be 45% in aggregate of Honours papers/ subjects and in order to secure Distinction in the undergraduate course/ programme, a candidate has to obtain minimum 50% marks in aggregate in a single chance :

Provided that should there be any need in future, it shall be competent for the Board to revise/ modify these provisions in terms of the regulations of UGC or other regulatory bodies, as the case may be.

- (7) If a student has not secured the minimum required mark for passing an examination in any paper(s)/ subject(s), she/ he shall be promoted to the next semester with 'Incomplete' ('I') grade (back paper) in that/ those particular paper(s)/ subject(s).

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| Supplementary examination | 45. | <p>(1) Supplementary examinations in respect of the papers/ subjects pertaining to a particular semester shall be held during the following semester to give an opportunity to the students to (a) improve their performance and (b) to clear the back paper(s).</p> <p>(2) To avail such opportunity, a student shall have to submit an application in writing to the Controller of Examinations, along with prescribed examination fee within seven days of the publication of result of the concerned semester.</p> <p>(3) Supplementary examination shall remain limited to the end-semester examination only. The mark(s)/ grade(s) already secured by a student in the concerned papers(s)/ subject(s) in respect of internal examination(s) shall not be changed.</p> <p>(4) If a student secures less mark in the Supplementary Examination compared to the originally secured mark, then her/ his originally secured mark in that examination shall continue to be considered for the purpose of evaluation.</p> |
| Failure to meet minimum academic requirements | 46. | <p>(1) Cases of students who do not meet the minimum academic requirements in terms of mark/ letter grade at the end of each semester/ year on account of any extenuating reasons shall be presented by the Controller of Examinations before the Conducting Board for review.</p> <p>(2) The University may ask a student to withdraw from the course/ programme at any time, if her/ his academic progress is extremely poor or her/ his conduct is detrimental to the educational process of the University.</p> <p>(3) Such a student may file an appeal before the President for reconsideration of her/ his case. The decision of the President on such an appeal shall be final.</p> |
| Malpractice/ unfair practice in examination | 47. | <p>(1) Indulging in any of the following act or acts by any candidate or candidates in connection with any examination shall be considered as act(s) of malpractice/ unfair practice in examination, namely :</p> |

- a) Possession of any paper, book, note, manuscript, document (other than the Identity/ Admit Card), laptop, mobile phone, headphone, tab, smart watch, programmable calculator, bluetooth or wifi enabled device, or any such other electronic gadget(s), whether pertaining to the concerned examination or not;
- b) Writing any matter, formula, definition, sketch in any part of the candidate's body, dress, handkerchief, scale, instrument box, calculator, cover, wall, furniture, drawing board, question paper, admit card etc., whether relevant to the concerned examination or not;
- c) Passing or showing the answer book or question paper to any other candidate(s);
- d) Receiving answer book or question paper from, or seeing answer book or question paper of, any other candidate in the examination;
- e) Copying from any printed or hand-written material or other source or answer book of another candidate;
- f) Giving any assistance to, or receiving any assistance from, any other candidate/ person in answering the question(s) during the examination;
- g) Making any request or representation to, or approaching, or communicating with, or offering any threat or inducement to, or bringing any pressure or influence on, any official of the University or paper setter or invigilator or examiner, or attempting to do any of those, directly or through any other person(s), to gain any undue advantage like finding out the

questions or getting any undue favour in the examination or influencing award of marks;

- h) Writing the name, registration number, telephone number or revealing own identity in any form in the answer book other than at the space required on the front page thereof;
- i) Writing any appeal, contact address, telephone number or any irrelevant matter in the answer book, or inserting currency notes in the answer book;
- j) Replacing the answer book supplied in the hall by pre-prepared answer book;
- k) Impersonation by arranging some other person to write the examination for the candidate or attempting to write the examination for somebody else;
- l) Taking away the answer book without handing it over to the invigilator or trying to take away or damage another candidate's answer book;
- m) Destroying or attempting to destroy by tearing/ swallowing/ erasing/ throwing away, or by causing disappearance of, any evidence or note or paper or material during examination;
- n) Making a false representation pertaining to her/ his eligibility to appear at any examination;
- o) Tampering with, or making any change/ modification/ correction in, the answer book/ quiz paper/ project or assignment report during verification by a candidate;
- p) Committing any act(s) intending to gain an advantage or favour in the examination by

misleading, deceiving or inducing the invigilator(s),
examiner(s) or any other official(s) of the University;

q) Forging another person's signature in any
examination document; and

r) Any other act(s) of commission and/ or omission(s)
which may be considered as malpractice/ unfair
practice by the competent authority.

(2) It shall be competent for the Board to add to, delete from,
and/ or amend/ modify such acts of malpractice/ unfair
practice in examination as enumerated in sub-rule (1)
above.

