



## वर्धमान महावीर खुला विश्वविद्यालय कोटा।

क्रमांक:-वमखुविवि/कुस/14/4014


दिनांक:- 9.9.14

### अधिसूचना

प्रबंध मंडल की 88वीं बैठक दिनांक 14 जून 2014 के निर्णय संख्या 88/06 के द्वारा विश्वविद्यालय में प्रवेश एवं मूल्यांकन तथा रिसर्च से सम्बन्धित पूर्व में लागू आर्डिनैस के स्थान पर नवीन आर्डिनैस (प्रति संलग्न) प्रबंध मंडल द्वारा अनुमोदित तिथी 14 जून 2014 से लागू किए जाते है।

उक्त अधिसूचना वर्धमान महावीर खुला विश्वविद्यालय अधिनियम 1987 की धारा 17(2) में वर्णित निम्नलिखित प्रक्रिया के तहत जारी की जाती है:-

“The first ordinances of the University shall as soon as may be after the commencement of this Act, be made by the Vice-Chancellor with the previous approval of the State Government and may be amended (by adding, deleting or in any other manner) at any time by the Board of Management in such manner as may be prescribed by the Statues”.

  
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कुलसचिव

क्रमांक:-वमखुविवि/कुस/14/4015-20

दिनांक:- 9.9.2014

प्रतिलिपी सूचनार्थ:-

1. निदेशक, योजना विकास एवं संकाय, वमखुविवि,कोटा।
2. निदेशक, शोध प्रको0, वमखुविवि,कोटा।
3. निदेशक, क्षेत्रीय सेवा विभाग, वमखुविवि,कोटा।
4. परीक्षा नियंत्रक, वमखुविवि,कोटा।
5. निदेशक, समस्त विद्यापीठ
6. समस्त क्षेत्रीय निदेशक, वमखुविवि,।

  
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## O.6.1 ORDINANCE FOR ADMISSION AND EVALUATION OF STUDENTS PERFORMANCE

### O.6.1(I) General:

#### Academic Programmes of the University

The university will offer academic programmes in various disciplines. The following programmes will be offered by the university :

Ph. D. Programme (Ph. D.)

M.Phil Programme (M.Phil.)

Post-Graduate Degree Programme (P.G.)

Under-Graduate Degree Programme (U.G.)

Post-Graduate Diploma Programme (P.G. Diploma)

Diploma Programme

Certificate Programme

Bachelor Preparatory Programme

The University shall have the right to start any other programme not mentioned above.

#### Admission

##### a) General

Admission to various academic programmes offered by the university shall in general be bi-annual in nature i.e. in January and July every year. However, the university may change this schedule or increase or decrease the number of times that admission may be given. In case of specific programmes these may be different so as to conform to mandatory norms prescribed by a statutory or regulating body. The details of admission rules and procedures shall be published by the university on its website and the admission prospectus.

The eligibility criteria, fees, etc. shall be as per the norms decided by the university from time to time. Programme structure and examination, except wherever necessary to conform to standards decided by statutory or regulatory body, shall be decided by the university. The university will take steps to publish these on the university website and the admission prospectus.

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Admission in more than one programme of the university will be extended to the extent that it conforms to mandatory norms prescribed by a statutory or regulating body and also subject to the condition that the candidate fulfils the necessary eligibility conditions prescribed for the programme for which admission is being sought.

**b) Lateral Entry**

Lateral entry to students will be permitted as per rules to the desiring and eligible candidates. Equivalence of a course for admission will be decided by the university as per norms laid down by the university. There shall be an Equivalence Committee at headquarter to decide the case of all equivalence as per rules. All designated study centres of the university shall send all cases of equivalence to headquarter of the university through the Regional Centre under which they function. Equivalence shall be awarded to academic programmes of institutions recognized by UGC/ AIU/ any statutory or regulating body. Equivalence may be awarded if the course content of the degree/ diploma/ certificate on the basis of which admission is being sought matches the course content of the part of the programme to the extent of 70% or as per requirement of any regulatory or statutory body. The Equivalence Committee shall prescribe the conditions on which equivalence is recognized and admission may be given.

**c) Admission for Additional Subject**

University will also extend to the desiring candidates who have completed their graduation from this university or outside, the facility to get an Under-Graduation Degree in an additional subject as per rules prescribed by the university.

