

“बिजनेस पोस्ट के अन्तर्गत डाक शुल्क के नगद भुगतान (बिना डाक टिकट) के प्रेषण हेतु अनुमत. क्रमांक जी.2-22-छत्तीसगढ़ गजट / 38 सि. से. भिलाई, दिनांक 30-05-2001.”



पंजीयन क्रमांक
“छत्तीसगढ़/दुर्ग/09/2013-2015.”

छत्तीसगढ़ राजपत्र

(असाधारण)

प्राधिकार से प्रकाशित

क्रमांक 299]

रायपुर, शुक्रवार, दिनांक 5 अगस्त 2016 — श्रावण 14, शक 1938

उच्च शिक्षा विभाग
मंत्रालय, महानदी भवन, नया रायपुर

नया रायपुर, दिनांक 28 जुलाई 2016

अधिसूचना

क्रमांक 6004/2957/2015/38-2. — छ. ग. निजी विश्वविद्यालय विनियामक आयोग के पत्र क्रमांक 775/PU/S&O/2015/5913, दिनांक 14-07-2016 द्वारा ओ.पी. जिन्दल विश्वविद्यालय, ओ.पी.जिन्दल नॉलेज पार्क, ग्राम-पूजीपथरा, तहसील-घरघोड़ा, जिला रायगढ़ के प्रथम परिनियम क्रमांक 01 से 29 तथा प्रथम अध्यादेश क्रमांक 01 से 15 का अनुमोदन छत्तीसगढ़ निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2005 की धारा 26 (5) एवं धारा 28 (4) के तहत किया गया है.

2. राज्य शासन, एतद्द्वारा, उपरोक्त परिनियम एवं अध्यादेशों को राजपत्र में अधिसूचित किये जाने की स्वीकृति प्रदान की जाती है.
3. उपरोक्त परिनियम तथा अध्यादेश राजपत्र में प्रकाशन की तिथि से प्रभावशील होंगे.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
भुवनेश यादव, संयुक्त सचिव.

Naya Raipur, the 28th July 2016

NOTIFICATION

No. 6004/2957/2015/38-2.— Chhattisgarh Private Universities Regulatory Commission, Raipur vide its Letter No. 775/PU/S&O/2015/5913, Dated 14-07-2016 has approved the First Statutes No. 01 to 29 and the First Ordinances No. 01 to 15 of O.P. Jindal University, O.P. Jindal Knowledge Park, Village-Punjipathra, Tehsil-Gharghoda, District-Raigarh, Under Section 26 (5) and Section 28 (4) of Chhattisgarh Private Universities (Establishment & Operation) Act, 2005.

2. The State Government hereby gives its approval for notification of these Statutes and Ordinances in Official Gazette.
3. The above Statutes and Ordinances shall come into force from the date of its publication in the Official Gazette.

By order and in the name of the Governor of Chhattisgarh,
BHUVNESH YADAV, Joint Secretary.

O. P. JINDAL UNIVERSITY, RAIGARH

FIRST ORDINANCES

As per section 28 (1) of Chhattisgarh Private Universities (Establishment and Operations)
Act 2005

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O P JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE NO. 01
ADMISSION AND ENROLLMENT OF STUDENTS
[Act Section 28 (1) (a)]

1. APPLICABILITY

This Ordinance shall apply to all Programmes leading to Undergraduate and Postgraduate Degrees, Diplomas and Certificates. The specific points related to admission in a particular programme/course shall be mentioned in the concerned Ordinance.

2. DEFINITIONS

- (i). **“Qualifying examination”** means an examination the passing of which makes students eligible for seeking admission to a particular course of study leading to award of a Bachelor or Masters or M. Phil. or Doctorate Degree or Diplomas or Certificate conferrable by the University.
- (ii). **“Equivalent examination”** means an examination conducted by
- (a) Any recognized Board of Secondary Education or
 - (b) Any Indian or Foreign University or organization recognized by UGC or/and AICTE or by the concerned statutory authority as the case may be and recognized by the University as equivalent to its corresponding examination.
- (iii). **“Gap period”** means the period between the last date as mentioned in the transfer certificate attended at an educational institution (excluding coaching Institutes) as a regular student and the date of seeking admission in the University.

3. ELIGIBILITY FOR ADMISSIONS

1. Unless otherwise provided, no candidate shall be eligible for admission to the undergraduate courses in the University unless the candidate has passed with minimum passing marks as fixed by the University, the Senior Secondary School Certificate Examination or Higher Secondary School Certificate Examination from a recognized Board of Secondary Education
2. No candidate shall be admitted to any post-graduate course, unless he/she has passed, with minimum passing marks as fixed by the University, a UG degree examination of a recognized University or any examination recognized as equivalent to a degree by the Academic Council and possesses such further qualifications as may be prescribed by the Ordinances.

3. The candidates seeking admission to a course of study in the University must fulfill the conditions prescribed for it by the Academic Council and published in the prospectus.
4. The maximum number of seats in each course shall be determined by the Academic Council on the basis of the availability of adequate physical facilities and approval from the various statutory bodies, wherever necessary.
5. A fixed proportion of the seats in each course shall be filled by the domicile of the State of Chhattisgarh on the basis of merit, provided they satisfy the eligibility criteria for admission. The number of such seats shall be fixed by the Governing Body in accordance with the prevailing guidelines of State Government. In case the allotted State quota seats remain vacant, the same may be converted into open category seats.
6. For the seats to be filled in each course by the domicile of Chhattisgarh, reservation policy of the State Government shall be applicable. The eligibility criteria of a course may be relaxed by the Governing Body for the candidates belonging to Schedule Caste and Schedule Tribes of Chhattisgarh.
7. The seats ear marked for the reserved category may be converted into open seat if they lie vacant even after the waiting list of each category is exhausted.

4. PROVISION FOR ADMISSIONS

1. The University shall reserve the right to deny admission to a candidate.
2. The procedure of admission shall be approved by the Governing Body as per the guidelines of State Government.
3. The admissions to under-graduate and post-graduate courses shall be made on the basis of Admission Policy framed by the Governing Body in accordance with the guidelines issued by UGC and State Government.
4. Admission shall be offered at the beginning of each semester.
5. The application for admission shall, among others, be accompanied by (i) the school or College Leaving Transfer Certificate duly signed by the Head of the Institute last attended by the candidate as a regular student (ii) Duly attested / self attested photocopies of the statement of marks along with the original copies which shall be returned after verification, on the basis of which the candidate is seeking admission in a particular Course. For an applicant passing the qualifying examination as a private candidate, certificates from two gazetted officers to the

effect that he bears good character and moral shall be required. If the candidate has passed the qualifying examination from a Board other than the Chhattisgarh Board of Secondary Education or a University other than this University, then he shall submit, in addition to the school or college leaving certificate, an eligibility and a Migration Certificate issued by competent authority together with migration fee, as prescribed by the University. If any one of the document/s are found to be forged, tampered or false, the student's admission shall automatically stand cancelled and necessary legal action may be initiated.

6. The mode of submitting application form for admission can be direct / through counseling/through Guidance centre /through post/on-line. Any person from India or abroad seeking admission in the University can interact on-line with the University.
7. The Admission Committee shall process the applications and selected candidates shall be given provisional admission as per the provisions of the Admission Policy. The admission list shall be displayed on the notice Board as well as in the website of the University.
8. At the time of admission, every student and his/her parent or legal guardian shall be required to sign a declaration to the effect that the student submits himself/herself to the disciplinary and pecuniary jurisdiction of the Vice Chancellor and other authorities of the University.
9. A student, who has passed a part of any degree or diploma from another recognized University /recognized awarding body, shall be admitted to subsequent higher class for such examination after its equivalence has been determined by the Academic Council.
10. The admission of the students shall be completed before the commencement of each semester every year or the date decided by the Coordination Committee.
11. Provided that where the date specified or the date decided by the Academic Council as the last date of admission happens to be a holiday, the next working day shall be treated as the last date of admission.
12. The maximum duration for which the enrollment of a student, seeking admission in Certificate / Diploma / UG / PG / M. Phil. / Ph. D. courses of the University, in which the student shall be required to complete the program or forfeit the

- enrollment , shall be limited as defined in the academic regulations of the University.
13. Admission of a student to any course shall be subject to the availability of vacant seat in that particular course in which admission is sought, on the basis of merit.
 14. A candidate who has been wrongly admitted to any course shall forfeit his/her right as a student in the University and shall not be allowed to appear in Examination of the University.
 15. A candidate who has been rusticated or has been disqualified from appearing in an examination by any other University /Institution shall not be admitted to any course of study in this University during the period of rustication or disqualification.
 16. No student enrolled in the University shall be promoted to any subsequent higher class of a course unless he fulfills the criteria for promotion as per the regulations framed by the Academic Council in this regard.
 17. No student migrating from any other university shall be admitted to any course of the University unless he/she has passed the qualifying examination with minimum passing marks as fixed by the Governing Body.
 18. Without prejudice to the provision contained in the sub-clause 17 above, no student migrating from any other university shall be admitted to any course of the University without the prior permission of the Registrar of the University
 19. Student who has passed a part of a Degree or Post Graduate Examination from any other University shall be admitted to subsequent higher class for such an Examination in any course of the University only after he/she full fills the eligibility conditions for higher class to be determined by the competent authority.

