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## 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)*

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

SARVAJANIK UNIVERSITY, SURAT

**Ph. D. Ordinances**

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

O.Ph.D.01	Short Title, Scope of application and Commencement:	<i>As per Sec. 01 of the Regulations</i>
	<p>a. These Ordinances shall be called “Sarvajanik University Ph.D. Ordinances, 2021”. It shall come into force from the date on which it is vetted.</p> <p>b. This Ordinances shall apply to the Ph.D. programs conducted in all Faculties of Sarvajanik University.</p> <p>c. These Ordinances along with Ph.D. Regulations shall govern the conditions for imparting instruction for the courses, examinations 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"> <li>1. Faculty of Architecture, Design and Planning</li> <li>2. Faculty of Arts</li> <li>3. Faculty of Commerce</li> <li>4. Faculty of Engineering</li> <li>5. Faculty of Law</li> <li>6. Faculty of Management</li> <li>7. Faculty of Science</li> <li>8. Faculty of Humanities</li> </ol> <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 (RC) 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 the conduct of Ph.D. programs shall be resolved by appropriate committee constituted by the Provost.</p>	

<b>O.Ph.D.02</b>	<b>Criteria for the recognition of Ph.D. Supervisor:</b>	<i>As per Sec. 06 of the Regulations</i>
	<p>I. In All subjects except Architecture: -</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, Sarvajani 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. supervisor.</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 recommendations of the Head of the Department of the Supervisor.</p> <p>II. In Architecture subject: -</p> <p>a. Sarvajani University follows Regulation of the Council of Architecture, 2016 for Ph.D. Programs 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 of experience 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>	

<b>O.Ph.D.03</b>	<b>Norms for Supervisors:</b>	<i>As per Sec. 06 of the Regulations</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 guidance, provided the provisional registration of the scholar is confirmed, and the scholar submits the Thesis within one year from the date of his retirement / termination of service based on his 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 a supervisor, a new Supervisor shall be nominated by Provost based on the request of Research Committee.</p>	
<b>O.Ph.D.04</b>	<b>Programme duration:</b>	<i>As per Sec. 04 of the Regulations</i>
	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.	
<b>O.Ph.D.05</b>	<b>Responsibilities of Supervisor:</b>	
	<p>a. The Ph.D. supervisor carries major responsibility of guiding / supervising and planning the progress and execution of research throughout the period of scholar's study. He 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 successful and timely completion of the programme, it is essential that Ph.D. supervisors and their scholars maintain regular communication.</p>	
<b>O.Ph.D.06</b>	<b>Allocation of Research Guide:</b>	<i>As per Sec. 06 of the Regulations</i>
	<p>a. Shortlisted candidates in the merit lists shall not have any automatic right for allocation of a particular supervisor 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 supervisor. Concerned Research Committee shall have the sole authority to decide the allocation of supervisor 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</p>	

	<p>research project (if any).</p> <p>c. The Research Committee shall finalize and communicate the name of the supervisor and co-supervisor (if any) within a month of admission of the candidate.</p>	
<b>O.Ph.D.07</b>	<b>Change of Supervising Teacher:</b>	
	<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 following the request of student and/or supervisor.</p>	
<b>O.Ph.D.08</b>	<b>Criteria for admission:</b>	<i>As per Sec. 05 of the Regulations</i>
	<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 Government of Gujarat / UGC 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 written test of Ph.D. admission.</p>	
<b>O.Ph.D.09</b>	<b>Procedure for admission:</b>	<i>As per Sec. 05 of the Regulations</i>
	<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 in 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%</p>	