Action in case of 48.
malpractice/
unfair practice in
examination

(1) All instances of malpractice/ unfair practice in examination
shall forthwith be reported by the invigilator(s)/ other
concerned official(s) to the Controller of Examinations, who
shall issue notice to the concerned candidate in writing of
the alleged act of malpractice/ unfair practice, and shall ask
her/ him to furnish her/ his written reply to the charge(s)
within a specified time period.

(2) The report of the Controller of Examinations along with the
relevant documents, namely, malpractice report of the
concerned invigilator(s)/ other official(s), explanation, if any,
given by the candidate and other document(s), if any, shall
be placed before the Disciplinary Committee, to be
constituted by the Vice-Chancellor, with a senior faculty
member as Chairperson and the Dean, Student Affairs and
the Controller of Examinations as members.

(3) The Disciplinary Committee shall inquire into the
allegation(s). It shall give reasonable opportunity of hearing
to the concerned candidate, who shall also be heard in
person. No lawyer or any other person shall be allowed to
represent such candidate.

Punishment for 49.

If after inquiry under rule 48, the concerned candidate is found guilty

malpractice/
unfair practice in
examination

of the charge(s), the Disciplinary Committee may impose on her/ him any one or an appropriate combination of the following actions, namely :

- a) Reduction of mark obtained in the concerned paper(s)/ subject(s) of the examination;
- b) Award of 'Malpractice/ Misconduct' ('M') grade having 0 (zero) Grade Point in the concerned paper(s)/ subject(s);
- c) Warning;
- d) Fine;
- e) Rustication from the University for a specified period;
- f) Expulsion from the University permanently;
- g) Any other punishment, which the Committee may consider to be appropriate.

Appeal against
punishment for
malpractice/
unfair practice in
examination

50. (1) An appeal against the order of the Disciplinary Committee shall lie to the Vice Chancellor. The concerned candidate may submit a written appeal before the Appellate Authority, through the Controller of Examinations, within seven days of the date of the penalty order.
- (2) On receipt of the appeal, the Appellate Authority shall consider it based on material in record and shall pass appropriate speaking order in the case.
- (3) A candidate aggrieved with the appellate order may submit, within seven days of such order, a written request to the President for review. The decision of the President in such matter shall be final and binding.

CHAPTER 6

MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS

General
discipline

51. (1) It shall be competent for the Board to make, from time to time, rules controlling general discipline of the students admitted to the University and to its hostels.
- (2) A student admitted to any course/ programme of the

University shall be under the disciplinary control of the Dean of the concerned School. An undertaking shall be given by the student at the time of her/ his admission to the course/ programme that she/ he agrees to abide by the rules/ regulations of the University, and if admitted to a hostel, by the rules/ regulations of the hostel, and that she/ he shall withdraw herself/ himself from the University and/ or the hostel should the appropriate authority decide that such withdrawal is necessary in the interest of the institution.

Breach of
discipline and
misconduct

52. (1)

Indulging in any one or more of the following acts by any student or students shall be considered as breach of discipline and shall constitute misconduct.

- a) Late coming to, and/ or irregular attendance in, and/ or absence from, class and/ or official programmes such as seminar, symposium, conference, workshop etc. without prior permission;
- b) Absence from the University or its hostel without prior permission;
- c) Use of, or any sound from, or any disturbance caused by, mobile phone or any such other electronic gadget in the public area of the University, such as class room, library, computer centre, administrative office, faculty office, conference hall, auditorium etc.;
- d) Tampering with, damaging, disfiguring, pilfering, removing or destroying any material, record, document or property of the University or its hostel or of other students or of employees or service providers or of visitors or guests of the University;
- e) Acts of misbehavior and/ or indecent/ immoral behaviour and/ or abuse and/ or harassment and/ or violence and/ or physical/ verbal assault directed towards any student/ staff/ faculty member of the

University, employees of service providers, guests, visitors to the University etc.;

- f) Indulging in, and/ or inciting, strikes, physical violence, riotous or disorderly behaviour;
- g) Obstruction or disruption of classes, other official activities or programmes of the University;
- h) Making threats, whether in person or through letter, e-mail, telephone etc.;
- i) Making false statements;
- j) Fraud, misappropriation, embezzlement of funds;
- k) Production of forged documents for any purpose whatsoever;
- l) Possession and/ or use of illegal, dangerous, harmful, hazardous or prohibited materials like narcotics, drugs, weapons, firearms, liquor, tobacco, tobacco products, betel, gutkha, pan masala etc. in the University including the hostels;
- m) Engagement/ service in any firm/ organisation under any authority without permission of the Competent Authority of the University;
- n) Studying and/ or continuing any course/ programme in another university/ institution without permission of the Competent Authority of the University;
- o) Any act of ragging more fully described in sub-rule (2) below;
- p) Creating any kind of parochial feeling leading to disharmony;
- q) Disobeying the lawful instructions of the teachers and other officials of the University;
- r) Writing/ sketching filthy/ indecent/ vulgar words or figures on the furniture, wall, documents, records, answer book in examination etc.;
- s) Talking, discussing, passing any remark, cutting joke,

causing disturbance, showing any sign/ gesture/ signal during examination, class or official programmes;

- t) Refusing to give written statement or receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice;
- u) Interfering with or counterfeiting the University seal or answer book or office stationery used in the examination;
- v) Any breach of examination, University or hostel rules/ regulations/ instructions;
- w) Any act(s) considered objectionable and not in conformity with the letter and spirit of the disciplinary rules/ provisions of the University.

