



SARVAJANIK
UNIVERSITY

INCLUSIVE | INTEGRATED | INNOVATIVE

FIRST ORDINANCES
OF
SARVAJANIK UNIVERSITY, SURAT

*Established by inclusion in the Schedule vide Section 3(1) of Gujarat Private
Universities Act, 2009 (Gujarat Act No. 8 of 2009)
vide
Gujarat Private Universities (Amendment) Act, 2021 (Gujarat Act No. 15 of
2021)*

Preamble

Genesis

Sarvajanik University has been established by inclusion in the Schedule *vide* Section 3(1) of Gujarat Private University Act 2009 (Gujarat Act No. 8 of 2009) which came into force on 24th July 2009, through Government of Gujarat's Notification No. GH/SH/24/GPU-2009-321-Kh(1) and Amendment Gujarat Private University Act No.15 of 2021 which came into force on 1st June 2021, through Government of Gujarat's Notification No. GH/SH/14/EPU/2020/10012020/KH-1.

Sarvajanik University has been conceived by Sarvajanik Education Society to put India on global education map by making Surat – the Global Education Hub. Sarvajanik Education Society, established in 1912, is a not for profit premier trust of India that works with the mission of social service through education. It has social lineage of more than 109 years - known for its dynamic social revolution brought about by initiating Education on a massive scale.

The very first Surat English School was started in 1888 by a “Saint of Education” Shri C. G. Shah, this title was given to him by a literary scholar Prof. Visnuprasad Trivedi, the ever-shining Light House of SES. From the management of just one secondary school, formerly known as The English School (“Dhingali School”- Doll's School) SES today is 109 years old and has under its care 33 institutions imparting education which ranges from pre-school level to post graduate instruction and which covers a wide variety of disciplines including Architecture, Arts, Science, Commerce, Law, Education, Engineering and Management education.

Sarvajanik Education Society has now grew into a conglomerate of Institutes which was transformed into a University in May 2021. The name Sarvajanik University was conceived to pay tribute to the Sarvajanik Education Society where it has originated. The shadow structure with Academic Council, Board of Studies, Curricula, and Syllabi was ready before hand. In the transition phase and ingraining phase, Chairman - Shri Kamlesh Yagnik and Prof. Persi Engineer provided services as the President and the Provost of Sarvajanik University respectively.

High Moral Values

Sarvajanik University is proud to continue practicing the High Moral Values carved by Sarvajanik Education Society. It works with a Commitment to:

- ✓ Equality
- ✓ Affordable Education
- ✓ Passion to excel
- ✓ Learner centric approach
- ✓ Adaptability
- ✓ Compassion for all
- ✓ Integrity
- ✓ Nurturing Creativity and Sensitivity
- ✓ Holistic development
- ✓ Teamwork
- ✓ Social responsiveness
- ✓ Accountability
- ✓ Freedom and discovery
- ✓ Interdisciplinary collaboration

As a University, Sarvajanik University has been established with...

Vision

To provide equal opportunities for value based global education for creating an Enlightened Society.

Mission

To establish and facilitate educational institutions for providing value based global education to all who aspire to study and to create opportunities for educators, social workers and philanthropists to serve society.

Thus, Sarvajanik University has the objectives of bringing world class education to the students, giving thrust on Research and Development and becoming a University which is relevant to the society.

Faculties at Sarvajanik University

Programs offered by Sarvajanik University fall under the ambit of different Faculties. They are:

- Faculty of Architecture, Design and Planning
- Faculty of Arts
- Faculty of Commerce
- Faculty of Education
- Faculty of Engineering and Technology
- Faculty of Humanities
- Faculty of Law
- Faculty of Management
- Faculty of Science

Institutes and Programs under various Faculties at Sarvajanik University

- **B. R. C. M. College of Business Administration**
(B.B.A., Diploma and Certificate Programs)
- **Evening Commerce College**
(B.Com., M.Com., Ph.D., Diploma and Certificate Programs)
- **Institute of Design, Planning and Technology**
(B.Arch., M.Arch., B.I.D., M.I.D., B.F.A., M.F.A., B.Plan., M.Plan., Ph.D., Diploma and Certificate Programs)
- **Smt. Shardarani Rameshchander Luthra Institute of Management**
(M.B.A., Ph.D., Diploma and Certificate Programs)
- **Sarvajanik College of Engineering and Technology**
(B.Tech., M.Tech., M.C.A., Ph.D., Diploma and Certificate Programs)
- **Sarvajanik College of Law**
(LL.B., LL.M., Ph.D., Diploma and Certificate Programs)
- **Shri Pankaj Kapadia Sarvajanik College of Performing Arts**
(B.P.A., M.P.A., Ph.D., Diploma and Certificate Programs)
- **Shree Ramkrishna Institute of Computer Education and Applied Science**
(B.Sc., M.Sc., Ph.D., Diploma and Certificate Programs)

Centers / Cells at Sarvajanik University

- Grievance Redressal Cell
- Equal Opportunity Cell
- Internal Quality Assurance Cell
- Anti-Ragging Committee
- Cell for the Prevention of Sexual Harassment
- Other cells enacted by Governing Board

All educational programs are semester based and are delivered in English Medium. Credit and Grading Systems are followed for Teaching, Learning and Evaluation.

Aspirations

SARVAJANIK UNIVERSITY aspires to be a futuristic Multi-disciplinary University. We dream to enter the list of India's Top 25 Universities by the end of its first decade. We understand and declare that flexible academic structure, experimental and experiential pedagogy; and focus on innovation are cornerstones of our development.

We wish to maintain ethos of our Sponsoring Body while ascending to our goals by being inclusive and providing equal opportunities to all sections of society; making this university open for all and be Sarvajanik in true sense.

We wish to truly create a fluid learning environment across university so as students can have benefit of all specializations and resources leading to holistic development. This university shall be integrated in all senses.