5. ENROLMENT OF STUDENTS

1. Dean of Faculty / Director of Center shall submit the details of admitted students in a prescribed format within the stipulated time after the last date of admission, along with all the relevant original documents and enrolment fee, as specified by the Academic Council from time to time, to the Registrar and also displayed on the website.
2. The Transfer and Migration Certificates submitted by students at the time of admission shall become the property of the University.

3. Enrolled students shall be issued new Transfer Certificate and Migration Certificate under the seal of the University at the time of leaving the University.
4. No person shall be admitted to any examination of the University unless he/she has been duly enrolled as a student of the University.
5. If a student takes a Migration Certificate to join another University, his/her enrollment to the University shall lapse until such time as he/she subsequently returns with a Migration Certificate from that University to join some course of the University. Fresh enrollment and enrollment fee in such cases shall be necessary.
6. The Registrar shall maintain a record of all enrolled students studying in the various Faculties or Schools or carrying out research work in the University.

6. ADMISSION COMMITTEE

1. The Academic Council may constitute an Admission Committee in each School of Study/Center for regulating the admissions in the University.
2. The Committee shall:
 - i. Scrutinize the Application forms for admission of the candidate, in accordance with the conditions of admission prescribed by the Academic Council from time to time.
 - ii. Conduct the Admission Test(s) and/or Interview: or as otherwise directed by the Academic Council.
 - iii. Prepare the merit list based on the norms of admission in the University.

7. ADMISSION OF INTERNATIONAL STUDENTS

1. The Academic Council may set up an International Students' Cell to deal with admission and guidance of international students. This Cell will not only control the admission of the students but will also provide necessary guidance and counseling for securing admission.
2. **International Students:**

The International Students shall include the following:

 - a. **Foreign Students:** Students holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries shall be treated as foreign students.

- b. **Non Resident Indians (NRI):** Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries shall be treated as international students. This shall include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India, but shall not include students studying in the schools or colleges situated in India and affiliated to the Boards of Secondary Education or Universities of the foreign countries.

Students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependents or NRI studying in India shall not be treated as international students.

Entry level status of International students on entry to the country shall be maintained.

3. **Documents Required for Admission of International Students**

- a. **Visa:** All the international students shall require a student visa endorsed to this University for joining any course. A candidate wishing to join a research programme shall require a research visa endorsed to this University. The visa should be valid for the prescribed duration of the course. A visa is not required for NRI candidates. Students who are doing full time course, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course.
- b. **No Objection Certificate:** All international students wishing to undertake any research work or join Ph.D. or M.Phil Programmes will have to obtain prior Security clearance from the Ministry of Home or External Affairs and the approval of Department of Secondary and Higher Education, Ministry of Human Resource Development, Government of India and this must be on the research visa endorsed to this University.

4. **Eligibility Qualifications**

- a. Only those students who have qualified from foreign Universities or Boards of Higher Education recognized as equivalent by the Academic Council in accordance with the guidelines of Association of Indian Universities (AIU) shall be eligible for admission.

- b. The procedure of admissions for international students shall be as per the regulations framed by the Academic Council in this regard.

5. **Government of India Scholars**

International students who are awarded scholarships by the Indian Council of Cultural Relations (ICCR), New Delhi shall be given preferential treatment while granting admission and for hostel accommodation. Sponsored candidates from different foreign governments for training, studies and research shall also be given preference.

6. **Discipline**

The international students shall abide by the rules of the University and the code of conduct as applicable to Indian students doing same courses.

7. **Medium of Instruction**

The medium of Instruction in the University shall be English.

OPJINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE NO 02
COURSES / PROGRAMMES OF STUDIES
[Act Section 28(1) (b)]

1. APPLICABILITY

Various courses of study under the programmes of Doctorate, Masters, Bachelors, Diploma and Certificate will be applicable in each School of Study. The following is the list of the Degree Programmes of Studies which may be offered by the respective Schools of Study.

2. SCHOOL OF ENGINEERING AND TECHNOLOGY

- (1) Doctor of Philosophy (Ph.D.)
- (2) **Post Graduate Programmes**
- (1). M.Tech. (Full Time) - 2 Years
- (2). M.Tech. (Part Time) - 3 Years
- (3). Integrated Programmes - 5 Years
- (3) **Under Graduate Programmes**
- (1). B. Tech (Full Time) - 4 Years
- (2). B. Tech (Part Time) - 5 Years

3. SCHOOL OF SCIENCE

- (1). Doctor of Philosophy (Ph.D.)
- (2). Master of Philosophy (M.Phil.) - 1 Year
- (3). Master of Science (M.Sc.) - 2 Years
- (4). Bachelor of Science (B.Sc.) - 3 Years
- (5). Integrated B.Sc. + M.Sc. (Full Time) - 4 Years
- (6). B.Sc. (Hons.) (Full Time) - 3 Years
- (7). B.Sc. + B.Ed. (Full Time) - 4 Years

4. SCHOOL OF MANAGEMENT

- (1). Doctor of Philosophy (Ph.D.)
- (2). Master of Philosophy (M.Phil.) - 1 Year
- (3). Master of Business Administration (M.B.A.) - 2 Years
- (4). Bachelor of Business Administration (B.B.A.) - 3 Years

5. SCHOOL OF EDUCATION

- (1). Doctor of Philosophy (Ph.D.)

- | | | |
|------|--------------------------------|-----------|
| (2). | Master of Philosophy (M. Phil) | - 1 Year |
| (3). | Master of Education (M.Ed.) | - 2 Years |
| (4). | Bachelor of Education (B.Ed.) | - 2 Years |
| (5). | Integrated B.Ed. + M.Ed. | - 3 Years |

6. SCHOOL OF PHYSICAL EDUCATION

- | | | |
|------|---|-----------|
| (1). | Doctor of Philosophy (Ph.D.) | |
| (2). | Master of Philosophy (M.Phil) | - 1 Year |
| (3). | Master of Physical Education (M.P.Ed.) | - 2 Years |
| (4). | Bachelor of Physical Education (B.P.Ed.). | - 4 Years |

7. NON DEGREE PROGRAMMES

The University shall offer, with the approval of the Academic Council and the Board of Management, such non degree programmes as it may decide from time to time.

Separate Ordinances shall be framed by the University for each course of study indicating course objectives and expected outcomes, eligibility criteria for admission, scheme of teaching, evaluation and examination, conditions for passing, promotion from one semester to another, award of division etc.

O P JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE NO.03
BACHELOR OF TECHNOLOGYFOUR YEAR DEGREE COURSE
[Act Section 28 (1) (b)]

1. APPLICABILITY

- (1) The undergraduate degree Course in Engineering and Technology (4 years Degree Course, in brief) shall be of four year duration, and shall be designated as Bachelor of Technology (B. Tech.), in the concerned branch.
- (2) The degree of B. Tech. shall be awarded for the various branches of Engineering and Technology being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The minimum qualification for admission to first year B. Tech. shall be passing of Higher Secondary School Certificate Examination (10+2 examination) with Physics and Mathematics as compulsory subjects along with one more subject viz. Chemistry / Biotechnology / Biology / Technical Vocational subject, from a recognized State / National / International Board / University, along with minimum marks as prescribed by the Board of Management in this regard.
- (2) Candidates who have passed the diploma course examination in related branch of engineering / technology from a recognized board of technical education / University shall also be eligible for admission to first semester of B. Tech. Course, in the concerned branch.
- (3) Candidates who have passed the diploma course examination in appropriate branch of engineering / technology in the first division from a recognized board of technical education / University shall be eligible for admission to the third semester (second year of 4 Year Degree Course). Such candidates shall be required to pass the subjects of Physics, Chemistry and Mathematics of B. Tech. first year before admission to Vth Semester. This shall be subject to guideline, if any by UGC and AICTE.

- (4) Candidates who have passed the Bachelor of Science (B.Sc.) (3 year degree course) in Mathematics, Physics, and Chemistry / Statistics / Electronics / Computer Science in the first division from a recognized University shall also be eligible for admission to the third semester (second year of 4 Year Degree Course). Such candidates shall be required to pass such subjects of the first year, as prescribed by AICTE, before admission to Vth Semester.
- (5) Admission to all B. Tech. courses shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC, AICTE and the State Government shall be adhered to.
- (6) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of B. Tech Course, provided they have passed (10 + 2) / Higher Secondary Examination or any other equivalent examination. Admission to such candidates shall be made on the basis of the entrance test conducted by the O P Jindal University.
- (7) The University may admit a student to B. Tech. Course on transfer from other Institutes/Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (8) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be four years divided into eight equal semesters.
- (2) The University may offer Capstone Semester at the end of eighth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.

- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of B. Tech Course shall be six years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register him / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Progress Review Examination (PRE) during the semester and End Semester Examination (ESE) for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination (ESE) as well as Progress Review Examination (PRE) for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean of the School / Director of Center due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Progress Review Examination (PRE) during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.

- (5) The teacher may conduct the makeup examination for the students who have missed or failed in the Progress Review Examination, with the approval of the Vice Chancellor.
- (6) If a candidate has passed a semester examination in full he / she shall **NOT** be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations (ESE) and Progress Review Examinations (PRE). The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) To pass (qualify) the particular component of curriculum a candidate has to pass separately in the Progress Review Examination (PRE) and the End Semester Examination (ESE) of that component of curriculum.
- (c) The minimum passing marks for the End Semester Examination (ESE) and the Progress Review Examination (PRE) shall be as prescribed by the Academic Council for each course.
- (d) A student failing in the Progress Review Examination (PRE) of any theoretical and /or practical (laboratory) subject shall not be allowed to appear in the End Semester Examination of that subject.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.

- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B. Tech., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Candidates appearing as regular students for any semester examination are required to attend atleast 85 percent of the lectures and practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 5% and a further 5% can be condoned by the Dean of the School and Vice-Chancellor of the University respectively for satisfactory reasons. However, under no condition, a candidate who has an aggregate attendance of less than 75% or the percentage as may be decided by the Academic Council in a semester shall be allowed to appear in the End Semester Examination.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be allowed to carry the backlog of theory/practical subjects of the preceding semester but shall not be permitted to carry any backlog of (n-3)rd semester where n is current semester in which the student is to take the admission. For example a student seeking admission in 4th semester should not carry any backlog of theory / practical subjects of the 1st semester. Similarly a student seeking admission in 5th semester should not carry any backlog of theory / practical subjects up to 2nd semester.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Curriculum and Academic Policy Committee and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his combined performance in the End Semester Examination (ESE) and Progress Review Examination (PRE).

- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic Council in this regard.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student. The CGPA at the end of n^{th} semester shall be calculated as per the regulations framed by the Academic Council in this respect.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear (pass) a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to B. Tech degree shall conform, to the standard set by the relevant regulations / norms of the UGC or the AICTE.

O P JINDAL UNIVERSITY, RAIGARH (C. G.)**ORDINANCE NO. 04
MASTER OF TECHNOLOGY (M.TECH.) - TWO YEAR DEGREE COURSE
[Act Section 28(1) (b)]****1. APPLICABILITY**

The degree of Master of Technology (M. Tech.) shall be awarded to a candidate who as per the provisions of this Ordinance has successfully completed the Course work and Thesis work within the prescribed time period.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The Admission policy shall be as decided from time to time by the Governing Body of the University. The guidelines issued by UGC, AICTE and the State Government shall be adhered to.
- (2) Candidates who have qualified for the award of the Bachelor's degree in the relevant field of study and preferably who have a valid GATE (Graduate Aptitude Test in Engineering) score with minimum percentile fixed by the Governing Body, from time to time, shall be eligible to apply for admission to the M. Tech. programme.
- (3) Notwithstanding what has been stated in (2) above regarding GATE applications, the candidates sponsored by organizations recognized by the Governing Body and applications from foreign nationals received through proper channel may be considered for admission to the M. Tech. programme without qualifying in GATE. Their admission shall, however, be governed by the regulations prescribed by the University in this respect.
- (4) The eligibility criteria for admission to the M. Tech. programme shall be as decided by the Academic Council of the University from time to time and announced by the University for Admission each year.
- (5) The award of the M. Tech. Degree shall be in accordance with the regulations of the University.

3. DURATION OF THE COURSE

- (1) The normal duration of the M. Tech. programme including project work shall be four semesters. Candidates may be permitted to do their project work in industry and other approved organizations as prescribed in the regulations.

- (2). The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3). The maximum duration available to a student for completion of M. Tech Course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4). At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. STRUCTURE OF THE COURSE

The structure of all M. Tech. Courses, Scheme of Examination, Curriculum and Syllabi shall be as prescribed by the Academic Council in this regard.

5. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Progress Review Examination (PRE) during the semester and End Semester Examination (ESE) for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination (ESE) as well as Progress Review Examination (PRE) for all components of the curriculum shall be prescribed by the Academic Council in this respect.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean of the School / Director of Center due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Progress Review Examination (PRE) during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the

theory / practical courses who may have failed or missed the previous semesters' examination.

- (5) The teacher may conduct the makeup examination for the students who have missed or failed in the Progress Review Examination, with the approval of the Academic Council.

6. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a). The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations (ESE) and Progress Review Examinations (PRE). The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b). To pass (qualify) the particular component of curriculum a candidate has to pass separately in the Progress Review Examination (PRE) and the End Semester Examination (ESE) of that component of curriculum.
- (c). The minimum passing marks for the End Semester Examination (ESE) and the Progress Review Examination (PRE) shall be as framed by the Academic Council for each course from time to time.
- (d). A student failing in the Progress Review Examination (PRE) of any theoretical and /or practical (laboratory) subject shall not be allowed (permitted) to appear in the End Semester Examination of that subject unless special approval is granted by the Academic Council.

(2) BASIS OF CREDITS

- (a). One hour of contact in lecture (L) shall be equal to one credit where as two hours of contact in tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded of to the nearest whole number.
- (b). A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.

- (c). A candidate shall be eligible for the award of degree of M. Tech., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

7. ATTENDANCE

Candidates appearing as regular students for any semester examination are required to attend 85 percent or the percentage as may be decided by the Academic Council of the lectures and practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 5% and a further 5% can be condoned by the Head of the Institute / School and Vice-Chancellor of the University respectively for satisfactory reasons. However, under no condition, a candidate who has an aggregate attendance of less than 75% or the percentage as may be decided by the Academic Council in a semester shall be allowed to appear in the End Semester Examination.

8. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard.

9. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme for joining a job provided that they have completed the course work.

The project work may be done during a later period either in the organization where they work if it has desired Research and Development facility, or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date shall seek and obtain the permission of the Dean of the Faculty / School of Study / Director of Center before doing so.

10. PROJECT WORK IN INDUSTRY OR OTHER ORGANISATIONS

- (1) Sponsored candidates from Research and Developmental Organizations which

have facilities of research work in the area proposed and those students who get employment in such organization after completion of the coursework, may be permitted to carry out their project and thesis work in such organizations.

- (2) Regular candidates may also be permitted to carry out their project and thesis work in reputed Research and Development units and other reputed Organizations.
- (3) The students who are permitted to do the project and thesis work in an industry or Research and Development units and other reputed Organizations, shall have to pay the tuition and other fees to the University for the duration of such work. They shall not be eligible to receive any stipend / scholarship / fellowship from the University if they are receiving any financial support from the industry/ organization in which they are doing the project / thesis work.

11. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be as recommended by the Curriculum & Academic Policy Committee and shall be approved by the Academic Council. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his combined performance in the End Semester Examination (ESE) and Progress Review Examination (PRE).
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic Council in this respect.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council in this regard.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his / her admission to the degree programme and reflects the Cumulative performance of a student. The CGPA at the end of nth semester shall be calculated as per the regulations framed by the Academic Council.

- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear (pass) a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council from time to time in this regard.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clear (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council from time to time in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council from time to time in this regard.

12. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

13. Notwithstanding the above, the University shall ensure that the study programme leading to M. Tech degree shall conform, to the standard set by the relevant regulations / norms of the UGC or the AICTE.

O P JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE NO .05
DOCTOR OF PHILOSOPHY (Ph. D.)
[Act Section 28 (1) (b)]

1. APPLICABILITY

The degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate who as per the provisions of this Ordinance has submitted the thesis on the basis of original research either in a particular discipline or involving more than one discipline that makes a contribution to the advancement of knowledge.

2. DEPARTMENT RESEARCH COMMITTEE (DRC)

All academic matters related to Ph.D. degree shall be processed by the Departmental Research Committee (hereinafter DRC) consisting of the following:

- (1) Head of the concerned department – Chairman
- (2) Three members from the department from amongst the department teachers engaged in active research.
- (3) Two outside experts nominated by the Vice Chancellor.

For conducting the meeting of the DRC, minimum four members shall be required including one outside expert.

3. RESEARCH DEGREE COMMITTEE (RDC)

1. The Research Degree Committee (hereinafter RDC) shall be responsible for maintaining the standards of the research work leading to the award of degree of Ph.D. The Committee shall consist of the following:-
 - (1). Vice Chancellor or his nominee - Chairman
 - (2). Dean of the concerned Faculty / School of Studies
 - (3). Chairman Board of Studies of the concerned subject/subjects
 - (4). Two Professors/Associate Professors from the Departments nominated by Vice Chancellor
 - (5). Two outside experts nominated by the Vice Chancellor out of a panel of five experts given by the Chairman of the Board of Studies concerned
2. Four members including one outside expert shall form the quorum for the meetings of RDC. The Supervisor / Co-Supervisor shall be entitled to be present during the oral presentation of the candidate.