	<p>marks in written 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>	
<b>O.Ph.D.10</b>	<b>Procedure for conduct of Entrance test:</b>	<i>As per Sec. 05 of the Regulations</i>
	<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. Group Discussion (GD) or Personal Interview (PI)</p>	
<b>O.Ph.D.11</b>	<b>Course work - Credits, curriculum and evaluation:</b>	<i>As per Sec. 07 of the Regulations</i>
	<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 detailed content of course work is to be approved by University in advance. The syllabus of course work shall be prepared by concern Board and it shall be of total 16 credits (1 credit = 15 contact hours) including: -</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 components shall be prepared by Research Committee which shall be common for all Faculties of University.</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 fail 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>	
<b>O.Ph.D.12</b>	<b>Cancellation of Registration of Ph.D. Degree:</b>	
	<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> <p>i. Non-payment of fees due for two consecutive semesters;</p> <p>ii. 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;</p> <p>iii. Failure to present and defend a Proposal within one semester after completing all prescribed coursework;</p> <p>iv. If he fails to submit the Ph.D. synopsis within 05 years from the date of registration;</p> <p>v. Non-submission of progress reports, as prescribed by university;</p> <p>vi. If the Research Scholar voluntarily leaves the Ph.D. Program;</p>	

	<p>vii. If the Research Scholar's academic progress is found to be unsatisfactory by the Research Committee;</p> <p>viii. If the Research Scholar is found to be involved in an act of misconduct, plagiarism, dishonesty or indiscipline;</p> <p>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.</p>	
<b>O.Ph.D.13</b>	<b>Credit Transfer:</b>	
	<p>a. 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.</p> <p>b. In case, the candidate fails to clear the coursework and the structure or curriculum of coursework changes then the Research Committee may recommend the candidate to appear as per new coursework after due preparation time.</p>	
<b>O.Ph.D.14</b>	<b>Period of Registration – Extension:</b>	
	<p>a. A full time Ph.D. scholar shall be registered for a maximum period of six years from the date of registration. The Provost on the recommendation of Research Committee may extend this period by one 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.</p> <p>b. In case the scholar fails to submit the thesis within this stipulated period then he shall have to get re-registered. For re-registration, the rules of registration applicable to a fresh applicant shall be followed, including coursework, submission of proposal, title clearance, synopsis, thesis, etc., but the candidate shall be exempted from appearing for the Ph.D. Entrance Test (PET) and GD or PI.</p>	
<b>O.Ph.D.15</b>	<b>Change of Topic and Title:</b>	
	A scholar, in consultation with the supervisor, shall select and finalize the research title within period of six months from the date of provisional registration. If a change of topic / title is necessary to address the desired objectives, Research Committee may, on the recommendation of the supervisor, permit change in the topic / title, prior to submission of the synopsis.	
<b>O.Ph.D.16</b>	<b>Performance monitoring / Progress report:</b>	<i>As per Sec. 08 of the Regulations</i>
	a. The academic progress of each Research Scholar shall be monitored by Research Committee through Supervisor(s) based on progress	

	<p>reports.</p> <p>b. Research Scholar shall submit a progress report to their Supervisor(s) every six 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"> <li>Continuation of registration;</li> <li>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;</li> <li>Cancellation of registration.</li> </ol>	
<b>O.Ph.D.17</b>	<b>Submission Process:</b>	<i>As per Sec. 09 of the Regulations</i>
	<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 minimum of two research papers in refereed journals 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 should have attended and presented at least two presentations / posters on his research work in a state level / national level / international level conferences / 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"> <li>Primary submission: 02 copies (loose / spiral bound): to be sent to the external examiners for evaluation;</li> <li>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.)</li> </ol>	
<b>O.Ph.D.18</b>	<b>Appointment of Examiners:</b>	<i>As per Sec. 09 of the Regulations</i>
	<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. one examiner from within the State and one from outside the state.</p> <p>c. The Research Committee shall prepare a list of six examiners (three from within the state and three from outside the state), Chairperson of Research Committee is entitled for such nomination of external examiners.</p>	