**d) Admission when Maximum Duration of a Programme is Over**

Any student who has completed the maximum duration prescribed for successfully completing a programme but has failed to successfully complete the programme and wants to pursue the same programme again, shall apply for admission as a fresh candidate. No credits secured during the period of prior enrolment in the programme shall be transferred in all such cases of fresh admission. However he can avail the option of lateral entry provisions made by the university.

**e) Admission to Foreign Students**

Admission to foreign students shall be given subject to the condition of their fulfilling the eligibility criteria prescribed for the programme and submission of certificate of no-objection/ clearance for Ministry of Home, Government of India/ relevant embassy. For all foreign students the fee for securing admission shall be as prescribed by the university from time to time.

**O.6.1(2) Evaluation of Performance of Enrolled Students:**

The conduct of examination and evaluation of a student's performance shall be governed by the following general rules which shall come into force from July 2014 onwards. Students enrolled before 2014 shall be governed by provisions of earlier ordinance.

**(a) Board of Studies:**

There shall be a Board of Studies as under for a term of two years:

- (i) Director of the Concerned School : Chairperson
- (ii) Convener/ Coordinator of the subject: Member Secretary
- (iii) One Faculty of the subject concerned: Member  
(to be appointed by the Vice-Chancellor)
- (iii) Two External subject experts : Member  
(to be nominated by the Vice-Chancellor  
on the recommendation of the Chairperson)

Presence of at least one external subject expert is required for the quorum.

**(b) Functions of Board of Studies:**

- (i) Recommend the course structure of an academic programme
- (ii) Appointment of Question Paper Setters/Moderators/ Examiners (Theory, Practical, Dissertation and Project) :

The Board of Studies established as per statutory provision shall draw up a panel of paper setters, moderators and examiners (Theory, Practical, Dissertation and Project Work) for each course and submit the same to the Vice-Chancellor through the Controller of Examinations, who shall appoint the paper setters, moderators and examiners (Theory, Practical, Dissertation and Project) from the above drawn panels for a period of two years. Normally university and college teachers will be eligible for inclusion in the panel. However, in case of special requirement, persons having experience in research/ professional body will be eligible for inclusion in the panel. The qualification of Paper Setters/Moderators/Examiners will be as per norms decided by the University.

Paper setters, moderators and examiners (Theory, Practical, Dissertation and Project) are also liable to be disqualified as per rules for unsatisfactory and non-performance of work assigned by the university. There will be a Moderation Committee (as below mentioned) to examine any complaint against erring paper setters, moderators and examiners (Theory, Practical, Dissertation and Project) and recommend action against such erring persons. On the basis of

recommendation of this committee and approval of Vice-Chancellor, action may be taken against the concerned paper setters, moderators and examiners (Theory, Practical, Dissertation and Project).

**(c) Moderation:**

Moderation shall be of two types:

i) Moderation of Question Papers and ii) Moderation of results.

The moderation of question papers shall be done preferably by the Convener of the subject concerned and/or by a subject expert or moderator with the approval of the Vice-Chancellor. In case of special requirement the moderation may be got done by an external person approved by the Vice-Chancellor. The moderator of Question papers shall look into inconsistency of any kind like translations, question(s) out of syllabus, distribution of marks etc., in the question paper and make the corrections wherever necessary.

Moderation of results shall be done by a Result Moderation Committee. Result Moderation Committee shall consist of Director Academic/ School, Controller Examiner, Convener/ coordinator of the programme. The Result Moderation Committee will be proposed by Controller of Examination and approved by Vice-Chancellor. Result Moderation Committee will look into the requirement of moderation of result of examination(s) and make recommendation to the Vice-Chancellor. Result shall then be finally moderated and declared as approved by the Vice-Chancellor.

**0.6.1(3) Conduct Procedure:**

**1) The Term-End Examination**

(i) Wherever prescribed, a student who has pursued the course of study for the required duration shall be eligible to appear at the Term-End Examination in the programme/ course concerned. The Term-End Examinations shall ordinarily be conducted twice a year in each course for each programme on announced dates in the months of June and December and at such places as may be notified by the University from time to time. University shall have the right to increase or decrease the number of times that examination may be held in a year.