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SARVAJNIK UNIVERSITY, SURAT

FIRST ORDINANCES

O.1	SHORT TITLE AND COMMENCEMENT	
	<p>(a) These ordinances may be called the First Ordinances of Sarvajnik University</p> <p>(b) They shall come into force on such date as the State Government may, by notification in the <i>Official Gazette</i> after approval of Board of Management of the University.</p>	
O.2	DEFINITIONS	
	<p>In these ordinances unless the context otherwise requires:</p> <p>(a) “Academic Council” means the Academic Council of the University.</p> <p>(b) "Act" means Gujarat Private Universities Act, 2009 (Gujarat Act No.8 of 2009) and its amendment vide Gujarat Act No. 15 of 2021.</p> <p>(c) “Admission Committee” means the committee responsible to plan, organize and control the admissions to various programmes conducted by the University.</p> <p>(d) “Board” means statutory authorities of the University.</p> <p>(e) “Board of Management”/ “Governing Body” means the Board of Management / Government Body of the University.</p> <p>(f) “College” means a college including existing college or an institute established or maintained by the University in accordance with the Act, Ordinances and Statutes of the University.</p> <p>(g) “Duration of programme” means the whole tenure of a particular programme as defined by the University from time to time.</p>	

	<p>(h) “Employee” means any person duly appointed by the University from time to time.</p> <p>(i) “Faculty” means an academic division within the University comprising of one or more study areas.</p> <p>(j) “Programme of Study” means the degree, or diplomas, or certificate or other academic titles and distinctions as per the norms of UGC/ Statutory Regulatory bodies.</p> <p>(k) “Research Supervisor” means University approved Guide/ Supervisor for the research work.</p> <p>(l) “University” means the Sarvajanic University</p> <p>(m) “University Authority” means the Board of Management, Governing Body or any authority or officer of the University designated by the Statutes of the University to exercise powers over specified functions.</p> <p>(n) “University Teacher” means Professors, Associate Professors, Assistant Professors, and such other persons as may be appointed for imparting education/ instructions or conducting research in the University.</p> <p>Note:</p> <ul style="list-style-type: none"> • “He” & “She” wherever they figure in the ordinances shall imply “He”/”She” and “His” / “Her” respectively. • Words and Expressions used but not defined in theses ordinances shall have the same meaning as assigned to them in the Act. 	
O.3	ORDINANCE FOR ADMISSION AND ENROLMENT OF STUDENTS	<i>As per Sec.28 (1) (a) of the Act</i>

	<p>3.1 <u>Eligibility and other conditions:</u></p> <p>(a) Admission of students shall be as per the applicable provisions of the State Government, relevant Regulatory Bodies and as notified by University from time to time.</p> <p>(b) The admissions to the University shall be as follows:</p> <p>(i) The existing provisions of the State Government relating to admissions and fee structure shall be applicable.</p> <p>(ii) Admission to the University shall be done on the basis of merit.</p> <p>(iii) Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-</p>	<p><i>As per Act 32 of the Act</i></p>
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	<p>curricular activities or on the basis of marks or grade obtained in the entrance test conducted either by the University or by an Association of the Universities conducting similar courses or by any agency of the Government</p> <p>(c) Admission to the University shall be open to all eligible persons irrespective of their caste, creed, race, religion, region or social background.</p> <p>(d) Provided that nothing in this section shall be deemed to prevent the University from making special provision for the admission of women, persons with disabilities or national / international students or of persons belonging to needy sections of the society.</p> <p>3.2 <u>Admission procedure:</u></p> <p>(a) Admission and enrolment of students in the University shall be regulated in the manner as below:</p> <p>(i) The procedure of admission to a programme of study shall be approved by the University Authority from time to time and shall be publicized.</p> <p>(ii) Unless otherwise provided, all the admissions shall be made by the Admission Committee constituted for the said purpose as per the eligibility conditions prescribed for the programmes offered by the University.</p> <p>(iii) The maximum number of seats in each programme shall be determined by the University Authority from time to time and as governed by norms of regulatory bodies like UGC, AICTE, CoA and BCI etc.</p> <p>(iv) Any student seeking admission shall be deemed to be agreeing with rules and regulations of University.</p> <p>(v) Anyone who has been suspended, rusticated, debarred, expelled etc., by a competent authority of the University shall be prohibited from claiming admission in any programme whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/university, shall not be admitted to any programme of study during the period for which the sentence is in operation.</p>	
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	<p>(vi) Admission to any program of the University can be cancelled at any time, if any material information furnished by the student is found to be false / incorrect / forged.</p> <p>3.3 Admission continuation:</p> <p>(a) A student, who is detained or had left a programme of study half way, may be allowed to continue with that programme of study as per regulations.</p> <p>3.4 <u>Enrolment/ Registration of students:</u></p> <p>(a) No person shall be admitted to any examination of the University, unless he/ she been duly enrolled/ registered as a student of the University.</p> <p>(b) A student duly enrolled shall be given unique and permanent enrolment number and issued with an identity card. The same must be quoted by the student in all communications to the University including examination.</p> <p>(c) If a student takes a Migration Certificate to join another University, his/ her enrolment to Sarvajanic University shall lapse until such time as he/she may subsequently return with a Migration Certificate from other University, to take admission in any programme of Sarvajanic University. In such cases it shall be necessary to have fresh enrollment.</p> <p>(d) A student applying for change his/ her name in the record shall submit his/ her application to the Registrar accompanied by (a) the prescribed fee. (b) An affidavit relating to his/ her present and proposed name, duly sworn in presence of a Magistrate by himself/ herself. (c) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change in her name following her marriage in which case marriage certificate indicating the new names shall be valid.</p> <p>3.5 <u>Withdrawal procedure:</u></p> <p>(a) A student may withdraw his /her admission within the time as specified by the University. In compliance with instructions of MHRD / AICTE / UGC / relevant regulatory body, the University will refund his / her deposited amount after deducting processing fee, as</p>	
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	<p>prescribed from time to time. In case the student registers for the program on the specified dates or later and then withdraws, the refund shall be made after deducting pro-rata charges, provided that the seat is filled-up. otherwise, the entire amount shall be forfeited. Further, in case a candidate withdraws after the date of closure of admission process as specified in the prospectus/ admission offer letter, the entire amount deposited by the candidate, except caution money / security, deposit shall be forfeited in compliance to MHRD/ AICTE/ UGC / relevant regulatory bodies' guidelines.</p>	
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O.4	ORDINANCE PERTAINING TO PROGRAMMES OF STUDY	<i>As per Sec. 28 (1) (b) of the Act</i>
	<p>(a) This ordinance pertains to various programmes of study offered by the University, with information about the name of the Institute/ Department/ Centre offering the programme, duration of the programme, and the minimum eligibility requirements for admission.</p> <p>(b) There shall be programmes of study of such minimum duration as the Governing Body/ Board of Management may approve, on the recommendation of the Academic Council.</p> <p>(c) The Governing Body / Board of Management may exercise powers to introduce, modify or discontinue a programme on recommendations of the Academic Council.</p> <p>(d) Minimum entry qualification and eligibility for admission to the programmes shall be such as may be recommended by the Academic Council in consonance with regulatory bodies and as approved by the Governing Body/ Board of Management.</p> <p>(e) All the programmes of the study and other academic programmes shall be as per the national and international quality standards. The University shall obtain accreditations/ approvals from various accrediting and ranking bodies like NAAC, NBA, and NIRF etc. at State, National and International level.</p> <p>(f) A student may be granted scholarship/ assistantship/ stipend/ contingency grant, etc. as approved by the Governing Body/ Board of Management from time to time.</p> <p>(g) “Standing orders for students” shall be deemed to be a part of the ordinances. A student admitted to the programmes shall abide by the “Standing orders for students” issued by the University from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, and the University premises</p>	