3. No TA and DA shall be payable to the candidate as well as the Supervisor/Co-Supervisor for attending the RDC meeting.
4. The meeting of the RDC shall be held in the University Office. The frequency of RDC meetings shall be as per the regulations framed by the Academic Council in this regard. The Committee shall consider the proposals of DRC for approval of the Supervisor/Co-Supervisor and confirm the same if found suitable. If the proposal is not found suitable, the Committee shall ask the DRC to send another proposal.
5. The Committee shall also formally recommend the registration of a candidate for the award of Ph.D. degree.

4. ADMISSION POLICY & PROCEDURE

The policy adopted by the University for the registration of candidates for the award of Ph. D. Degree and the Admission Procedure shall be as per the regulations framed by the Academic Council, in accordance with the UGC Regulations in this regard.

5. ELIGIBILITY FOR REGISTRATION FOR DEGREE OF DOCTOR OF PHILOSOPHY

A candidate for the registration of Ph.D. must, at the time of application hold Master's degree in the relevant Discipline / Subject with at least 55% marks or an equivalent grade of the University, a deemed University or any other University incorporated by any law for the time being in force and recognized by the University or possess M. Phil degree though a regular programme from an University, a deemed university or any other university incorporated by any law for the time being in force and recognized by the University.

Notwithstanding the above, eligibility and procedure for admissions to Ph.D. program shall comply with the provisions of UGC Regulations, 2009.

6. PERIOD OF RESEARCH AND EXTENSION

The minimum and maximum duration for the completion of Ph.D. programme shall be as per the regulations framed by the Academic Council. If a candidate fails to complete the programme, for some reason, in maximum duration as specified, then extension shall be granted as per the regulations framed by the Academic Council from time to time in this regard.

7. RESIDENTIAL REQUIREMENTS

The residential requirements for the candidates pursuing Ph. D. programme shall be as per the rules and regulations framed by the Academic Council, in accordance with the UGC Regulations in this regard.

8. CRITERIA/ELIGIBILITY FOR RESEARCH SUPERVISOR/CO-SUPERVISOR

- (1) Faculty not below the rank of a University Associate Professor, working in the University who has obtained a Doctorate Degree in the subject, has publications in Standard journals and has five years of experience in the respective field. Notwithstanding the aforesaid, the competency norms laid down by UGC shall be adhered to.
- (2) A recognized supervisor who fails to publish research papers during last five years shall not be eligible to enroll new candidate under his/her supervision. The persons who have been recognized as Supervisors / Co-Supervisors shall be eligible to supervise even after their superannuation. However, in this case the superannuated faculty, with a permission of the Chairman, DRC, shall have to co-opt an additional Co-supervisor, who is in service, from the relevant research center approved by the University.
- (3) The person recommended as Co-Supervisor to guide the Research Scholar must be any one of the following:
 - (a) A recognized Supervisor of the University
 - (b) An Officer working in an organization of State/Central Government who has obtained a doctorate degree in the relevant subject and has published at least five research papers in reputed journals (ISSN) and has at least two years of experience in teaching/research.
 - (c) A Scientist/Director working in a research institute / organization / establishment / laboratory recognized by the University, who has obtained a doctorate degree and has published five research papers in the concerned subject and has two years post-doctoral research experience.

- (4) A Supervisor shall not have at any given point of time more than eight Ph.D. Scholars.

9. CHANGE OF SUPERVISOR

Under special circumstances, the candidate may be allowed to change the Supervisor on the recommendation of the RDC. However, no major change in the topic of research shall be permitted due to change in supervisor.

10. RESEARCH WORK PROGRESS REVIEW

- (1) The candidate shall submit, in every six months, a record of attendance, receipt of fees paid and progress report of the work through his/her supervisor in the prescribed format.
- (2) The progress of the work carried out during the past six months shall be presented by the candidate before the RDC. During the presentation the Supervisor/Co-Supervisor shall also be present.
- (3) If the progress of the work is not found to be satisfactory in two consecutive reports and the presentation or no reports have been received for a period of one year or the candidate fails to deposit the prescribed fee, the Vice Chancellor, on the recommendation of the RDC may order the removal of the name of the scholar from the list of those registered for the Ph.D. Degree.

11. SUBMISSION OF SYNOPSIS OF THESIS & PRE-PH.D. PRESENTATION

- (1). Prior to submission of the thesis, the candidate shall make a pre-Ph.D. presentation before the DRC, that may be open to all faculty members and research students, for getting the feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.
- (2). The candidate shall submit six copies of the summary of the thesis together with a list of at least two research papers published or accepted for publication in a standard journal through his/her Supervisor to the Registrar about two months prior to the anticipated date of submission of the thesis.
- (3). The supervisor shall submit two panels of at least five names of examiners in each. The Panel one shall comprise names of the reputed foreign University Professors / Associate Professors and panel two shall consist of the names of

Indian University/Institutions (preferably IITs & NITs) Professors/Associate Professors actively engaged in the concerned area of research. Provided that the panel of examiners shall be obtained from the Chairman, Board of Studies of the subject concerned, in case the candidate is related to the supervisor.

- (4). The terms "relations" shall include: Father, Mother, Wife, Husband, Daughter, Son, Grand Son, Grand Daughter, Brother, Sister, Nephew, Niece, Grand Nephew/Niece, Uncle, Aunt, Son-in-law, Sister-in-law, Father-in-law, First cousin-in-law etc.
- (5). The Vice Chancellor shall approve the names of two examiners, as per the regulations of the Academic Council in this regard, for sending the Synopsis of the Thesis to them. In case of refusal from one or both examiners, then the Registrar shall obtain approval for alternate examiner(s) from the same panels. This process shall last till the consent from the examiner(s) is / are received.

12. STRUCTURE OF Ph.D. THESIS

The following specifications shall to be followed by every candidate while preparing his/her Ph.D. thesis;

- (1). The candidate shall follow the instructions of the University in regard to the typographic format, content, the first page, declarations, certificates, number of pages and annexure in the thesis.
- (2). The publication(s) of the candidate shall be attached along with the thesis as an appendix.

13. SUBMISSION OF THESIS

- (1). Ph.D. candidates shall publish the minimum number of research papers as specified by the Academic Council in the regulations in referred journals specified in the approved list by the respective Board of Studies before the submission of thesis for adjudication, and produce evidence for the same in the form of a reprint or acceptance letter or acceptance letter along with a copy of the paper. This shall be submitted along with the submission form while submitting the Ph.D. thesis.
- (2). Six copies of the Ph.D. thesis shall be submitted (Four copies with soft cover and two copies with hard cover) by the candidates, along with the 6 copies of the

summary of Ph.D. thesis. The soft copy of Ph. D. thesis shall also be submitted by the candidates.

- (3). A one page abstract of the Ph.D. thesis (in triplicate) shall also be submitted by the candidates along with the thesis.
- (4). Key words (not less than 10) and List of Abbreviations shall be included in the synopsis, thesis, summary and abstract of the thesis.

14. EVALUATION PROCEDURE OF THESIS

The evaluation procedure of the Ph. D. Thesis and the conduction of Viva Voce Examination (Oral Defense of the Thesis) shall be as per the regulations framed by the Academic Council, in accordance with the UGC Regulations in this regard.

15. PROVISIONAL CERTIFICATE AND THE DEGREE

The candidates shall be issued provisional certificate after successful completion of the viva-voce examination and on approval of the same by the Vice-Chancellor and subsequent ratification by the Governing Body, provisional degree shall be issued. The date of issuance of the notification by the University regarding the award of Ph.D. shall be deemed as the date of conferment of Degree. The Degree shall be formally awarded in the ensuing convocation.

16. SCHEDULE OF PAYMENT OF FEE

The fee for the various stages of Ph. D. programme shall be fixed by the Board of Management and the same shall deposited by the candidates as per the schedule declared by the Academic Council.

17. The Ph. D. programme will be started after approval from the Chhattisgarh Private Universities Regulatory Commission (CGPURC).
18. Notwithstanding the above, the University shall ensure that the study programme leading to Ph. D. Degree shall conform, to the standard set by the relevant regulations / norms of the UGC or the concerned Statutory bodies, as the case may be.

O P JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE NO. 06
BACHELOR OF BUSINESS ADMINISTRATION
THREE YEAR DEGREE COURSE
[Act Section 28 (1) (b)]

1. APPLICABILITY

- (1) The undergraduate degree Course in Management(3 years Degree Course, in brief) shall be a three year course, herein after called the 3 year Degree Course, and shall be designated as Bachelor of Business Administration (BBA).
- (2) The degree of BBA shall be awarded for various branches of Management such as, but not limited to, General Management, Information Technology, Services, and Entrepreneurship after successful completion of the Course.
- (3) The studies and examinations of these BBA Courses shall be on the basis of Grades and Credits earned by the student.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The minimum qualification for admission to first year of BBA curriculum shall be passing of Higher Secondary School Certificate Examination (10+2 examination) from a recognized State / National / International Board / University, with minimum passing marks of 60% or as may be fixed by the Academic Council.
- (2) Admission to BBA course shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University, in accordance with the guidelines issued by the UGC, AICTE and the State Government.
- (3) Non-Resident Indians (NRI), persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of BBA Course, provided they have a qualification equivalent to (10 + 2) / Higher Secondary Examination. Admission to such candidates shall be made on the basis of policy decided by the Governing Body of the University, following the guidelines issued by the UGC and the State Government.
- (4) The University may admit a student to BBA Course on transfer from other Institutes/Universities. Such admissions may be made at any level subject to fulfillment of the academic requirements of the University in respect of the

program. However, no student will be permitted transfer during the first year under the scheme.