(ii) For appearing in an examination the examination form shall be filled by the student. For all candidates who apply for admission to any programme for the first time (Category I), examination form may be filled up and submitted as directed along with the admission form. Other students who are enrolled in the university come under the following categories:

a) who did not avail the regular prescribed chance of appearing in the examination (Category II),

b) who appeared in an earlier examination but have failed/ not performed well and now want to pass/ improve in the desired forthcoming examination within the stipulated maximum duration prescribed for completion of the programme. (Category III).

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Students falling in above mentioned Category II and III who want to appear in the desired forthcoming examination shall be required to fill the examination form and submit the same along with the prescribed fee at the concerned Regional Centre before the prescribed dates as mentioned below:

Session	Date & month
June	1 - 30 April
December	1 - 31 October

The university shall have the right to make any change(s) in the above date, make provision for late fee and other modalities. These will be put up by the university on its website.

The examination forms so collected shall be forwarded by the Directors of Regional Centres to the Examination section of the University.

(iii) The conduct of examination shall be in accordance with the rules framed by the University for the purpose from time to time.

#### **0.6.1(4) Evaluation:**

##### **(a) Evaluation of Student's Performance:**

The successful completion of a course/ programme of study for the award of a degree/ diploma/certificate shall be determined on the following basis of evaluation:

(i) Internal Assignment and Term End Examination pertaining to the concerned programme in accordance with the respective regulations;

(ii) Components other than Internal Assignments and Term-End Examinations like practical, project work and dissertation, wherever prescribed;


A student's performance in Internal Assignments, the Term-End Examinations and practical/ project work/ dissertation shall be in numerical marking.

#### **2. Internal Assignment:**

(i) Internal Assignment will be applicable to Under-Graduate Degree, Post-Graduate degree and any other programme where Internal Assignment has been prescribed as mandatory by relevant regulatory or statutory body. The weightage for Internal Assignment will be as follows: For Under-Graduate Degree programmes – 30% of total assigned marks for each course in the programme

For Post-Graduate Degree programmes – 20% of total assigned marks for each course in the programme

For any programme governed by norms decided by a regulatory or statutory body, weightage of Internal Assignment will be as per norms prescribed by the relevant regulatory or statutory body.

  
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(ii) A student pursuing a programme of study shall be required to submit Internal Assignment in courses (wherever applicable).

(iii) Internal Assignment shall be evaluated/ marked by tutors/ counsellors. The instructions to students about the Internal Assignment and the schedule for its submission shall be prescribed in the relevant programme guide/ prospectus and also put up in the website.

(iv) In specific Certificate Programmes as decided by the University from time to time, the evaluation shall be done only through Internal Assignment. Such students shall be awarded a certificate provided they secure minimum pass marks as prescribed in the course(s) of the programme.

**(3) Practicals/ Project / Dissertation:**

Practical/ Project / Dissertation (wherever prescribed) shall be treated as an essential component. Failing to pass these will mean non-completion of the course(s) or programme(s).

Practicals pertain to specific lab or field work of specific duration prescribed by the university.

Project means survey submitted by the student on a particular subject decided by student within the broad area of subject assigned to him by the university. It should reflect the student's self-experience and analysis of the particular subject chosen by him. There will be no supervisors to guide the student in the Project work and there shall be no viva-voce. The Project work shall be submitted in the form of a report.

Dissertation shall be a research work pursued by the student on a subject approved by the university and pursued by the student under the guidance of a supervisor allotted to him/ her by the university. Dissertation submitted as a written report on research pursued shall stand the test of plagiarism. There shall also be a viva-voce based on the Dissertation submitted as per schedule and place decided by the university.

**(c) Award of Division:**

The level of student's performance in Internal Home Assignment as well as Term-End Examination shall be mentioned in the mark sheet separately wherever applicable. A student's performance in all the components shall be in numerical marking. Marks of compulsory (qualifying) non-credit courses shall not be counted in the student's performance. Division shall be awarded only after the successful completion of the programme as under:

I Division	60% and above
II Division	48% and above but less than 60%
Pass	36% and above but less than 48%

7/27

10

In case of requirement by regulatory or statutory body, the above award of Division may be changed accordingly.

**(d) Provision for Grace Marks:**

For award of any degree to the student who has a shortage of up to 1 percent of aggregate marks to pass a course or courses shall be given grace in the course(s) concerned only once at the end of the final examination in which by being awarded the Grace Marks, the student is enabled to successfully complete the programme in which he/ she has enrolled as a student. Grace Marks will be given in maximum 20% of total courses (only credit based courses) in a programme.