	d. Provost shall appoint 02 examiners, as per the above norms, from the recommended list from Research Committee.	
<b>O.Ph.D.19</b>	<b>Evaluation of Thesis:</b>	<i>As per Sec. 09 of the Regulations</i>
	<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 time-frame.</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. Examiners shall be required to state categorically whether, in their individual opinions, the thesis shall be: -</p> <ol style="list-style-type: none"> <li>Accepted for the award of Ph.D. Degree;</li> <li>Referred to the Research Scholar for revision and resubmission;</li> <li>Rejected.</li> </ol> <p>d. The examiners shall state the reasons for recommending the resubmission / rejection of the thesis in detail. If a resubmission is recommended, examiners shall indicate the modifications that shall be made in the thesis.</p> <p>e. 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"> <li>The Research Scholar shall appear for an Oral Defense if the examiners have unanimously approved his work;</li> <li>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;</li> <li>The thesis is rejected, and the research scholar shall be advised to re-register if examiners are unanimous;</li> <li>A third examiner is to be appointed by the Provost to assess the thesis If the examiners are not unanimous.</li> </ol> <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"> <li>To approve the thesis for an Oral Defense;</li> <li>The thesis shall be revised and resubmitted;</li> <li>The thesis shall be rejected.</li> </ol>	
	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 on recommendations of Research Committee 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	

	<p>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 names in the panel of examiners.</p> <p>h. In the event of acceptance of the thesis, the Research Committee shall arrange for the Oral Defense.</p>	
<b>O.Ph.D.20</b>	<b><i>Viva Voce and Oral Defense:</i></b>	<i>As per Sec. 09 of the Regulations</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. When the thesis has been approved, and the same is conveyed by the University, the Supervisor shall coordinate the process 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, on recommendations of 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 two 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 as expressed in written request of supervisor, Provost may permit 02 months' extensions on recommendations of concerned Research Committee.</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 proceed with <i>viva voce</i> examination.</p> <p>f. If the scholar passes the open <i>viva voce</i> examination, the examiner and the Supervisor shall prepare the recommendations and submit the same to the University in the given format, 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>	
<b>O.Ph.D.21</b>	<b>Award of the Degree:</b>	<i>As per Sec. 09 of the Regulations</i>
	<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 in 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>	

	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 through a notification. Copies of same shall be issued to the successful scholar and concerned supervisor by the Registrar.	
<b>O.Ph.D.22</b>	<b>Changes in these Ordinances:</b>	<i>As per Sec. 01 of the Regulations</i>
	In case of any disagreement; University Grants Commission Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees Regulations, 2016 together with all its Amendments shall prevail in interpretation and implementation of these Ordinances. Provost has authority to resolve such disagreements by consulting / appointing a committee as deemed necessary.	



	<p><b>3.3 Admission continuation:</b></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><b>3.4 <u>Enrolment / Registration of students:</u></b></p> <p>(a) No person shall be admitted to any examination of the University, unless he been duly enrolled / registered as a student of the University.</p> <p>(b) A student duly enrolled shall be given unique and permanent Enrollment number and issued with an identity card. Student in all communications must quote the same number to the University including examinations.</p> <p>(c) If a student takes a Migration Certificate to join another University, his enrollment to Sarvajanik University shall lapse until such time as he may subsequently return with a Migration Certificate from other University, to take admission in any programme of Sarvajanik University. In such cases it shall be necessary to have fresh enrollment.</p> <p>(d) A student applying for change in his name in the records shall submit his application to the Registrar accompanied by (a) the prescribed fee. (b) An affidavit relating to his present and proposed name, duly sworn in presence of a Magistrate by himself. (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><b>3.5 <u>Withdrawal procedure:</u></b></p> <p>(a) A student may withdraw his admission within the time as specified by the University. The University will refund his deposited amount after deducting processing fee, as prescribed from time to time in compliance with instructions of MHRD / AICTE / UGC / relevant regulatory body. 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-</p>	<p><i>As per Sec. 5 (31) of the Act</i></p>
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	<p>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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<b>O.4</b>	<b>ORDINANCE PERTAINING TO PROGRAMMES OF STUDY</b>	<i>As per Sec. 5 (4) 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 Board of Management may approve, on the recommendation of the Academic Council.</p> <p>(c) The 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 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 try to obtain accreditations / ranking from various accrediting and ranking bodies like NAAC, NBA, GSIRF 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 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>	<i>As per Sec. 5 (24) of the Act</i>