- (5) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.

3. DURATION OF THE COURSE

- (1) The duration of the course will be three years divided into six semesters.
- (2) Every student of BBA shall be required to undergo a practical training in an industrial organization approved by the University for four weeks, normally in the Summer Vacation. The candidates shall be required to undergo training in the various areas of the organization concerned. The organization may assign a specific project to the candidate, which shall be completed by him/her during the period of training. The work done by the candidate during the training period shall be submitted in the form of a training report. The last date for the receipt of training report in the office of the Controller of Examinations shall be one month after the date of completion of training.
- (3) The University may offer Capstone Semester at the end of sixth semester examination to interested candidates. This will consist of up to eight weeks duration. There shall be separate fee charged for this Semester which will be decided by the Board of Management.
- (4) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (5) The maximum duration available to a student for completion of BBA Course shall be five years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (6) At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Progress Review Examination (PRE) during the semester and End Semester Examination (ESE) for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination (ESE) as well as Progress Review Examination (PRE) for all components of the curriculum shall be as laid out by the Academic Council in this regard.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean of the School due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes or in Industrial training is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Progress Review Examination (PRE) during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teacher may conduct the makeup examination for the students who have missed or failed in the Progress Review Examination, with the approval of the Vice Chancellor.
- (6) If a candidate has passed a semester examination in full he / she shall **NOT** be permitted to reappear in that examination for improvement in division / marks / grades or any other purpose.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations (ESE) and Progress Review Examinations (PRE). The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) To pass (qualify) the particular component of curriculum a candidate has to pass separately in the Progress Review Examination (PRE) and the End Semester Examination (ESE) of that component of curriculum.
- (c) The minimum passing marks for the End Semester Examination (ESE) and the Progress Review Examination (PRE) shall be prescribed by the Academic Council for each course.
- (d) A student failing in the Progress Review Examination (PRE) of any subject shall not be allowed (permitted) to appear in the End Semester Examination of that subject.

(2) BASIS OF CREDITS

- (a) One hour of contact in lecture (L) shall be of one credit whereas two hours of contact in tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded off to nearest whole number. Credits for industrial trainings shall be defined by the Academic Council based on duration.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.

- (c) A candidate shall be eligible for the award of degree of BBA only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Candidates appearing as regular students for any semester examination are required to attend at least 85 percent of the classes held separately in each subject of the course of study, provided that a short fall in attendance up to 5% and a further 5% can be condoned by the Dean of the School and Vice-Chancellor of the University respectively for satisfactory reasons. However, under no condition, a candidate who has an aggregate attendance of less than 75% or the percentage as may be decided by the Academic Council in a semester shall be allowed to appear in the End Semester Examination.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be allowed to carry the backlog of subjects of the preceding semester but shall not be permitted to carry any backlog of (n-2) semester where n is current semester in which the student is to take the admission. For example a student seeking admission in 3rd semester should not carry any backlog of 1st semester.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the Curriculum and Academic Policy Committee and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his combined performance in the End Semester Examination (ESE) and Progress Review Examination (PRE).
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic Council in this regard.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.

- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his admission to the degree programme and reflects the cumulative performance of a student. The CGPA at the end of n^{th} semester shall be calculated as per the regulations framed by the Academic Council.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear (pass) a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council in this regard.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clear (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to BBA degree shall conform, to the standard set by the relevant regulations / norms of the UGC or the concerned Statutory bodies.

O P JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE NO. 07
MASTER OF BUSINESS ADMINISTRATION (MBA) - TWO YEAR DEGREE
COURSE
[Act Section 28(1) (b)]

1. APPLICABILITY

- (1). The postgraduate degree Course in Management (2 year Degree Course, in brief) shall be of two year duration, and shall be designated as Master of Business Administration (MBA).
- (2). The degree of MBA shall be awarded for various branches of Management such as, but not limited to, General Management, Technology Management, Information Technology, Services and Entrepreneurship after successful completion of course.
- (3). The studies and examinations of the MBA course shall be on the basis of Grades and Credits earned by the student and the degree of Master of Business Administration (MBA) shall be awarded to a candidate who as per the provisions of this Ordinance has successfully completed the Course work, project -work and Industrial training/Internship within the prescribed time period.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC, AICTE and the State Government shall be adhered to.
- (2) Candidates who have qualified for the award of the Bachelor's degree (minimum three year program) and preferably who have a valid Management Aptitude Test score such as CAT/ MAT/ XAT/ State Entrance Test / OPJU Entrance Test as approved with minimum percentile fixed by the Governing Body shall be eligible to apply for admission to the MBA programme.
- (3) Notwithstanding what has been stated in (2) above regarding Management Aptitude tests, the candidates sponsored by organizations recognized by the Governing Body and applications from foreign nationals received through proper channel may be considered for admission to the MBA Programme without

qualifying such a test. Their admission shall, however, be governed by the regulations prescribed by the University for the purpose.

- (4) The award of the MBA Degree shall be in accordance with the regulations of the University.

3. DURATION OF THE COURSE

- (1) The normal duration of the MBA programme including project work and internship shall be of four semesters. Candidates may be permitted to do their project work and internship in industry and other organizations approved by the University.
- (2) Every student of MBA shall be required to undergo a practical training/ internship in an industrial organization approved by the University for four weeks normally in the Summer Vacation. The candidates shall be required to undergo training in the various areas of the organization concerned. The organization may assign a specific project to the candidate, which shall be completed by him/her during the period of training. The work done by the candidate during the training period shall be submitted in the form of a training report. The last date for the receipt of training report in the office of the Controller of Examinations shall be one month after the date of completion of training.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of MBA Course shall be of four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register him / herself within the duration prescribed in the academic calendar.

4. STRUCTURE OF THE COURSE

The structure of all MBA Courses, Scheme of Examination, Curriculum and Syllabi shall be as prescribed by the Academic Council.

5. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Progress Review Examination (PRE) during the semester and End Semester

- Examination (ESE) for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination (ESE) as well as Progress Review Examination (PRE) for all components of the curriculum shall be prescribed by the Academic Council.
 - (3) A student may be debarred from appearing in the End Semester Examination by the Dean of the School / Director of Center due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of Dean of the School, if
 - (i) The attendance in the classes or industrial training or internship is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Progress Review Examination (PRE) during the Semester has been found unsatisfactory.
 - (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
 - (5) The teacher may conduct the makeup examination for the students who have missed or failed in the Progress Review Examination, with the approval of the Academic Council.

6. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a). The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations (ESE) and Progress Review Examinations (PRE). The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.

- (b). To pass (qualify) the particular component of a curriculum, a candidate has to pass separately in the Progress Review Examination (PRE) and the End Semester Examination (ESE) of that component of curriculum.
- (c). The minimum passing marks for the End Semester Examination (ESE) and the Progress Review Examination (PRE) shall be as framed by the Academic Council for each course from time to time.
- (d). A student failing in the Progress Review Examination (PRE) of any theoretical and /or practical (laboratory) subject shall not be allowed (permitted) to appear in the End Semester Examination of that subject unless special approval is granted by the Academic Council.

(2) BASIS OF CREDITS

- (a). One hour of contact in lecture (L) shall be equal to one credit whereas two hours of contact in tutorial (T) and / or practical (P) shall be equal to one credit. Thus, Credit = $\{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not a fractional number. If a credit in a subject turns out in fraction then it shall be rounded off to nearest whole number. Credits for industrial trainings shall be defined by the Academic Council based on duration.
- (b). A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c). If a candidate attend classes and passes the examinations in one or more subjects in an Institution approved by the University under an exchange program, the credits earned there would be counted towards the award of the degree by the University.
- (d). A candidate shall be eligible for the award of degree of MBA, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

7. ATTENDANCE

Candidates appearing for any semester examination are required to attend at-least 85 percent or the percentage as may be decided by the Academic Council of the classes held separately in each subject of the course of study, provided that a short fall in attendance up to 5% and a further 5% can be condoned by the Dean of the School and Vice-Chancellor of the University respectively for satisfactory reasons. However, under no condition, a candidate who has an aggregate attendance of less than 75% or the percentage as may be decided by the Academic Council in a semester shall be allowed to appear in the End

Semester Examination.

8. PROJECT & INTERNSHIP EVALUATION

The evaluation of Project work and Internship shall be done as per the scheme laid down by the Academic Council in this regard.

9. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme and take up a job provided that they have completed the course work.