**O.6.1(5) Ordinance for Provision for Digitalised Copy of Answerbooks:**

The university shall also extend the facility of providing a digitalized copy of the evaluated answerbook as per rules decided by the university. The rules shall be uploaded in the university website and also published in the admission prospectus.

**O.6.1(6) Ordinance for Revaluation and Challenge Evaluation**

A student not satisfied with the marks awarded to him in the Term End Examination may apply for revaluation of his examination as per the rules prescribed by the university. The rules shall be uploaded on the university website and also published in the admission prospectus. Revaluation includes the process of retotalling.

Even after the revaluation, if the student is not satisfied with the evaluation made, he can avail the facility of Challenge Evaluation by following the rules decided by the university. The rules shall be uploaded in the university website and also published in the admission prospectus.

**O.6.1(7) Ordinance for Improvement in Division/ Marks Secured in Previous Examination**

A student desiring to improve his previously assessed performance may apply for improvement in 20% of courses of a programme, subject to the condition of maximum 2 courses and minimum 1 course of a programme. He/ she shall be permitted to apply for the same in the immediately next two forthcoming examinations scheduled by the university subject to the condition that the maximum duration of time period prescribed for the programme is not over. The marks secured in such examination shall be deemed to be the final marks secured by the student in the course(s)/ programme.

**O.6.1(8) Ordinance for Gold Medal**

The university shall distribute gold medal to the topper of a programme in each of the examinations held in June and December as per the rules decided by the university from time to time and published on its website and admission prospectus. The university shall have the right to create an endowment fund and accept donation from individual(s) and institution(s) for the same. The fund so collected by the university may be utilized to meet out the expenditure of gold medals.

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medals/ scholarship/ award to be distributed as stated above. The university shall not only have the right to prescribe the minimum and maximum limit of donation to be accepted but also to decide such aspects like amount to be incurred, disbursement schedule of scholarship (onetime/ yearly/ bi-annually/ monthly/ any other), etc.

**O.6.1(9) Ordinance for Rate of Remuneration:**

The remuneration shall be paid to paper setters, moderators, examiners and evaluators of Internal assignments, answer scripts, project, etc. according to the norms decided by the university from time to time.

**O.6.1(10) Ordinance for Dealing with Cases of Unfair Means and Disorderly Conduct at the University Examinations**

No student shall use Unfair Means or indulge in Disorderly Conduct at, or in connection with, the examinations.

All cases of Unfair Means or Disorderly Conduct shall be decided on the basis of recommendations of the Unfair Means Committee.

A student in the Examination Hall or outside but within the campus of the Examination Centre during the Examination shall be under the disciplinary control of the Superintendent of the Centre or his/her nominee and shall obey his/her instructions.

Explanation: Here the 'student' means an examinee taking an examination in a particular year and also includes every student on the rolls of the University.

**O.6.1(11) (a) Unfair Means shall include the following:**

(i) Making a false representation pertaining to the eligibility of the student to appear in the examination;

(ii) Communicating or attempting to communicate with the Registrar of the University or any person of its office, or Superintendent of Examination, or any person connected with the conduct of examination, or with any question paper setter or examiner, with the object of finding out the name and address of the course setter or examiner, or finding out the questions that have been set by the paper setter or examiner, or with the object of influencing an examiner in the award of marks, or with the object of unduly influencing anyone in the discharge of his/her duties in connection with the examinations;

(iii) Talking to another student or to any unauthorised person inside or outside the examination room during the examination without the permission of a member of the supervisory staff, before handing over the answer-book to the invigilator;

(iv) Giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination;