	<p>and outside. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students' co-curricular and extra-curricular activities.</p> <p>(h) In exceptional circumstances, the Chairman of Governing Body / Board of Management may approve amendments, modifications, insertions or deletions of an ordinance(s) which in his / her opinion, is necessary or expedient for the smooth running of the programme provided all such changes are reported to the Governing Body/ Board of Management in its next meeting.</p> <p>4.1 <u>Ordinance for Ph.D. Programme:</u></p> <p>(a) Separate Ordinance for the Ph.D. Program is added towards end of this document. Besides that, on the recommendations of the Academic Council, the Governing Body/ Board of Management shall approve the regulations for the Ph.D. programme covering following.</p> <ul style="list-style-type: none"> (i) Admission eligibility (ii) Classifications of students/ scholars (iii) Eligibility for registration as scholar (iv) Shortlisting and selection process (v) Course work for the students (vi) Registration rules (vii) Supervisors, nomination and contingencies (viii) Allocation of Ph.D. Scholars to Supervisors as per UGC/ regulatory body norms. (ix) Comprehensive examination requirement for progression (x) Performance monitoring and mentoring (xi) Minimum/ maximum registration duration requirement (xii) Rules in presentation of synopsis (xiii) Nomination of Board of examiners (xiv) Procedure for thesis submission (xv) Procedure for thesis evaluation (xvi) Conduct of Viva-voce (open defense) (xvii) Rules for award of Ph.D. degree (xviii) Rules for award of financial assistance/ scholarship (xix) Leave and attendance rules (xx) Conditions for cancellation of registration (xxi) Rules regarding conduct and discipline (xxii) Depository with UGC (xxiii) Standing orders (xxiv) Any other procedures and rules 	
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	<p>4.2 <u>Ordinance for Masters / Bachelors and other programmes:</u></p> <p>(a) On the recommendations of the Academic Council, the Governing Body/ Board of Management shall approve the regulations for the Masters Programmes/ Bachelors Programmes and other programmes covering following.</p> <ul style="list-style-type: none"> (i) Admission eligibility, criteria and procedure of admission (ii) Term system, duration, type of programmes (iii) Structure of programme (iv) Curriculum, courses, objectives, outcomes and syllabus (v) Registration rules (vi) Credit system (vii) Examination and evaluation policy/ system including conduct of examinations, credit assignments etc. (viii) Grading system (ix) Attendance rules (x) Rules on monitoring and mentoring progress including detention/ promotion to next stage (xi) Rules on conditions for award of degrees (xii) Discipline and unfair means (xiii) Standing orders and hostel rules (xiv) Any other procedures and rules 	
O.5	ORDINANCE RELATED TO MEDIUM OF INSTRUCTION	<i>As per Sec. 28 (1) (k) of the Act</i>
	The medium of instruction and examination at all stages of education in all courses in the University shall be English. However, Ph.D. theses can be prepared and submitted in vernacular and national languages like Hindi and Gujarati in Faculties of Arts, Commerce and Law.	
O.6	ORDINANCE FOR AWARD OF DEGREES, CERTIFICATES AND OTHER DISTINCIONS AND ISSUANCE OF OTHER DOCUMENTS	<i>As per Sec.28 (1) (c) of the Act</i>
	<p>(a) The University shall confer degrees or diplomas or certificates or other academic titles and distinctions on the persons who have fulfilled the requirements of the University for such Degrees or diplomas or certificates or other academic titles and distinctions. Such degrees or diplomas or certificates may be conferred/ awarded at the Convocation either in person or in absentia.</p> <p>(b) The convocation for conferring degrees shall be held ordinarily once every year as decided by the Board of Management. The dates, invitation of guest and other such aspects shall be as decided by Board of Management and approved by Governing Body from time to time.</p> <p>(c) The Governing Body, on the recommendation of the Dean of each</p>	<p><i>As per Statutes S.10.2</i></p> <p><i>As per Statutes .11</i></p> <p><i>As per</i></p>

	Faculty, or in his/ her absence, the senior member of the Faculty shall pass the necessary graces for conferment of the degrees. The	<i>Statutes 12</i>
	<p>President on behalf of the University shall confer the degrees upon the person so recommended and approved by the Governing Body.</p> <p>(d) The honorary degrees, Honoris Causa namely Doctor of Science (D.Sc.) and Doctor of Literature (D.Litt.) may be awarded to eminent and distinguished persons who have made significant contributions to science, arts and literature or any branch of human development and have contributed for development and flourishing of Sarvajanic University. The proposals for award of such degree can emanate suomoto in the Governing Body, Board of Management or can be recommended to the Board of Management by the Academic Council. The Governing Body shall take the decision in this matter. The guidelines for award of honorary degrees shall be as approved by the Governing Body on recommendation of Board of Management.</p> <p>(e) The Governing Body/ Board of Management shall approve the regulations for the following from time to time:</p> <ul style="list-style-type: none"> (i) Process for Award of degree (ii) Guidelines for the award of Gold medals/ rank (iii) Any other procedure and rules <p>(f) Speedy and timely issuance of other documents like transcript, provisional degree/ character certificate/ migration certificate etc. shall be as per the rules approved by the Governing Body from time to time.</p> <p>(g) The President, may on the recommendation of the Governing Body remove the name of any person from the register of graduates or withdraw from any person a diploma or other academic distinctions if (s)he has been convicted by a Court of Law of any offence which in the opinion of Governing Body is a serious offence involving moral turpitude or if (s)he has been guilty of disgraceful conduct The Governing Body shall undertake appropriate deliberations and process for this as per principles of natural justice</p>	<p><i>As per Statutes 13.1 and 13.2</i></p> <p><i>As per Statutes 14</i></p>