The project work may be done during a later period either in the organization where they work or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of taking a break in their programme at any stage with the intention of completing the project work at a later date shall seek and obtain the permission of the Dean of the School before doing so.

10. PROJECT WORK IN INDUSTRY OR OTHER ORGANISATIONS

- (1) Sponsored candidates from Organizations which have facilities for work in the area proposed and those students who get employment in such organization after completion of the coursework, may be permitted to carry out their project and internship work in such organizations.
- (2) Regular candidates may also be permitted to carry out their project and internship in reputed Organizations.
- (3) The students who are permitted to do the project and thesis work in an industry or other reputed Organizations, shall have to pay the tuition and other fees to the University for the duration of such work. They shall not be eligible to receive any stipend / scholarship / fellowship from the University if they are receiving any financial support from the industry/ organization in which they are doing the project / internship.

11. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the Curriculum & Academic Policy Committee and shall be approved by the Academic Council. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his combined performance in the

- End Semester Examination (ESE) and Progress Review Examination (PRE).
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic Council for the purpose.
 - (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
 - (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
 - (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his admission to the degree programme and reflects the cumulative performance of a student. The CGPA at the end of n^{th} semester shall be calculated as per the regulations framed by the Academic Council.
 - (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
 - (8) To clear (pass) a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council from time to time in this regard.
 - (9) A student shall earn all the credits allotted to a particular subject if he / she clear (pass) that subject.
 - (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council from time to time in this regard.
 - (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council from time to time in this regard.

12. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

13. Notwithstanding the above, the University shall ensure that the study programme leading to MBA degree shall conform, to the standard set by the relevant regulations / norms of the UGC or the AICTE.

O P JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE NO.08
CONDUCT OF EVALUATION & EXAMINATIONS FOR PROGRAMMES
LEADING TO ALL BACHELOR'S/MASTER'S DEGREES AND UNDER-
GRADUATE/POST GRADUATE DIPLOMAS FOLLOWING SEMESTER
SYSTEM
[Act Section 28 (1) (e)]

1. APPLICABILITY

This ordinance shall apply to all programmes leading to all Bachelor's/Master's degrees and Under-graduate/Post-graduate diplomas following semester system (other than programmes for which separate ordinance is notified).

2. DEFINITIONS

- (1) **Academic programme** means a programme of courses and/or any other component leading to a Bachelor's degree, Master's degree, Post-graduate and Under-graduate diplomas.
- (2) **Semester System** means a programme wherein each academic year is apportioned into various sectors, normally each of six months duration, pertaining to teaching, training, internship, cap storing etc.
- (3) **Board of Studies (BOS)** means the Board of Studies of the concerned faculty/School.
- (4) **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
- (5) **External examiner** means an examiner who is not in the employment of the University.
- (6) **Student** means a person admitted to the Institute/Schools of study of the University for any of the academic programmes to which this Ordinance is applicable.

3. EXAMINATIONS

- (1) The University shall hold examinations for all such academic programme as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor's/Master's degrees, Under-graduate/Post-graduate diplomas.

as the case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.

- (2) Examinations of the University shall be open to regular students i.e. candidates who have undergone a course of study in the University for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabi.
- (3) Provided that the Academic council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further, that a student may be debarred from appearing in the End Semester Examination as provided in Clause 8 of this Ordinance or as provided in any other Ordinance of the University.

4. PROGRAMMES CONTENT & DURATION

- (1) A Bachelor's/Master's degree and Under-graduate/Post-graduate diploma programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- (2) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (3) The maximum permissible period for completing a programme shall be as per the regulations framed by the Academic Council in this regard.

5. SEMESTER

- (1) The Calendar of activities for evaluation and examination shall be notified by the University for each semester before the start of Academic Year.
- (2) The academic break-up of the semesters devoted to instructional work shall be as per the ordinances of the concerned programme.

6. ACADEMIC PROGRAMME COMMITTEE

- (1) There shall be an Academic Programme Committee in each Faculty/School of Study/Centre of the University.
- (2) All the Professors of the Faculty/School of Studies / Center shall constitute the Academic Programme Committee of which the Dean of the Institute/School / Director of Center shall act as its Chairman. This Committee shall coordinate the implementation of the conduct of examination and evaluation for each programme with optimum utilization of resources.
- (3) The Academic Programme Committee shall also perform other tasks as assigned to it by the Board of Studies of the concerned faculty of the University or by the Dean of Faculty /School.
- (4) The Academic Programme Committee shall meet as and when required but at least once every semester. The Chairman of the Committee shall convene the meetings.

7. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination.

8. ATTENDANCE

- (1) A student shall be required to have a minimum attendance of 85% or more or the percentage as may be decided by the Academic Council in the aggregate of all the courses taken together in a semester, provided that the Dean of the Faculty /School may condone attendance shortage up to 5% for individual student for reasons to be recorded. Further, condonation up to 5% may be done by the Vice-Chancellor. However, under no condition, a student who has an aggregate attendance of less than 75% or the percentage as may be decided by the Academic Council in a semester shall be allowed to appear in the semester end examination.
- (2) A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she shall be required to take

re-admission and repeat all courses of the said semester with the next batch of the students.

- (3) Dean of the Faculty/ School shall announce the names of all such students who are not eligible to appear in the semester-end examination, before the start of the end semester examination and simultaneously intimate the same to the Controller of Examination.

In case any student appears by default, who in fact has been detained by the Faculty / School, his/her result shall be treated as null and void.

9. EVALUATION & EXAMINATION

- (1) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
- (2) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:
 - (i) Evaluation through an end semester examination
 - (ii) Continuous evaluation by the teacher(s) of the course
- (3) The University shall have the right to call for the records of teacher's continuous evaluation as and when required.
- (4) End Semester Practical examinations shall be conducted by the Board of Examinations for each practical. The Board shall consist of one or more examiners.
- (5) For any other type of examination, not covered above, the mode of conduct of examination shall be decided by the Controller of Examinations on the recommendation of the Board of Studies with the approval of the Vice-Chancellor.
- (6) The distribution of weightage for various components of evaluation shall be as prescribed in the concerned Ordinance.

- (7) For any other components of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies/Programme Coordination Committee, with the approval of the Vice Chancellor.

10. CONDUCT OF END SEMESTER EXAMINATIONS

- (1) The Controller of Examination shall prepare and duly publish a programme for the conduct of examinations specifying the dates of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.
- (2) The schedule of examination shall be notified by the Controller of Examinations at least 2 weeks prior to the first day of the commencement of end semester examinations.
- (3) For theory as well as practical examinations and viva-voce for thesis/project report etc., all examiners shall be recommended by the Chairman of Board of Studies and approved by the Vice-Chancellor.

Provided that the Vice-Chancellor may, by his discretion, may delegate his authority to the Chairman Academic Council.

- (4) The Controller of Examination shall, in consultation with the Dean of the Faculty / School where there is an examination center, appoint Centre Superintendent Examination and Assistant Superintendent Examination if any, for each examination center and shall issue instructions for their guidance.

Provided that for the purpose of appointment of an Assistant Superintendent Examination at a center, the minimum strength of examinees appearing there shall be at least 200 in number.

- (5) The Superintendent of the Examination at each center shall be personally responsible for the safe custody of question papers and the answer books sent to him and shall render to the Controller of Examination a complete account of used and unused question papers and answer books.

- (6) The Centre Superintendent shall supervise the work of invigilator working under him and shall conduct the examinations strictly according to the instructions issued by the University.
- (7) The Centre Superintendent of the examination shall, whenever necessary, send a confidential report to the Controller of Examination about the conduct of examination mentioning therein the performance of the Invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinee attending each of examinations, absentee roll numbers and such other information relating to the examinations being held at the center, along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of the account of advance money received and expenditure incurred in connection with the conduct of the examinations to the Controller of Examination of the University.
- (8) The Centre Superintendent shall have the power to expel an examinee, from examination on subsequent examination days, or any of the following ground:
 - (i) That the examinee created a nuisance or serious disturbance at the examination centre.
 - (ii) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
- (9) If necessary, the Superintendent may ask for police assistance to meet any unpleasant situation created by the candidate. The Controller of Examination should be informed at the earliest about such incident.
- (10) Unless otherwise directed, only teachers of Faculties /Schools of Studies shall be appointed as Invigilators by the Superintendent.
- (11) It shall be the duty of Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form and signature (one already on the form and other to be obtained in the examination hall).
- (12) The Controller of Examination may, on the recommendation of the Centre Superintendent appoint an amanuensis to write down dictation pertaining to

answers to questions at the examination of behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness, provided that such an amanuensis shall be a man/woman possessing qualification of at least one class examination lower than the examination concerned.

- (13) Subject to the provision of this Ordinance, the Academic Council may from time to time make, alter or modify rules and procedure about the conduct of examinations.