23 8  
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- (v) During examination having in possession or access to:
- (a) Any paper, book, notes or any other unauthorised material which has relevance to the syllabus of the concerned examination;
  - (b) Anything written on the inkpot cover, inkpot, scale, or any other instrument or on any kind of furniture or any other substance, which may have relevance to the syllabus of the concerned examination;
  - (c) Anything written or signs made on the body of the student, or his clothes/ garments, handkerchief, etc. which may have relevance to the syllabus of the concerned examination;
  - (d) Anything written or signs made on the admission card/ question paper which has relevance to the syllabus of the concerned examination;
  - (e) Any electronic device or calculator (unless otherwise permitted).
- (vi) Swallowing or attempting to swallow, or destroying or attempting to destroy a question paper or paper or any other material, or running away with the material with the intention of destroying the evidence of using unfair means, or being guilty of causing disappearance or destruction of such material either by himself/herself or with the assistance of any other person;
- (vii) Smuggling a question paper or an answer-book (main or supplementary) or part thereof into the examination room/ Centre or out of it;
- (viii) Replacing or getting replaced an answer-book (main or supplementary) or part thereof during or after the examination;
- (ix) Impersonating any student or getting impersonated by any person for taking an examination;
- (x) Copying of a substantial part of any work/material without any acknowledgment by a student in his/her dissertation/thesis/field-survey work, etc;
- (xi) Tampering with records of an examination;
- (xii) Writing or drawing any obscene or abusive language in his/ her answer-book;
- (xiii) Cheating or attempting to cheat the University in any manner; and
- (xiv) Any act or omission, by or on behalf of the student connected with the examination, whether prior to or subsequent to such examination or the result thereof which in the opinion of the Unfair Means (UM) Committee is considered unfair means.
- O.6.1(11)(b) Disorderly Conduct shall include the following:**
- (i) Disobeying the instructions of the Superintendent/ Addl. Superintendent/ Asst. Superintendent/ Invigilator or any member of the Flying Squad;

10/27 24

(ii) Threatening, intimidating or assaulting the Superintendent, Invigilator, any member of the Flying Squad or any other member of staff working at the Examination Centre, or another student in connection with the examination before, during or after the examination;

(iii) Misbehaving with the Superintendent, Invigilator or any member of the Flying Squad or any other member working at the Examination Centre in connection with the examination before, during or after the examination;

(iv) Leaving the examination room before the expiry of half an hour after the commencement of the examination, or leaving the examination room without obtaining the permission of the Invigilator or without handing over the answer-book to the Invigilator or without signing the attendance sheet;

(v) Tearing off or mutilating an answer-book (main or supplementary) or any part thereof;

(vi) Disturbing or disrupting the conduct of examination or attempting to do so;

(vii) Inciting or compelling any other student(s) to leave the examination room or to disturb/disrupt/boycott the examination;

(viii) Bringing into the Examination Centre (a) any weapon, or (b) any other material objected to by the Invigilator/Centre Superintendent or any other member of the Supervisory Staff;

(ix) Appearing in the Examination Centre without being in possession of valid Admission Card unless permitted by the Centre Superintendent; and

(x) Refusing to be searched by the Invigilator/ Centre Superintendent/ any other member of the Supervisory Staff/ any member of the Flying Squad, or obstructing or hindering such search in the Examination Hall, verandah/ urinal, etc.

#### **O.6.1 (II) (c) Punishment:**

The cases of Unfair Means or Disorderly Conduct at or in connection with an examination, shall be reviewed by the Unfair Means Committee appointed by the Vice-Chancellor every year in the month of June. One or more of the following punishments may be recommended by the Committee for the consideration of the Vice-Chancellor:

(i) Cancellation of the result of the course in respect of which he/she is found to have been guilty; and/or

(ii) Cancellation of the result of the examination for which he/she was a student; and/or

(iii) Debarring the student from securing admission to a programme and appearing in any future examinations of the University for a stated period; and/or

(iv) Any other punishment deemed suitable by the Unfair Means Committee.

11/28 10

### Norms of Punishment:

The following norms for award of punishment are laid down:

(a) If a student is found guilty of seeking admission to an examination by making a false representation pertaining to his/her eligibility to appear at the examination, he/she shall be disqualified from appearing in any examination for a period of one or two years including present examination.

(b) Where a student is found having in his/her possession or within his/her reach a material relevant to the syllabus of the examination concerned but has not copied from or used it, the following shall be taken into consideration for deciding the punishment:

(i) If the behaviour of the student on being caught is satisfactory: Present examination of the concerned course shall be cancelled, if the material found in possession of the student is of insignificant nature.

(ii) If the behaviour of the student on being caught is unsatisfactory: Present examination of the concerned course shall be cancelled and he/she shall be further debarred from appearing in one or more subsequent examinations of the concerned course.

Note: If the student uses resistance or violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions of the Superintendent, above punishment may be enhanced according to the gravity of the offence.

(c) Where a student is found to have copied from or used the material caught:

(i) If the behaviour of the student on being caught is satisfactory: Present examination of the concerned course shall be cancelled and he/she may be further debarred from appearing in one/two subsequent examinations of the concerned course.