O.7	ORDINANCE FOR FEES TO BE CHARGED	<i>As per Sec. 28 (1) (f) of the Act</i>
	<p>(a) For Professional courses where Fee Regulatory Committee of Government of Gujarat exists, fee structure recommended by it will be applicable.</p> <p>(b) Fees to be charged to students of University where there is no FRC recommendation is to be decided by a committee formed for this purpose by University / Sponsoring Body. The committee shall decide fees for following heads; however not being restricted to this list.</p> <p>(i) Tuition fees</p> <p>(ii) Hostel charges to include boarding, lodging and laundry</p> <p>(iii) Summer/ Winter vacation charges for those who are required to stay in Hostel during vacation with the permission of the University</p> <p>(iv) Medical fees</p> <p>(v) Sports fees</p> <p>(vi) Examination fees</p> <p>(vii) Library fees</p> <p>(viii) Fees for the degree / certificates</p> <p>(ix) Fees for grade card, transcripts and other academic certificates including duplicate / attested copies etc.</p> <p>(x) Internet service fees</p> <p>(xi) Alumni fees</p> <p>(xii) Caution money/ security deposit shall be refundable after adjustment of relevant dues at the time of leaving the University</p> <p>(c) The University may award fee waivers to the students and research scholars in accordance with the decision of Governing Body/ Board of Management.</p> <p>(d) The procedure for the deposition of fees, delay fine, entry/ deletion of names from the rolls of the academic programmes of the University in case of defaults, and such other matter, may be implemented by the University.</p>	

O.8	ORDINANCE FOR FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, ASSISTANTSHIPS, MEDALS AND PRIZES ETC.	<i>As per Sec.28 (1) (d) of the Act</i>
	<p>(a) The policy on the awards of fellowships, scholarships, stipends, assistantships, medals and prizes etc. shall be laid down by the Governing Body/ Board of Management.</p> <p>(b) The fellowships, scholarships, stipends, assistantships, medals and prizes shall be administered to the eligible candidates within the policy approved by Governing Body/ Board of Management.</p>	
O.9	ORDINANCE FOR EVALUATION AND ASSESSMENT	<i>As per Sec. 28 (1) (e) of the Act</i>
	<p>(a) For every programme of study, there shall be an evaluation and assessment system as recommended by the Academic Council and approved by the Governing Body/ Board of Management.</p> <p>(b) The evaluation and assessment system shall be based on adoptions of innovation and usage of technological tools.</p> <p>(c) Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.</p> <p>(d) Notwithstanding anything contained in the ordinances relating to admission of students to an examination of the University, the Provost (Vice-Chancellor) may, in special cases in which he/ she is satisfied on the cause, may allow the student to take the examination.</p> <p>(e) The permission given to a student to appear in examination may be withdrawn if it is found that:</p> <p style="padding-left: 40px;">(i) The student was not eligible to appear in the examination. and/or</p> <p style="padding-left: 40px;">(ii) Any of the particulars given or document submitted by the student in or with the application for taking an examination is false or incorrect.</p> <p style="padding-left: 40px;">(iii) Any grave act of indiscipline.</p> <p>(f) If a student is found guilty of using or attempting to use or having used unfair means at an examination, the actions shall be taken as per University rules prevalent from time to time.</p> <p>(g) The University shall lay down the eligibility conditions and other rules allowing students to take examination. Students shall have to</p>	

	<p>obey such rules and regulations.</p> <p>(h) The grading of each course, preparation and declaration of results shall be undertaken as per the procedures and rules of the University laid down from time to time.</p> <p>(i) The grading of each course, preparation and declaration of results shall be undertaken as per the procedures and rules of the University laid down from time to time.</p>	
O.10	ORDINANCE FOR PEDAGOGY AND STUDENT DEVELOPMENT	
(a)	<p><u>Ordinance for pedagogy</u></p> <p>The University shall promote and practice innovative pedagogy for students' teaching, learning and evaluation processes covering the following aspects. The pedagogy shall be aligned with global / national standards</p> <p>i. The University shall adopt Choice Based Credit System (CBCS), wherein the student shall have liberty to take up education and courses as per one's choice and earn credits for various courses.</p> <p>ii. The University shall practice Outcome Based Education (OBE), wherein educational actions will be aligned with the desired teaching - learning and research outcomes.</p> <p>iii. The University shall nurture and strengthen capacity for faculty members/ teachers through domain knowledge training, industry exposure training and soft skill training as may be decided from time to time.</p>	
(b)	<p><u>Ordinance for Student Development</u></p> <p>The University shall work for academic and holistic development of the students. It shall foster fruitful relationship between the intellectual and social life of the students and those aspects of the life outside the classroom, which contribute, to their growth and development as mature and responsible human beings. The activities for the student development shall include:</p>	

	<ul style="list-style-type: none"> i. Development of students' bodies ii. Appropriate authorities and mechanisms to look after student affairs. iii. Promotion of students' participation in extra-curricular and co-curricular activities. iv. Students' financial aid. v. Student-faculty and student-administration relationship. vi. Career/placement advice services. vii. Provision for educational tours and excursion for students. viii. Securing facilities for students for further studies in the country and/or abroad; ix. Alumni activities. x. Student exchange Programs. xi. Support for innovative projects and protection of their intellectual property. xii. Any other activities for development of students 	
O.11	ORDINANCE FOR STUDENTS' WELFARE AND DISCIPLINE	
	<ul style="list-style-type: none"> (a) No ragging or harassment of any kind shall be tolerated in / off the Campus. Every student shall be subject to the University's Anti-Ragging policy as decided by the University from time to time. (b) There shall be programs for ensuring students' well-being, which shall include interventions in academic, social, personal and professional dimensions as decided by the University from time to time. (c) Student shall have to follow the guidelines related to gender equality and sexual harassment reflecting fair conduct as per policy decided by the University. (d) There shall be facility of students' residence as per the requirement. Students shall be admitted to the Hostels subject to availability of seats and shall pay hostel fees and other charges as decided by the 	