11. RESULTS COMMITTEE

- (1) There shall be a Result Preparation & Declaration Committee for each Faculty / School of Study. This Committee shall be constituted by the Academic Council.
- (2) The functions of the Results Committee shall be as follows:
 - (a) To overview the results prepared and pass the same for its publication by the Controller of Examination.
 - (b) To scrutinize complaints against question papers and to take necessary action.
 - (c) To exercise such other powers as the Academic Council may delegate to it from time to time.
- (3) If an action is to be taken against an Examiner, Centre Superintendent or an Invigilator the matter shall be reported to the Chairman, Academic Council for necessary action.
- (4) The evaluation and result preparation shall be done in accordance with the regulations framed by the Academic Council.
- (5) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters examination.
- (6) Students shall be promoted to higher semesters as per the regulations framed by the Academic Council from time to time in this regard.
- (7) Except as otherwise decided by the Academic Council, the examination answer books and the documents regarding the marks obtained by the examinees, except

the tabulated results, shall be disposed of via shredding after 6 months from the date of the declaration of the results.

- (8) The Academic Council, by a regulation, may authorize the Controller of Examination to publish and electronically display the results of the University examination as passed by the Results Committee. The results, when published, shall simultaneously be communicated to the Dean of the School of Studies concerned.
- (9) The remuneration of the Examiners, Centre Superintendent, Assistant Centre Superintendent and Invigilators will be applicable as per the regulations framed in this regard by the Academic Council.

12. DURING EXAMINATION

- (1) No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatsoever and no late comer will be permitted for the examination after 15 minutes of its commencement.
- (2) Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the Examination Hall, unless he/she gives convincing explanation.
- (3) A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilator, the answer book of such examinee shall be withdrawn and a second answer book shall be supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Controller of Examination by the Superintendent.
- (4) The Superintendent of an examination center shall take action against an examinee who is found assisting or attempting to use unfair means in the examination hall or within the premises of the examination center during the hours of examination, in the following manner:

- (a) The examinee shall be called upon to surrender all the objectionable materials found in his / her possession including the answer book and a memorandum shall be prepared with date and time.
- (b) The statement of the examinee and the invigilator shall be recorded.
- (c) The examinee shall be issued a fresh answer book marked "Duplicate-Using Unfair Means" to attempt answer within the remaining time prescribed for the examination.
- (d) All the material so collected and the entire evidence along with a statement of the examinee and the answer book, duly signed shall be forwarded to the Controller of Examination by name, in a separate confidential sealed registered packet marked "Unfair means" along with the observations of the Superintendent.
- (e) The material so collected from the examinee together with both the answer book collected while using unfair means and the other supplied afterward, will be sent to the Examiner by the Controller of Examination for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
- (f) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by the Committee to be appointed by the Academic Council every year for the purpose.
- (g) The Committee shall, after examining the cases, decide the action to be taken in each case and report to the Academic Council all cases of the use of unfair means.
- (h) The quantum of punishment for using unfair means in the examination shall depend on the severity of the case and shall be in following categories:
- Category-A:** Examination of that theory paper shall be cancelled in which the candidate has been found using unfair means.
- Category-B:** Present full examination (theory) shall be cancelled.
- Category-C:** Present examination shall be cancelled in full and student shall be debarred from appearing in next examination and therefore candidate can not be admitted in next coming semester / year.

Category-D: Present examination shall be cancelled in full and the candidate shall be debarred for next two examinations.

Category-E: Cancellation of present full examination and debarred for next three examinations and case will be reported to the police for criminal proceeding against the candidate.

13. DISSERTATION/THESIS

For dissertation/thesis for Master's degree programmes, wherever, specified in the scheme, the evaluation shall be done and marks awarded by a Committee comprising an internal examiner, who will ordinarily be the supervisor, and one or more external examiner(s). The examiners shall be appointed by the Vice-Chancellor, out of a panel of three or more names suggested.

O P JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE NO.09
AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC
DISTINCTIONS
[Act Section 28(1) (c)]

1. The Candidate after passing the examination prescribed for a particular certificate, diploma or degree shall become entitled for the award of the said certificate, diploma or degree respectively as the case may be
2. The Registrar shall place the names of all the successful candidates for the award of certificates, diplomas or degrees before the Academic Council soon after the declaration of the results. On approval by the Academic Council, the Provisional Certificates, Diplomas and Degrees shall be issued to the respective candidates by the Registrar.
3. The Certificates, Diplomas and Degrees shall be signed by the Vice-Chancellor.
4. The approval accorded by the Academic Council for the award of the Certificates, Diplomas, Degrees or any other distinctions/awards shall be placed before the Board of Management for its concurrence. On being concurred by the Board of Management, the degrees, diplomas and certificates shall be awarded to the successful candidates at convocation.
5. The nomenclature of the Degrees /Diploma/Certificates that would be conferred by the University under different Departments / Schools of Studies /Centers shall be determined by the Academic Council in accordance with the guidelines issued by UGC.

O PJINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE No. 10
FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, MEDALS & PRIZES
[Act Section 28(1) (d)]

1. In order to encourage meritorious and deserving students to pursue Courses/Programmes of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
2. Scholarships shall be awarded to the students of the University subject to availability of funds. Rules for award of the same shall be as laid down in the Regulations.
3. All awards of Fellowships, Research Scholarships and other Scholarships shall be made on the recommendation of a Committee constituted by the Board of Management.
4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the rank holders in every programme shall be awarded Scholarship, the quantum of which shall be as decided by the University from time to time.
5. Subject to the general conditions applicable to all Research Fellowships and Scholarships as laid down in the regulations, the value, duration and conditions for the award of All India Fellowships shall be such as are prescribed by the University Grants Commission/CSIR/DST and other Bodies.
6. The value and duration of Scholarships/Fellowships instituted by the University shall be as laid down by the Academic Council and approved by the Board of Management. The selection of the candidates, terms and conditions of award of Scholarships / Fellowships, suspension, termination and continuation of Scholarships / Fellowships shall be governed in accordance with the directives of the Board of Management.

O P JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE NO. 11
EXAMINATION FEES TO BE CHARGED FOR VARIOUS COURSES OF THE
UNIVERSITY
[Act Section 28 (1) (f)]

1. The examination fee for each course shall be proposed by the Controller of Examination and sent to the Academic Council for its approval prior to the notification of the examination.
2. The Controller of Examination/Registrar of the University shall notify the fees payable by the students for various courses of examinations after the same is approved by the Vice-Chancellor.
3. As per the schedule prepared for conduct of the examination, the students shall be required to deposit the prescribed examination fee along with the examination form for the concerned examination.
4. The fee shall be collected by the Dean of Faculty /School of Studies/ Director of Center and shall be forwarded, along with the application form duly scrutinized, to the Controller of Examination for necessary action.
5. If a student fails to fill the examination form and deposit the fee he/she shall be required to pay late fee as per the regulations laid down by the University in this regard.
6. The student, who fails to present himself/herself for the examination, shall not be entitled to any refund of fee or to be considered as the deposit for subsequent examination.
7. A candidate who due to sickness or other cause is unable to present himself/herself at an examination shall not receive a refund of fees provided that the Vice-Chancellor, on the recommendation of the Controller of Examinations/Registrar of the University, made after feeling satisfied by considering the facts and making required investigation through documents submitted to him, about the genuineness or merit of it, may order for adjustment of the fees towards the immediately next Examination.
8. The Examination fees of a candidate who dies before appearing at the Examination may be refunded in full to his/her guardian or successor.
9. The entire fees paid by a candidate whose application for appearing at an Examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

OP JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE No. 12
NORMS FOR THE RESIDENCE OF THE STUDENTS OF THE UNIVERSITY
[Act Section 28 (1) (g)]

1. The hostels maintained by the University shall provide the stimulating and holistic living environment that contributes significantly to superior academic performance of the students. It shall complement the University's mission at all levels.
2. Every hosteller at all times shall maintain high standard of discipline and conduct oneself befitting to the status of the University.
3. Each student desirous of taking admission in the hostel shall submit his/her application on the prescribed form to the Chief Warden after admission in the University along with proof of admission. He / She shall appear before hostel committee in person along with his/her parents/local guardian and the original documents
4. The admission to the hostel shall be at the discretion of the Warden in consultation with the Chief – Warden. Special care shall be taken to accommodate students belonging to weaker economic sections of the society.
5. On admission to the hostel the parents and students shall fill up the form of undertaking and nominate the local guardian and visitors allowed to the hostel.
6. The students shall occupy the room allotted to him/her. He / She shall not change the room or shift the furniture in/out of his/her room without the permission of the hostel Warden.
7. The residents of the hostel shall be responsible for the care and maintenance of tiles, furniture, furnishing, fixtures, etc. Any damage to hostel property shall be made good by the residents.
8. The residents shall be debarred from using any electrical appliances other than provided or specifically permitted by the Warden in writing.
9. The residents shall be prohibited to possess firearms, weapons or potentially dangerous instruments. Defaulters shall be dealt with serious disciplinary action against them including rustication.