(ii) If the behaviour of the student on being caught is unsatisfactory: Present examination of the concerned course shall be cancelled and he/she shall be further debarred from appearing in one or more subsequent examinations of the concerned course.

Note: If the student uses resistance or violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions of the Superintendent, above punishment may be enhanced according to the gravity of the offence.

Explanation:

The above and mentioned clauses (b) (i) and (ii) and (c) (i) and (ii) refer to cancellation of examination of the concerned course only.

(d) If a student is found talking to another student or to any unauthorised person inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff, his/her examination in that particular course may be cancelled.

12/27

(e) If a student is found reading or possessing some incriminating material relevant to the syllabus of the course in the verandah/ urinal, etc. His/her examination in that particular course may be cancelled.

(f) If a student leaves the examination hall:

(i) Before the expiry of half an hour after the commencement of the examination; and/or

(ii) Without obtaining the permission of the invigilator; and/or

(iii) Without handing over the answer book to the invigilator; and/or

(iv) Without signing the attendance sheet, his/her examination in the concerned course may be cancelled.

(g) If a student during the course of practical examination submits practical record/notebook, which does not belong to him/her, to the examiner that particular examination shall be cancelled.

(h) If a student:

(i) Tears it off, or otherwise disposes of his/her answer-book(s) or any part thereof inside or outside the examination hall, or

(ii) Incites/compels other student(s) to leave the examination hall, or attempts to disturb, or disrupts the conduct of examination or indulges in any kind of activity in the campus of the Examination Centres which violates the sanctity or purpose of the examination, she shall be disqualified from appearing or passing in any examination of the University for one to three years including the present examination, depending upon the nature and gravity of the offence.

(i) If a student on being caught by an invigilator or a member of the Flying Squad or any other authorised member of the supervisory staff, runs away from the examination hall along with the piece of paper/material in his/her possession or destroys any piece of paper believed to be of doubtful nature by the member of the supervisory staff either by allowing/throwing away, or by any other means, he/she shall be disqualified from appearing/ passing in any examination of the University for one to two years including the present examination.

(j) If a student is found guilty of:

(i) Smuggling in an answer book in whole or in part inside the examination hall, or

(ii) Taking out or arranging to send outside the examination hall, an answer-book or question paper, in whole or in part, or

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(iii) Replacing his/her answer-book or getting it replaced in whole or in part during or after the examination, or

(iv) Impersonating a student or being impersonated by any person, he/she shall be disqualified from appearing/ passing in any examination of the University for a period of one to three years including the present examination.

Note: A person other than the student assisting him in the above unfair means shall be liable to such action as may be decided by the University.

(k) If a student is found guilty of disobeying the instructions of the Invigilator/Centre Superintendent (or any other person authorised by him/her) or if he/she occupies a seat other than that allotted to him/her without permission of the proper authority, the examination of the concerned course may be cancelled.

(l) When a student is found guilty of misconduct/misbehaviour and/or indiscipline in connection with the examination before, during or after the examination, inside or outside the examination centre, the extent of punishment may vary from the cancellation, of the present course to disqualifying him/her from appearing/passing in any examination of the University for one to three years including the present examination, depending upon the nature and gravity of the offence.

(m) If a student carries into the examination hall/centre any weapon and does not hand over the same to the invigilator or any other authorised member of the supervisory staff, he/she shall be disqualified from appearing/passing in any examination of the University for one to two years including the present examination, depending upon the nature and gravity of the offence.

(n) Where a paper or any other material connected with the examination or use of any other unfair means is found or detected even after the examination is over, the student concerned may be disqualified from appearing/passing in any examination of the University for one to three years including the present examination, depending upon the nature and gravity of the offence.

(o) When a student is found involved and guilty of disobeying the instructions of the Invigilator/Centre Superintendent (or any other person authorised by him/her), or of deliberately changing his/her seat with another student or writing other student's roll number on his/her answer book or misconduct, indiscipline or misbehaviour including causing any kind of disturbance

14/27<sup>13</sup>

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allegations made by the Invigilator/member of the Flying Squad or any member of the supervisory staff and after giving his/her own remarks, he/she shall send all the relevant materials to the University for further action.

(vi) All cases of suspected use of Unfair Means or of Disorderly Conduct reported by the Centre Superintendent or by any other person concerned with the examination including the examiner shall be considered and examined by the UM Committee which shall submit its recommendations for consideration of the Vice-Chancellor.