	<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 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><b>4.1 <u>Ordinance for Ph.D. Programme:</u></b></p> <p>(a) On the recommendations of the Academic Council, the Governing Body / Board of Management shall approve the rules and / or regulations for the Ph.D. programme covering following.</p> <ul style="list-style-type: none"> <li>(i) Admission eligibility</li> <li>(ii) Classifications of students/ scholars</li> <li>(iii) Eligibility for registration as scholar</li> <li>(iv) Shortlisting and selection process</li> <li>(v) Course work for the students</li> <li>(vi) Registration rules</li> <li>(vii) Supervisors, nomination and contingencies</li> <li>(viii) Allocation of Ph.D. Scholars to Supervisors as per UGC / regulatory body norms.</li> <li>(ix) Comprehensive examination requirement for progression</li> <li>(x) Performance monitoring and mentoring</li> <li>(xi) Minimum/ maximum registration duration requirement</li> <li>(xii) Rules in presentation of synopsis</li> <li>(xiii) Nomination of Board of examiners</li> <li>(xiv) Procedure for thesis submission</li> <li>(xv) Procedure for thesis evaluation</li> <li>(xvi) Conduct of Viva-voce (open defense)</li> <li>(xvii) Rules for award of Ph.D. degree</li> <li>(xviii) Rules for award of financial assistance/ scholarship</li> <li>(xix) Leave and attendance rules</li> <li>(xx) Conditions for cancellation of registration</li> <li>(xxi) Rules regarding conduct and discipline</li> <li>(xxii) Depository with UGC</li> <li>(xxiii) Standing orders</li> <li>(xxiv) Any other procedures and rules</li> </ul>	<p><i>As per Sec. 5 (11) of the Act</i></p>
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	<p><b>4.2 <u>Ordinance for Masters / Bachelors and other programmes:</u></b></p> <p>(a) On the recommendations of the Academic Council, 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"> <li>(i) Admission eligibility, criteria and procedure of admission</li> <li>(ii) Term system, duration, type of programmes</li> <li>(iii) Structure of programme</li> <li>(iv) Curriculum, courses, objectives, outcomes and syllabus</li> <li>(v) Registration rules</li> <li>(vi) Credit system</li> <li>(vii) Examination and evaluation policy/ system including conduct of examinations, credit assignments etc.</li> <li>(viii) Grading system</li> <li>(ix) Attendance rules</li> <li>(x) Rules on monitoring and mentoring progress including detention/ promotion to next stage</li> <li>(xi) Rules on conditions for award of degrees</li> <li>(xii) Discipline and unfair means</li> <li>(xiii) Standing orders and hostel rules</li> <li>(xiv) Any other procedures and rules</li> </ul>	
<b>O.5</b>	<b>ORDINANCE RELATED TO MEDIUM OF INSTRUCTION</b>	<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.	
<b>O.6</b>	<b>ORDINANCE FOR AWARD OF DEGREES, CERTIFICATES AND OTHER DISTINCIONS AND ISSUANCE OF OTHER DOCUMENTS</b>	<i>As per Sec. 33 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 Board of Management, on the recommendation of the Dean of each Faculty, or in his absence, the senior member of the Faculty shall pass the necessary graces for conferment of the degrees. The</p>	