10. Consumption of drugs/alcohol/intoxicants/smoking shall be strictly prohibited in the hostel premises. Defaulters shall be severely dealt with and disciplinary action like expulsion etc. shall be initiated against them.
11. The students residing in the University Hostel shall pay such fees as may be prescribed by the Board of Management from time to time.
12. Each Hostel shall have Warden(s), appointed by the Vice-Chancellor on the recommendation of the Dean of the Faculty /School of Study/ Director of Center and the Chief Warden for such duration and on such terms and conditions as may be prescribed by the Board of Management from time to time.

O P JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE No. 13
PROVISIONS REGARDING DISCIPLINARY ACTIONS AGAINST THE
STUDENTS
[Act Section 28(1) (h)]

1. Every student in the University shall at all times display good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities, shall observe a code of conduct both within and outside the campus in a manner befitting a student of a world class University and observe all rules of discipline of the Faculty / School of Study / Center of which he/she is a student and of the University.
2. Each student shall show due respect and courtesy to the teachers, administrators and other employees in and outside of the University and good neighborly behavior towards fellow students.
3. Any violation of the code of conduct or breach of any rule or regulation of the University by the student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action.
4. The following acts shall constitute acts of gross indiscipline and students indulging in any of them shall be liable to disciplinary action against them:
 - (a) Disobeying the teachers and displaying misdemeanor within and outside the University premises.
 - (b) Indulging in vandalism /violence and damaging University and/or Public property or property of a fellow student.
 - (c) Quarrelling, fighting and passing derogatory remarks in the University premises against its teachers/employees/canteen and mess workers etc.
 - (d) Possession and use of firearms, weapons and potentially dangerous instruments etc.
 - (e) Consumption and sale of drugs/alcohol/intoxicants/tobacco etc.
 - (f) Indulging in ragging which is strictly prohibited as per Supreme Court Ruling and is a cognizable offence.
 - (g) Any other act which the Disciplinary Committee may determine to be undesirable.
5. When a student has been found guilty of breach of discipline within or outside the premises of the University, or persistent idleness or has been guilty of

misconduct, the Dean of the School of Study/ Faculty / Director of Center at which such student is studying shall take necessary action after conducting the enquiry through a Committee and communicate the action taken to the Vice Chancellor. According to the nature and gravity of the offence the action may be in any of the following form:

- (a) Suspend such student from attending the classes for not more than two weeks,
 - (b) Disqualify such student from appearing at the ensuing Examination,
 - (c) Expel such student from the University,
 - (d) Rusticate such student.
6. Before inflicting such punishment as aforesaid, the Dean of the concerned Faculty /School of Study/ Director of Center shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
 7. The Dean of the Faculty /School of Study/ Director of Center concerned shall have the power to temporarily suspend the student for such a time as may be necessary to conduct enquiry into his/her conduct in connection with the alleged offence.
 8. The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his/her attendance for appearing at an Examination provided he/she is found innocent.
 9. The rustication of a student from a Faculty /School of Study/Center shall entail the removal of his/her name from the register of the enrolled students.
 10. The fees of the student rusticated from the University shall be confiscated.
 11. A student so rusticated shall not be readmitted to the University before the completion of a period of three years or prescribed duration (whichever is earlier) from the date of his/her rustication. A rusticated student seeking re-admission after the prescribed duration from the date of his/her rustication shall submit an affidavit of maintaining good behavior during his/her stay in the University as a student.
 12. The Proctor/Dean of Student's Welfare (DSW) maybe appointed from amongst the teaching staff of the University by the Vice Chancellor for a period of two years to maintain the discipline. In view of competence, the teacher concerned may continue for another term of two years with the approval of Vice Chancellor.
 13. The powers and duties of the Proctor/Dean of Students' Welfare (DSW) shall be determined by the Vice-Chancellor from time to time.

O P JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE NO.14
MANNER OF CO-OPERATION AND COLLABORATION WITH OTHER
UNIVERSITIES AND INSTITUTES OF HIGHER EDUCATION
[Act Section 28(1) (j)]

1. The University may seek cooperation and collaboration with the existing Universities and Institutes of Higher Education in India and abroad and execute a Memorandum of Understanding (MOU) detailing the extent and area of cooperation and collaboration mutually agreed upon.
2. In the interest of academic excellence the University may like to collaborate with institutions of repute with respect to academic exchange program. Such proposals may be sent by the University or received from other institutions. The University shall get the proposal scrutinized by a committee appointed by the Vice Chancellor. Then the proposal shall be placed before the Vice Chancellor for necessary action.
3. The University may collaborate with Universities and Institutes of Excellence engaged in Higher Education in the country and abroad for the Research and Consultancy work from time to time.
4. The University may collaborate with the Government Organizations and Institutes for providing training, teaching and guidance to the students of economically weaker sections of the society and to the teachers of schools and colleges of the state.
5. A copy of the MOU will be sent to the PURC for information.

O P JINDAL UNIVERSITY, RAIGARH (C. G.)
ORDINANCE No. 15
ESTABLISHMENT OF "CENTERS OF EXCELLENCE" IN THE UNIVERSITY
[Act Section 28 (1) (i)]

1. APPLICABILITY

The University may establish Centers of Excellence in those areas of disciplines where it can either provide exemplary academic performance and/or serve the cause of promoting interdisciplinary academic-cum-research based distinguishable and superb advanced instructions coupled with knowledge and skills.

2. DEFINITIONS

- (1) **"Centre of Excellence"** means the center providing separate academic-cum-research identity within the University Faculties /Schools of Studies in the specified branch of academic discipline/inter-discipline established for the purpose of high class and notable instructions and to carry out frontier research in its relevant branch or interwoven academic-cum-research subject.
- (2) **"Director"** means a person of the rank of a Professor and he/she shall be the Head of the Centre of Excellence.
- (3) **"Faculty"** means a center that shall comprise of Professor/s, Associate Professor/s and Assistant Professor/s as in the case of University Faculties /Schools of Studies. The Faculty for the Centre may either be recruited or may be drawn from the University Faculties /Schools of Studies. Faculty members drawn from the University Faculties /Schools of Studies shall have dual membership, i.e. one, for the Faculty /School of Study to which he / she belongs, and another for the concerned Centre.
- (4) **"Adjunct Faculty"** of the Centre of Excellence means that faculty which is appointed from among the renowned corporate organizations, administrators and researchers of the leading national/international organizations /institutions of world repute; however, they would carry the designations of "Adjunct Professor", "Adjunct Associate Professors" and "Adjunct Assistant Professors" but shall enjoy the same pay and allowances as in the case of Professors, Associate Professors and Assistant Professors of University Faculties / Schools of Studies.

- (5) **“Steering Committee”** of the Centre of Excellence means committee formed Board of Studies as in case of University Faculties / Schools of Studies. The Steering Committee shall be constituted by the Academic Council as per the directives of the Board of Management. The Academic Council and the Board of Management may constitute such other committees as may be required for the functioning of the Center of Excellence.

3. ACTIVITIES OF THE CENTRE

- (1) Each Centre of Excellence shall undertake all such activities which are beneficial to the society at large. Such activities shall be defined on the basis of inputs gathered from the faculties of the different Universities, Industry and Research Scholars and the resultant outputs may either lead to knowledge creation or could be utilized by the Faculties /Schools of Studies for strengthening their teaching programmes and by the Industry for enhancing their technical & managerial competencies.
- (2) Each Centre of Excellence shall undertake or promote frontier/distinguishable research in the subject/discipline which may fill up the existing gap of literature on the subject in the research at national/international level; this research could either be taken by the faculty of Centre of Excellence or by its students or in collaboration with corporate, administrative and research organizations of national and international repute.

Each Centre of Excellence shall, however, have the flexibility in matter of accepting research projects to be funded by external agencies. Based on the findings of the research conduct, the Centre can also develop and start focused academic programme/s, which could be of an inter-disciplinary nature that may increase the employability and promote industry interaction. As a matter of fact, these programmes shall be expected to be highly innovative and as per the need and likely to act as “Change Agent” both at National & Global levels.

- (3) Each Centre shall undertake/promote consultancy in the areas which are niche areas of the Centre for the benefit of the corporate/ administrative/ state/ community/ the nation at large.

4. POWERS AND FUNCTIONS OF THE STEERING COMMITTEE

- (1) The General Powers and Functions of the Steering Committee shall broadly be the same as the powers and functions of the Board of Studies under a faculty.
- (2) Besides, the Steering Committee shall exercise such powers and perform such functions as may be assigned to it by the Academic Council and the Board of Management from time to time

5. POWERS OF DIRECTOR

The Director of the Centre of Excellence shall have the same responsibilities and authorities, including financial delegations, as that of a Dean of a University School of Study/ Faculty.

6. MEETINGS OF THE STEERING COMMITTEE

- (1) The Steering Committee shall have a minimum of 02 meetings in a one academic session and the notice for the meeting shall ordinarily be issued at least 15 days before the day fixed for the meeting. However, an emergent meeting of the Steering Committee can be called on a shorter notice for a prior approval from the Vice-Chancellor of the University
- (2) The quorum for the meetings of Steering Committee shall be 1/3 of its total number.
- (3) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor shall take a decision. The decision of the Vice Chancellor shall be final.