(vii) The case of suspected use of Unfair Means or of Disorderly Conduct shall be considered and decided by the UM committee on the basis of the reports of the Invigilator/Centre Superintendent/ Flying Squad. The student may request for hearing and if his/her request is accepted, a notice will be sent to him/her informing the date of hearing which shall not be less than 14 days from the date of despatch of the notice to the student. The UM Committee shall meet at the notified place on the date and time specified in the said notice for giving personal hearing. The statement/reply of the student shall be recorded by the Committee which may also seek and record clarification, or further explanations, if necessary, from the Invigilator/Centre Supdt./or members of Flying Squad/any other member of the supervisory staff who may be present at the time of the inquiry.

(viii) In no case shall the student be allowed to be represented by a lawyer or any other person. Also, no adjournment of the hearing shall be granted to the student unless deemed necessary by the UM Committee. Further, it shall not be obligatory for the University to furnish a copy of the incriminating material or any other material recovered from the possession of the student. However, the student shall be shown the incriminating material at the time of hearing if he/she so desires.

(ix) On the basis of the Report(s)/Statement(s) of Invigilator(s)/ member(s) of the Flying Squad or the supervisory staff, the statement, if any, of the student, the remarks of the Centre Superintendent and also the statements recorded at the time of personal hearing, the UM Committee shall record its recommendations regarding the punishment to be awarded to the student. If the student remains absent, the UM Committee may consider and decide the case in his/her absence.

(x) If during the course of inquiry, the UM Committee, while examining particular case(s) comes to the conclusion that the student(s) resorted to copying from the answer book(s)

15/27

of any other student(s) or where the UM Committee is of the opinion that such copying could not have been done without the connivance/ negligence of the invigilator(s) or any other member(s) of the supervisory staff, the UM Committee may recommend such disciplinary action as it deems fit against the Invigilator(s) or members of the supervisory staff after giving him/her/them an opportunity of personal hearing.

(xi) The UM Committee may, for reasons to be recorded, also recommend to the Vice-Chancellor if any action is desired to be taken against an examiner or any member of the supervisory staff or any other person involved in a case of Unfair Means or Disorderly Conduct.

(1) A student may approach a court of justice for redressal if any, within 90 days from the date of despatch of the decision of the University to the student.

(2) The records of the cases of Unfair Means or Disorderly Conduct may be destroyed/ written off after the expiry of six months from the date of despatch of the decision of the University to the student. Wherever a matter is pending in the court, the records may be destroyed/ written off after the decision is given by the court.

#### **O.6.1(12) Ordinance for Cancellation of a Centre involved in Unfair Means**

Any involvement of a Centre of Examination facilitating the involvement of students in use of unfair means is also liable to be punished. All such cases will be reported to the Unfair Means Committee, which will examine the case and submit its recommendation to the Vice-Chancellor and suggest punitive action wherever a Centre of Examination is found guilty of facilitating the involvement of students in use of unfair means.

14/27 <sup>#6</sup> ~~140~~ 34



## O.8.2 ORDINANCE FOR Ph.D DEGREE PROGRAMME

### O.8.2.1 General:

The Degree of Doctor of Philosophy (Ph.D.) as per the conformity of UGC 2009 gazette notification dated March 2011 shall be awarded by the University to a registered student on his/her successful completion of the prescribed programme of research offered in different subjects/disciplines existing in the Schools. Research studies leading to the award of the Doctor of Philosophy (Ph. D.) degree shall be organised and managed by the following bodies in accordance with their respective roles as specified hereunder:

#### (a) Academic Council:

The Ph.D. Degree Programme of the University shall be offered in accordance with the Research Policy adopted by the Academic Council subject to the provision of the Act and the Statutes of V. M. Open University, Kota.

#### (b) Research Board:

There shall be a Research Board which is subject to the overall guidance and supervision of the Academic Council and shall be responsible for the planning, management, organisation and monitoring of the Ph.D. Degree programme:

(1) The Research Board shall perform the following functions:

- (i) Management and Administration of the research policy and programme of the University.
- (ii) Formulation of guidelines for registration, supervision, programme evaluation and award of Ph.D degree, including appointment of supervisors and examiners, award of scholarships/fellowships and approval of research topics.
- (iii) Monitoring of level of research as deemed fit for such evaluation.
- (iv) Determination of the criteria for review of the research areas/themes/topics relevant to the concerned subjects.
- (v) Recommend a person for award of Ph. D. degree on the basis of his/her outstanding published research work.
- (vi) Advise on research priorities and allocation of resources for research.
- (viii) Preparation of the consolidated reports on research in the University and any other work related to research development and coordination.