	<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, <i>Honoris causa</i> 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 <i>suo moto</i> 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>	As per Sec. 5 (6) of the Act
	<p>(e) The Board of Management shall approve the regulations for the following from time to time:</p> <ul style="list-style-type: none"> <li>(i) Process for Award of degree</li> <li>(ii) Guidelines for the award of Gold medals / rank</li> <li>(iii) Any other procedure and rules</li> </ul>	
	<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 Board of Management 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 Board of Management is a serious offence involving moral turpitude or if (s)he has been guilty of disgraceful conduct. The Board of Management shall undertake appropriate deliberations and process for this as per principles of natural justice.</p>	As per Sec. 5 (5) and (33) of the Act

<b>O.7</b>	<b>ORDINANCE FOR FEES TO BE CHARGED</b>	<i>As per Sec. 5 (23) of the Act</i>
	<ul style="list-style-type: none"> <li>(i) Tuition fees</li> <li>(ii) Development fees</li> <li>(iii) Hostel charges to include boarding, lodging and laundry</li> <li>(iv) Summer / Winter vacation charges for those who are required to stay in Hostel during vacation with the permission of the University</li> <li>(v) Medical fees</li> <li>(vi) Sports fees</li> <li>(vii) Examination fees</li> <li>(viii) Library fees</li> <li>(ix) Fees for the degree / certificates</li> <li>(x) Fees for grade card, transcripts and other academic certificates including duplicate / attested copies etc.</li> <li>(xi) Internet service fees</li> <li>(xii) Alumni fees</li> <li>(xiii) Caution money / security deposit shall be refundable after adjustment of relevant dues at the time of leaving the University</li> </ul> <p>(c) The University may award fee waivers to the students and research scholars in accordance with the decision of Board of Management.</p> <p>(d) The University may implement the procedure for the deposition of fees, delay fine, entry or deletion of names from the rolls of the academic programmes of the University in case of defaults, and such other matter.</p>	

<b>O.8</b>	<b>ORDINANCE FOR FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, ASSISTANTSHIPS, MEDALS AND PRIZES ETC.</b>	<i>As per Sec. 5 (24) 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 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 Board of Management.</p>	
<b>O.9</b>	<b>ORDINANCE FOR EVALUATION AND ASSESSMENT</b>	<i>As per Sec. 5 (5) 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 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 may, in special cases in which he 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>(i) The student was not eligible to appear in the examination. and/or</p> <p>(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>(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>	
<b>O.10</b>	<b>ORDINANCE FOR PEDAGOGY AND STUDENT DEVELOPMENT</b>	<i>As per Sec. 5 (4) of the Act</i>
<b>(a)</b>	<p><b><u>Ordinance for pedagogy</u></b></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> <ol style="list-style-type: none"> <li>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;</li> <li>The University shall practice Outcome Based Education (OBE), wherein educational actions will be aligned with the desired teaching - learning and research outcomes;</li> <li>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.</li> </ol>	
<b>(b)</b>	<p><b><u>Ordinance for Student Development</u></b></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 not be limited to but shall include:-</p> <ol style="list-style-type: none"> <li>Development of students' bodies;</li> <li>Appropriate authorities and mechanisms to look after student affairs;</li> <li>Promotion of students' participation in extra-curricular and co-</li> </ol>	

	<p>curricular activities;</p> <p>iv. Students' financial aid;</p> <p>v. Student-faculty and student-administration relationship;</p> <p>vi. Career / placement advice services;</p> <p>vii. Provision for educational tours and excursion for students;</p> <p>viii. Securing facilities for students for further studies in the country and/or abroad;</p> <p>ix. Alumni activities;</p> <p>x. Student exchange Programs;</p> <p>xi. Support for innovative projects and protection of their intellectual property;</p> <p>xii. other activities for the development of students.</p>	
<b>O.11</b>	<b>ORDINANCE FOR STUDENTS' WELFARE AND DISCIPLINE</b>	<i>As per Sec. 5 (33) of the Act</i>
	<p>(a) No ragging or harassment of any kind shall be tolerated in / off the Campus. Every student shall be subject to the UGC and University's Anti-Ragging policy as decided from time to time.</p> <p>(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.</p> <p>(c) Student shall have to follow the guidelines related to gender equality and sexual harassment reflecting fair conduct as per policy decided by the UGC / University.</p> <p>(d) There shall be facility for 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.</p> <p>(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.</p>	