(2) Subject to the UGC regulations/ guidelines, ragging as mentioned under sub-rule (1) (o) above constitutes one or more of any of the following acts:

- a) 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;
- b) Indulging in rowdy or undisciplined activities 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;
- c) 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 sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by senior students;
- g) 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;
- h) 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 discomfiture to a fresher or any other student;
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student;
- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

(3) It shall be competent for the Board to add to, delete from, and/ or amend/ modify such acts of misconduct as enumerated in sub-rules (1) and (2) above.

- Action in case of misconduct
53. (1) All instances of misconduct as referred to in sub-rules (1) and (2) of rule 52 shall forthwith be reported to the Dean of Student Affairs, who shall issue notice to the concerned student in writing of the alleged act of misconduct and shall ask her/ him to furnish her/ his reply to the charge(s) within a specified time period.
- (2) The report of the Dean, Student Affairs along with the relevant documents, namely, complaint/ report of breach of discipline/ misconduct, statement(s) of witness(es) and/ or other persons, explanation, if any, given by the concerned student and other document(s), if any, shall be placed before the Disciplinary Committee, as referred to in sub-rule (2) of rule 48 of these Rules.
- (3) The Disciplinary Committee shall inquire into the allegation(s). It shall give reasonable opportunity of hearing to the concerned candidate, who shall also be heard in person. No lawyer or any other person shall be allowed to represent such candidate.
- Punishment for misconduct
54. If after inquiry under rule 53 of these Rules, the concerned student is found guilty of the charge(s), the Disciplinary Committee may impose on her/ him any one or an appropriate combination of the following punishments, namely :
- a) Warning,
 - b) Withholding/ withdrawing scholarship/ fellowship or other benefits,
 - c) Debarring from appearing in any test/ examination or other evaluation process,
 - d) Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.;
 - e) Fine,

- f) Rustication from the hostel or the University for a specified period,
- g) Expulsion from the hostel or the University permanently,
- h) Any other punishment, which the Committee may consider to be appropriate.

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| Appeal against punishment for misconduct | 55. | <ul style="list-style-type: none"> (1) An appeal against the order of the Disciplinary Committee shall lie to the Vice-Chancellor. The concerned student may submit a written appeal before the Appellate Authority, through the Dean, Student Affairs, within seven days of the date of the penalty order. (2) On receipt of the appeal, the Appellate Authority shall consider it based on material in record and shall pass appropriate speaking order in the case. (3) A student aggrieved with the appellate order may submit, within seven days of such order, a written request to the President for review. The decision of the President in such matter shall be final and binding. |
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CHAPTER 7

MISCELLANEOUS

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| Residence for students | 56. | The University may arrange residence for its students by providing hostels subject to such conditions and provisions as may be specified in the Regulations. |
| Fellowships, scholarships, awards, prizes medals, free studentships etc. for students | 57. | <ul style="list-style-type: none"> (1) Fellowships, scholarships, awards, prizes, medals, certificates etc. may be instituted by the Board on recommendation by the Academic Council to recognise outstanding performance by the students of the University. (2) Free studentships may be instituted by the Board for meritorious but poor students of the University on recommendation by the Academic Council. |

- (3) While instituting such fellowships, scholarships, free studentships, awards, medals, prizes etc., the guidelines therefor, including nature, value, eligibility conditions, selection procedure, provision of fund etc., shall be prescribed by the Board on recommendation by the Academic Council.
- Awards, prizes, medals etc. for employees 58. (1) The University may institute, by the authority of the Board, awards, prizes, medals, certificates etc. for the employees of the University to recognise their outstanding performance.
- (2) While instituting such awards, medals, prizes etc., the guidelines therefor, including nature, value, eligibility conditions, selection procedure, provision of fund etc., shall be prescribed by the Board.
- Awards, prizes, medals etc. to recognise talent outside University 59. (1) The University may institute awards, prizes, medals, certificates etc. to recognise talent and outstanding performance outside the University. The Board shall be competent to do so.
- (2) While instituting such awards, prizes, medals, certificates etc., the Board shall lay down the guidelines therefor including nature, value, eligibility conditions, selection procedure, provision of fund etc.
- Establishment of chairs, fellowships etc. 60. (1) Chairs, fellowships, awards may be established in the University through donations and grants or otherwise.
- (2) It shall be competent for the Board, on the recommendation of the Academic Council, to approve such establishment, accept such donation/ grant, if any, and specify necessary conditions including provision of fund or matching grant by the University, if required.

By order of the Board of Governors

Prof. (Dr.) Biswajeet Pattanayak

PRESIDENT