	University.	
	(e) Every resident shall have to observe discipline as per the hostel rules and standing orders as decided by the University from time to time.	
O.12	ORDINANCE REGARDING RESEARCH REGULATORY FRAMEWORK	
	<p>University shall have three tier regulatory framework for supervising and guiding research work in conformity with the prior approval of UGC & the State Government or any other regulatory body as may be required as per the provisions under the Gujarat Private Universities Act, 2009 and other applicable laws from time to time.</p> <p>(a) At University level there shall be a Sarvajnik University Research Committee (SR-RC). Dean, Research and Consultancy shall be Chairperson of SU-RC. SU-RC is having all Chairpersons of Faculty-wise Doctoral Committees. Besides these ex officio members one eminent researcher from Sarvajnik University and one from outside the University shall also be members of this committee.</p> <p>(b) At Faculty level there shall be a Faculty-wise Doctoral Committee (F-DC). Dean of the Faculty or a Ph.D. Supervisor nominated by the Dean shall be Chairperson of the F-DC. Chairpersons of all Academic and Curricular Committees within the Faculty shall be ex officio members of F-DC. All Ph.D. Supervising Teachers of the Faculty shall be members of F-DC. An F-DC shall screen candidates during admission process by conducting Personal Interviews. Research Proposals and Synopsis presentations are also to be evaluated by F-DC.</p> <p>(c) At individual Ph.D. Scholar level there shall be a Research Advisory Committee (RAC). RAC shall have allotted Research Supervising Teacher of the student as Chairperson. Besides him, there shall be two members of F-DC nominated by Chairperson of F-DC. In case there are no subject experts in F-DC, external members can be nominated by Chairperson of F-DC. RAC shall provide general superintendence and guidance to individual Ph.D. scholar. RAC shall also evaluate research progress of scholar and shall submit report to F-DC.</p>	
O.13	ORDINANCE PERTAINING TO COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND ORGANISATIONS	
	(a) The University may enter into MoUs with other Universities and organizations in such manner and for such purpose as the University may decide from time to time and in conformity with the prior approval of UGC & the State Government or any other regulatory body as may be required as per the provisions under the Gujarat Private Universities Act, 2009 and other applicable laws from time to time.	

	<p>(b) The MoUs must have clauses and conditions to safeguard the legal aspects of the University and include issues like areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities financial agreements, if any, etc.</p> <p>Generally, following may be agreed upon:</p> <ul style="list-style-type: none"> (i) Promote collaboration and partnership between the Universities/ Institutes in the field of higher education. (ii) Exchange of faculties and researchers. (iii) Exchange of graduate students for a specified duration and courses. (iv) Exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports. (v) Invite representatives of each other's academic community to participate in conferences and colloquia. (vi) Cooperation in mutual fields of academic interest for purpose of developing specific education and training opportunities and programmes. (vii) Academic and organizational development assistance as well as education and training activities in a number of fields and subjects including: <ul style="list-style-type: none"> (vii-a) Design of curricula for undergraduate and postgraduate studies (vii-b) Development of faculty profiles (vii-c) Internship opportunities with companies abroad (vii-d) Establishment of periodic quality assurance practices and procedures (vii-e) Distance learning opportunities (vii-f) Short professional training courses (viii) Contact and collaboration between faculty, staff and students, carry out joint research programmes and exchange experiences in education research. Activities include: <ul style="list-style-type: none"> (viii-a) Joint cooperative research projects (viii-b) Consultancy work to assist the development of new postgraduate courses (viii-c) Enter into twinning arrangement (ix) Any other such arrangement for growth and development of the University; 	
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	(c) The University may institutionalize such practices as to avail skills, knowledge and other contributions from Alumni, professionals and reputed organizations for development of the University as approved by Board of Management from time to time.	
O.14	ORDINANCE PERTAINING TO SUCH OTHER TERMS AND CONDITIONS FOR EMPLOYEES OF UNIVERSITY	
	<p>Subject to the conditions laid down in the Act, the terms of service and welfare measures for the employees of the University shall be approved by the Board of Management and Governing Body in conformity with the prior approval of UGC & the State Government or any other regulatory body as may be required as per the provisions under the Gujarat Private Universities Act, 2009 and other applicable laws from time to time. It may include the policies and measures like :</p> <ul style="list-style-type: none"> (a) HR policy (b) Pay and allowances rules (c) Travelling rules (d) Leave rules (e) Health and well-being/ medical/ insurance policy (f) Honorarium (g) Employees' children education policy (h) Appraisal and career progression (i) Service rules (j) Recruitment norms (k) Ethics policy and code of conduct (l) Sponsored projects and consultancy policy (m) Policy on dealing with sexual harassment at work places (n) Sarvajani University Post Graduate Student Fellowship policy (o) Policy on rewarding research and teaching endeavors (p) Policy on Grievance Redressal (q) Policy encouraging research including Seed Grants for Research (r) Establishment of Employees Credit Society and other such measures for easing credit availability; (s) Policy for Employees' Training and Development (t) Gratuity, Provident Fund (u) Women Development Cell (v) Anti-Ragging Cell (w) Equal Opportunity Cell (x) Any other policies for Employees' services benefits and welfare. 	



SARVAJANIK
UNIVERSITY

INCLUSIVE | INTEGRATED | INNOVATIVE

Ph.D. ORDINANCES

*(Based on University Grants Commission Minimum Standards and Procedure
for Award of M.Phil. / Ph.D. Degrees Regulations, 2016.)*

OF

SARVAJANIK UNIVERSITY, SURAT

*Established by inclusion in the Schedule vide Section 3(1) of Gujarat Private
Universities Act, 2009 (Gujarat Act No. 8 of 2009)*

&

*Gujarat Private Universities (Amendment) Act, 2021 (Gujarat Act No. 15 of
2021)*

SARVAJANIK UNIVERSITY, SURAT

Ph. D. Ordinances

O.Ph.D.01	Short Title, application and Commencement:	<i>As per Sec. 28 of the Act</i>
	<p>a. This Ordinance shall be called “Sarvajanik University Ph.D. Ordinances 2021”. It shall come into force from the date on which it is published in the Government of Gujarat Gazette.</p> <p>b. This Ordinances shall apply to the Ph.D. programme conducted in all Faculties at Sarvajanik University.</p> <p>c. These Ordinances along with Ph.D. Regulations shall govern the conditions for imparting instruction for the course, examination and evaluation of scholars leading to the award of Ph.D. degree. These Ordinance and Regulations will be effective from the academic year 2021-22.</p> <p>d. Sarvajanik University Doctoral Programme leading to the degree of Ph.D. shall be offered in following Faculties:</p> <ol style="list-style-type: none"> 1. Faculty of Architecture, Design and Planning 2. Faculty of Arts 3. Faculty of Commerce 4. Faculty of Engineering and Technology 5. Faculty of Law 6. Faculty of Management 7. Faculty of Science 8. Faculty of Humanities <p>e. Any new disciplines / subject and Faculty that are introduced from time to time can be included to above list by Board of Management on the recommendations of Academic Council. The list of Faculties / disciplines are subject to change.</p> <p>f. There shall be a Sarvajanik University Research Committee to provide general superintendence and execution of policies related to research leading to award of Ph.D. degree.</p> <p>g. Any dispute pertaining to Ph.D. program shall be resolved by appropriate committee constituted by the Provost.</p>	
O.Ph.D.02	Criteria for the recognition of Ph.D. Supervisor:	<i>As per Sec. 2 of the Act</i>