<b>O.12</b>	<b>ORDINANCE PERTAINING TO COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND ORGANISATIONS</b>	<i>As per Sec. 5 (12), (15) and (36) of the Act</i>
	<p>(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.</p> <p>(b) The MoUs must have clauses and conditions to safeguard the legal interests 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"> <li>(i) Promote collaboration and partnership between the Universities / Institutes in the field of higher education;</li> <li>(ii) Exchange of faculties and researchers;</li> <li>(iii) Exchange of graduate students for a specified duration and courses;</li> <li>(iv) Exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports;</li> <li>(v) Invite representatives of each other's academic community to participate in conferences and colloquia;</li> <li>(vi) Cooperation in mutual fields of academic interest for purpose of developing specific education and training opportunities and programmes;</li> <li>(vii) Academic and organizational development assistance as well as education and training activities in a number of fields and subjects including but not limited to:- <ul style="list-style-type: none"> <li>(vii-a) Design of curricula for undergraduate and postgraduate studies;</li> <li>(vii-b) Development of faculty profiles;</li> <li>(vii-c) Internship opportunities with companies in India and abroad;</li> <li>(vii-d) Establishment of periodic quality assurance practices and procedures;</li> <li>(vii-e) Distance learning opportunities;</li> <li>(vii-f) Short professional training courses;</li> </ul> </li> <li>(viii) Contact and collaboration between faculty, staff and students, to carry out joint research programmes and exchange</li> </ul>	

	<p>experiences in education and research. Activities include:-</p> <p>(viii-a) Joint cooperative research projects;</p> <p>(viii-b) Consultancy work;</p> <p>(viii-c) Enter into twinning program arrangements;</p> <p>(ix) Any other such arrangement for growth and development of the University.</p> <p>(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.</p>	
<b>O.13</b>	<b>ORDINANCE PERTAINING TO SUCH OTHER TERMS AND CONDITIONS FOR EMPLOYEES OF UNIVERSITY</b>	<i>As per Sec. 5 (32), (34) and (35) of the Act</i>
	<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 Governing Body / Board of Management. However, rules of regulatory bodies like UGC and State Government shall prevail in all such cases. It may not be limited to but include the policies and measures like:-</p> <p>(a) HR policy;</p> <p>(b) Pay and allowances rules;</p> <p>(c) Travelling rules;</p> <p>(d) Leave rules;</p> <p>(e) Health and well-being / medical / insurance policy;</p> <p>(f) Honorarium;</p> <p>(g) Employees' children education policy;</p> <p>(h) Appraisal and career progression;</p> <p>(i) Service rules;</p> <p>(j) Recruitment norms;</p> <p>(k) Ethics policy and code of conduct;</p> <p>(l) Sponsored projects and consultancy policy;</p> <p>(m) Policy on dealing with sexual harassment at work places;</p> <p>(n) Sarvajanic University Post Graduate Student Fellowship policy;</p> <p>(o) Policy on rewarding research and teaching endeavors;</p> <p>(p) Policy on Grievance Redressal;</p> <p>(q) Policy encouraging research including Seed Grants for Research;</p> <p>(r) Establishment of Employees Credit Society and other such measures for easing credit availability;</p> <p>(s) Policy for Employees' Training and Development;</p> <p>(t) Gratuity and Provident Fund;</p> <p>(u) Women Development Cell;</p> <p>(v) Anti-Ragging Cell;</p>	

	(w) Equal Opportunity Cell; (x) Any other policies for Employees' services, benefits and welfare.	
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