	<p>I. In the faculties of Arts, Commerce, Engineering, Humanities, Law, Management, Science:-</p> <p>a-1. Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor after due review procedure.</p> <p>a-2. Provided that in areas / disciplines where there is no or only a limited number of refereed journals, the Sarvajanic University Research Committee may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.</p> <p>b. Only a full time regular teacher of the University can act as a supervisor. Only external supervisors are not allowed. However, Co-supervisor can be allowed only in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Committee. The number of scholars working under a co-supervisor shall not be taken into consideration while counting the permissible number of students registered under that particular Ph.D. guide.</p> <p>c. The allocation of Research Supervisor for a selected research student shall be decided by the concerned Research Committee depending on the number of students per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of personal interview / group discussion.</p> <p>d. The Scholar, Supervisor, Co-supervisor, Research Committee members and Examiners shall not be relatives / so connected to create the <i>Conflict of Interest (CoI)</i> to one another.</p> <p>e. When a Supervisor of a scholar happens to be away from the University for more than one year, an alternate Supervisor shall be nominated by the Research Committee based on the request of the Supervisor and / or the recommendation of the Head of the Department of the Supervisor.</p> <p>II. In Faculty of Architecture, Design and Planning:</p> <p>a. Sarvajanic University follows Regulation of the Council of Architecture, 2016 for Ph.D. in Architecture.</p> <p>b. Full time teacher can act as Guides / Co-Guides:-</p> <p>i. Professors in Schools of Architecture</p> <p>ii. Architects and Faculty members having a Ph.D. qualification in architecture and three years experiences in teaching / research / practice.</p> <p>iii. Such other members of the Faculty who guided research at P.G. level for 10 years.</p> <p>iv. Co-Guide should be from the profession of architecture.</p> <p>c. A supervising teacher may not guide more than five doctoral candidates at any time. In exceptional cases special permission of the Research Committee may be sought.</p> <p>d. Research Committee should have professionals who have done significant work in architectural profession.</p> <p>All other Provisions applied in O.Ph.D. 02 shall be applicable for Ph.D. in Architecture.</p>	
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O.Ph.D.03	Norms for Supervisors:	<i>As per Sec. 5 (31) of the Act</i>
	<p>a. The Research Supervisor who is a Professor, cannot guide more than Eight (8) Ph.D. scholars at any given point of time, an Associate Professor can guide up to maximum of six (6) Ph.D. scholars and an Assistant Professor can guide up to maximum of four (4) Ph.D. scholars.</p> <p>b. The Supervisor who retires from service / migrates to other university shall continue to guide scholars already registered under his / her guidance, provided the provisional registration of the scholar is confirmed, and the scholar submits the Thesis within one year from the date of his / her retirement / termination of service based on his / her written request. If the scholar is not in position of submitting the thesis within one year, a new Supervisor shall be nominated by Provost based on the request of Research committee. Similarly in the event of demise of supervisor, a new Supervisor shall be nominated by Provost based on the request of Research Committee.</p>	<i>As per Sec. 32 of the Act</i>
O.Ph.D.04	Programme duration:	
	The minimum and maximum period of study and research shall be six terms and twelve terms respectively from the date of registration of the student, which includes Course work.	
O.Ph.D.05	Responsibilities of Supervisor:	
	<p>a. The Ph.D. supervisor carries major responsibility of guiding / supervising and planning / progress / execution of research throughout the period of scholar's study. He/she counsels the scholar in academic matters, and provides guidance on the nature of course work and research, the standards expected, the adequacy of progress, and the quality of work.</p> <p>b. To ensure the successful and timely completion of the programme, it is essential that Ph.D. supervisors and their scholars maintain regular communication.</p>	
O.Ph.D.06	Allocation of Research Guide:	

	<p>a. Shortlisted candidates in the merit lists shall not have any automatic right for allocation of guide and enrolment for Ph.D. studies in the University. This shall be subject to availability of seats / availability of resources etc. at the University.</p> <p>b. The allocation of guide shall not be prerogative of individual candidate or guide. Concerned Research Committee shall have the sole authority to decide the allocation of guide to a candidate, subject to availability of academic / laboratory resources / expertise, the number of candidates per teacher, research interest of the scholar as indicated in the research project (if any).</p> <p>c. The Research Committee shall finalize and communicate the name of the supervisor and/or co-supervisor within a month of admission of the candidate.</p>	
O.Ph.D.07	Change of Supervising Teacher:	
	<p>a. In case of demise / leave / deputation / suspension / VRS / unavailability of the Ph.D. supervisor from the University for more than 01 year, the scholar may be permitted to change the guide on the recommendation of Research Committee.</p> <p>b. Under exceptional / extraordinary circumstances, a change of Supervisor / Topic may be allowed to the scholars by the Provost, on the recommendation of Research Committee.</p>	
O.Ph.D.08	Criteria for admission:	
	<p>a. No student shall be registered for the M. Phil. / Ph.D. Degree under any Faculty unless he has passed the Master's Degree examination with 55% marks (any relaxation shall be applicable as per Gujarat Government rules).</p> <p>b. Notwithstanding anything contained in (a) above, a student who has passed the Master's Degree Examination in any subject may be permitted on the recommendation of the Research Committee to register for an allied subject under the same and/ or other Faculty for the Ph.D. degree.</p> <p>c. Candidates who have passed UGC / UGC-CSIR NET examination / SLET or who have the M.Phil. degree from a recognized university shall be exempted from the Ph.D. admission written test.</p>	
O.Ph.D.09	Procedure for admission:	

	<p>a. The number of available seats for each subject in Ph.D. programmes in the university shall be decided well in advance and notified on the university website or by an advertisement, along with the date for the Entrance Test.</p> <p>b. The candidates seeking admission shall have to fill up the prescribed admission form designed by the University and submit the same within the stipulated date.</p> <p>c. There shall be subject-wise common Ph.D. Entrance Test (PET) for all the eligible candidates who are interested for Ph.D. admission in University, as per UGC regulation, 2016.</p> <p>d. Those who qualify in the written test shall have to appear for Group Discussion (GD) or Personal Interviews (PI) in the concerned subject at respective Faculty at University.</p> <p>e. Only pre-declared number of candidates shall be admitted to the Ph.D. programme based on the merit position of the eligible candidates. Merit position shall be decided after completion of the entire process of written Test, Group Discussion (GD) or Personal Interview (PI) etc. considering weightage of 70% of written test and 30% of GD or PI. The candidate must secure 50% marks in entrance examination in order to qualify.</p> <p>f. The University shall adopt the reservation policy of State Government for admission to Ph.D. programme. In case of any dispute, RC can recommend provost for final approval of seats.</p> <p>g. The process of admission for the Ph.D. programme shall be maximum twice in an academic year.</p>	
O.Ph.D.10	Procedure for conduct of Entrance test:	
	<p>There shall be two components in Entrance test, details of which shall be decided by separate Ph.D. Rules and be declared in advance.</p> <p>a. Written Test</p> <p>b. GD discussion (GD) / Personal Interview (PI)</p>	
O.Ph.D.11	Course work - Credits, curriculum and evaluation:	
	<p>a. Admitted scholars shall be required to undertake course work organized by the University for one semester/term. The course work shall be treated as pre-Ph.D. preparation. A Ph.D. scholar has to earn prescribed credits for the course work prior to the submission of Proposal of the Thesis.</p> <p>b. The course work shall carry 16 credits and detail content of course work must recommended approved by University. The syllabus of course work prepared by concern board that 16 credit (1 credit=15 hours for contact) shall include below components:</p> <p>(i) Research methodology</p> <p>(ii) Research Ethics</p> <p>(iii) Subject specific course work</p> <p>c. Detailed content of course work for Research Methodology and Research Ethics subjects shall be prepared by Research Committee which shall be common for all Faculties of University for PET as well as course work.</p> <p>d. The passing criteria for each subject / paper of course work shall be 50% marks with an aggregate of 50% in all the papers. Those who failed to get the minimum passing marks shall have to reappear for such examination in next academic year or as alternative arrangement made by the university.</p>	

O.Ph.D.12	Cancellation of Registration of Ph.D. Degree:	
	<p>The registration of a Ph.D. student shall be cancelled by the Academic Council upon the recommendation of the Research Committee in any of the following eventualities:</p> <ol style="list-style-type: none"> Non-payment of fees due for two consecutive semesters. Non-completion of the coursework within one year from the date of registration for full-time candidates and within two years from the date of registration for part-time candidates. Failure to present and defend a Proposal within one semester after completing all prescribed coursework shall result in cancellation of registration. Registration of the scholar shall be automatically cancelled if he fails to submit the Ph.D. synopsis within 05 years from the date of registration. Non-submission of progress reports, as prescribed by university. If the Research Scholar voluntarily leaves the Ph.D. Programme. If the Research Scholar's academic progress is found to be unsatisfactory by the Research Committee. If the Research Scholar is found to be involved in an act of misconduct, plagiarism, dishonesty and / or indiscipline. Ordinarily, a candidate shall not be eligible for re-registration once his earlier registration has been cancelled. The Academic Council may, however, upon the recommendation of the Research Committee, permit re-registration based on the merits of the case, to be recorded in writing. 	
O.Ph.D.13	Credit Transfer:	
	<ol style="list-style-type: none"> If any student enrolled for the program is permitted to go to any other Institute / University within the country or abroad (under some exchange Program or otherwise), then all credits earned at that Institute / University shall be transferred as credits earned previously. If the evaluation of course / research work done has not been completed at other Institute, then the same shall be evaluated at University for its equivalent credit by Board of Equivalence and earned credit shall be recorded for the student in his academic record. In case, the candidate fails to clear the course work and the structure or curriculum of course work changes by that time then the Research Committee may recommend the candidate to appear as per new course work. 	
O.Ph.D.14	Period of Registration – Extension:	
	<ol style="list-style-type: none"> A full time Ph.D. scholar shall be registered for a maximum period of 06 years from the date of registration. The Provost on the recommendation of Research Committee may extend this period by 01 year on valid grounds. Further, under very special and compelling, circumstances, Provost may grant a grace period of 90 days to submit the thesis after the expiry of the extended period. In case the scholar fails to submit the thesis within this stipulated period he shall have to get re-registered. For re-registration, the rules of registration applicable to a fresh applicant shall have to be followed, including course work, submission of proposal, title clearance, synopsis, thesis, etc., but the candidate shall be exempted from writing the Ph.D. Entrance Test (PET) and GD or PI. 	

O.Ph.D.15	Change of Topic and Title:	
	A scholar, in consultation with the supervisor, shall select and finalize the research title within period of 06 months from the date of provisional registration. If a change of topic / title becomes necessary to address the desired objectives, RC may, on the recommendation of the supervisor, permit change in the topic / title, prior to submission of the synopsis.	
O.Ph.D.16	Performance monitoring / Progress report:	
	<p>a. The academic progress of each Research Scholar shall be monitored by RC through Supervisor(s) based on progress reports.</p> <p>b. Research Scholar shall submit a progress report to their Supervisor(s) every 6 months in the prescribed format.</p> <p>c. The Research Committee after having considered the progress report of a research scholar, shall recommend one of the following:-</p> <ol style="list-style-type: none"> Continuation of registration; Continuation of registration and issuance of a warning to the research scholar and / or recommendations in consultation with the Supervisor(s) on the steps necessary to improve his performance; Cancellation of registration. 	
O.Ph.D.17	General Research Process:	
	<p>a. After the completion of research work to the satisfaction of the supervisor, the Ph.D. scholar shall produce a thesis within a reasonable time as stipulated by the university.</p> <p>b. The Ph.D. programme culminates with the submission of a thesis of a substantial work of original research carried out by the scholar under the guidance of the supervisor. This research work is expected to be potentially fit for publication and should stand peer review.</p> <p>c. The scholar shall state generally in the preface and specifically in notes, the sources from which the information is derived, the animal and human ethical approvals, obtained, if any, the extent to which the work of others has been made use of, and the portion of the work the researcher claims as original.</p> <p>d. The Ph.D. scholar shall publish a minimum of 02 research papers in a refereed journal before the submission of the thesis for adjudication and produce evidence for the same in the form of acceptance letter from the publisher or the reprint/copies of the publication.</p> <p>e. The Ph.D. scholar shall have attended and presented at least 02 papers on his/her research work in a state level / national level / international level conference / symposia / colloquia etc. before the submission of the thesis.</p> <p>f. All the relevant documents shall be submitted at the time of submission of the thesis.</p> <p>g. The process of the submission of thesis shall be as follows:-</p> <ol style="list-style-type: none"> Primary submission: 02 copies (loose /spiral bound): to be sent to the external examiners for evaluation; Final Submission: 03 copies (02 hard bound + 01 digital copy in the form of CD of pdf version to be submitted with all necessary corrections and suggestions directed by the external examiners, academic information about the scholar, Registration and publication etc.) 	

O.Ph.D.18	Appointment of Examiners:	
	<p>a. The procedure for the appointment of examiners shall be undertaken soon after the scholar submits his synopsis.</p> <p>b. The thesis shall be evaluated by two external examiners i. e. 01 examiner from within the State and 01 from outside the state.</p> <p>c. The RC shall prepare a list of 06 examiners (03 from within the state and 03 from outside the state), Chairperson of RC is entitled for such nomination of external examiners.</p> <p>d. Provost shall appoint 02 examiners, as per the above norms, from the suggested list from RC.</p>	
O.Ph.D.19	Evaluation of Thesis:	

	<p>a. Each examiner shall submit a detailed assessment report to the Ph.D. Section of University / Registrar in a prescribed proforma within a stipulated timeframe.</p> <p>b. If the assessment report is not received from an examiner within 60 days of receiving the thesis, the Provost may appoint another examiner from the panel of examiners for evaluating the thesis.</p> <p>c. The examiners shall be required to state categorically whether, in their individual opinions, the thesis shall be:-</p> <ol style="list-style-type: none"> Accepted for the award of Ph.D. Degree; Referred to the Research Scholar for revision and resubmission; Rejected. <p>d. The examiners shall state the reasons for recommending the resubmission / rejection of the thesis in detail. If a resubmission is recommended, the examiners shall indicate the modifications that shall be made in the thesis.</p> <p>e. The reports from the examiners shall be placed before the Ph.D. section / Registrar. University office shall peruse the reports and decide one of the following:-</p> <ol style="list-style-type: none"> that the Research Scholar shall appear for an Oral Defence if the examiners have unanimously approved his work; that the Research Scholar shall revise the thesis and resubmit it if the examiners are unanimous that the thesis needs to be submitted in a revised form; that the thesis is rejected, and the research scholar shall be advised to re-register for a maximum duration of one year if the examiners are unanimous. If the examiners are not unanimous, then a third examiner is to be appointed by the Provost to assess the thesis. <p>f. In the case of a decision that the thesis is re-assessed by a third examiner, the examiner shall be requested to submit to the University Office a detailed assessment report on a prescribed proforma within 30 days. The examiner shall be required to state categorically whether the thesis shall be accepted for the award of a PhD degree, referred to the Research Scholar for revision and resubmission or rejected. The report will be considered by the University Office together with reports of the other two examiners. The University Office shall decide clearly whether:-</p> <ol style="list-style-type: none"> to approve the thesis for an Oral Defense; the thesis shall be revised and resubmitted; the thesis shall be rejected. <p>g. In the case of a resubmission, the revised thesis shall be submitted by candidate within a period of six months from the date of communication by the University Office. However, in exceptional circumstances, the University Office in consultation with RC may extend this period by up to one year. The revised thesis shall be sent to the original examiners for assessment. In the event of one or more of the original examiners not being available, other examiner(s) may be appointed by the Provost. If the examiners are not unanimous to approve the thesis for the Oral Defense, the thesis shall be rejected. Utmost confidentiality shall be maintained by the Office about the panel of name of the examiners.</p> <p>h. In the event of acceptance of the thesis, the Research Committee shall arrange for the Oral Defense.</p>	
O.Ph.D.20	<i>Viva Voce:</i>	

	<p>a. On receipt of satisfactory evaluation reports, either in hard copy / e-mail / fax / any e-process, the Ph.D. scholar shall undergo for open <i>Viva voce</i>, where he shall defend the research work in the thesis at University.</p> <p>b. In cases where the thesis has been approved, and on receipt of communication from the University, the Supervisor shall coordinate the conduct of open <i>Viva voce</i> for the scholar. In the event of both the external examiners being unavailable for the open <i>viva voce</i>, a third (external) examiner from within India shall be appointed by the Provost, in consultation with the Research Committee to conduct the open <i>viva voce</i>.</p> <p>c. The Supervisor shall fix the date and time of the <i>Viva voce</i> in consultation with the external examiner, who shall be appointed by Provost for conducting the open <i>Viva voce</i>. The Supervisor shall ensure wide publicity for the same. The maximum time limit for conducting open <i>Viva voce</i> shall be 02 months from the date of receipt of evaluation reports from the examiners. If the scholar fails to take open <i>Viva voce</i> within 02 months on valid grounds, Provost may permit 02 months' extensions on specific request/s from the Supervisor through the Research Committee concerned.</p> <p>d. The open <i>Viva voce</i> shall be held on any working day of the University. In case when Examiner is not in a position to travel to the University, the Supervisor can arrange an open <i>Viva voce</i> with the participation of the external examiner through video conferencing or at a place convenient to the examiner, with the permission of Provost.</p> <p>e. In the open <i>Viva voce</i>, the Supervisor shall introduce the External examiner, who shall then conduct the open <i>Viva voce</i>. The scholar shall make a presentation about the research work. After the presentation, the external examiner and the Supervisor shall conduct the open <i>Viva voce</i> examination.</p> <p>f. If the scholar passes the open <i>viva voce</i> examination, the open examiner and the Supervisor shall consolidate the recommendations and submit the same to the University, as per the format given, for the award of the degree based on the reports of the examiners who adjudicated the thesis and by the evaluation of the scholar's performance in the open <i>viva voce</i> examination.</p> <p>g. The scholar who is successful in the open <i>viva voce</i> examination shall be declared to have qualified for the Ph.D. degree.</p> <p>h. If a scholar does not satisfy the Examiners at the open <i>viva voce</i> examination, he shall be re-examined after a period of not less than three months. The scholar shall not be declared eligible for the degree unless all the Examiners unanimously declare him eligible for the degree.</p>	
O.Ph.D.21	Award of the Degree:	
	<p>a. A candidate becomes eligible for the award of the Ph.D. degree after fulfilling all the academic requirements prescribed by the University.</p> <p>b. The Ph.D. degree shall be awarded the subject in which the scholar is registered for the Ph.D. programme. The title of the Ph.D. thesis, subject and Faculty shall be mentioned in the Notification.</p> <p>c. If the thesis is recommended for award of the Ph. D. degree after the open <i>viva voce</i>, the Registrar, with the approval of the Provost, shall declare the result. A certificate to this effect shall be issued by the Registrar to the successful scholar.</p>	
O.Ph.D.22	Changes in these Ordinances:	

	In case of any conflict, University Grants Commission Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees Regulations, 2016 together with all its future Amendments shall prevail in interpretation and implementation of these Ordinances. All changes in said Regulations are to be further accommodated in these Ordinances.	
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