### O.8.2.2 Composition of the Research Board:

The Research Board shall consist of the following:

Vice-Chancellor	Chairperson
All the Professors*	Member
Representative of Academic Council (To be nominated by the Vice-Chancellor)	Member

17/27  
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Note:

- \* (i) In case there is no Professor in the subject/discipline, the Vice-Chancellor may nominate the Professor(s) of the concerned subject/discipline from other universities.
- (ii) Director (Research) shall act as Secretary of the Research Board.
- (iii) The term of office of the nominated members shall be of two years from the date of nomination. A member can be re-nominated for an-other term. One-third of the total membership shall form the quorum for the meeting.

**O.8.2.3 Pre-Registration****(A) Entrance Examination:-**

- (a) The process and schedule of registration shall be prepared and announced by the University in accordance with the guidelines given by the Research Board from time to time. The research degree programme shall be offered by the University in the existing School of the subject concerned.
- (b) The registration to the Research Degree Programme shall be made every year.
- (c) A candidate shall be eligible for admission and pre- registration for Ph. D. programme provided he/she has:
  - (i) qualified the Ph.D. entrance test conducted by the University on the pattern recommended by University Grants Commission 2009.
  - (ii) qualified the Master's Degree from any recognized University/Institute or any other qualification recognized as equivalent thereto in relevant fields of study.
  - (iii) secured at least 55% marks (50% in case of SC/ST candidates) in Master's Degree.
  - (iv) Weightage of 10 marks will be given to the following candidates in final merit list who have qualified the entrance examination:
    - I. Those who have qualified UGC/CSIR/ NET(JRF) examination/SET/GATE (with a valid score) /Teacher Research Fellowship holder.
    - II. A candidate who has passed M.Phil. with a minimum of 65% marks from a recognized university.
    - III. A permanent University /College teacher who is appointed by RPSC/equivalent/duly constituted section committee, working in UGC scale and having minimum five years teaching experience on regular basis.

**(B) Interview**

The successful candidate(s) in the Ph.D. Entrance test shall be interviewed by the Research Board Committee and members nominated by the Vice-Chancellor.

18/27

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### (C) Course Work

- (a) The candidate(s) shall be assigned a supervisor for undertaking the course work which consists of:
- i. Research Methods
  - ii. Computer Application
  - iii. Review of Literature (published research work in the relevant field)
- (b) After six months the candidate(s) shall be examined through a written examination.
- (c) Successful candidate(s) then shall submit a synopsis and also make a presentation before the Research Board Committee.
- (d) The candidate(s) shall abide by the decision of the Research Board Committee.
- Note: In case the candidate(s) does not clear this examination, he/she shall be eligible to take such an examination along with the candidate(s) of the immediately next batch whenever conducted by the University.

### (D) Registration:

- (a) The University shall admit only the pre-determined number of students in the Ph. D. programme.
- (b) While granting admission to the candidate(s) in Ph. D. programmes, the University shall implement the prevailing Reservation policy of the State.
- (c) All those who are offered fellowships by the University or any other agency registered with the University to pursue a research degree programme of the University on a full-time basis shall belong to the category of full-time students. In exceptional cases, the Research Board, on the recommendation of the subject/ discipline concerned, may allow registration of full-time students who do not have fellowship. The full-time students shall work on their projects either at the headquarter of the University as approved by the Vice-Chancellor.
- (d) Interdisciplinary research shall be encouraged by the University. The convener of the subject/discipline concerned shall be responsible for deciding the thrust areas of research. Permission to supplicate for the research degree in a different subject may be granted by the Research Board after the approval of the Vice-Chancellor on the basis of interdisciplinary approach of the case duly justified by the candidate and supervisor(s).
- (e) The date of registration shall be the date of approval of the synopsis by the Research Committee or any other date communicated by the candidate but not later than the date of issue of registration letter.
- (f) The registration of a student may be cancelled due to any of the following reasons:
- (i) Non-payment of fees
  - ii Unsatisfactory progress
  - iii Non-compliance with the provision of the ordinance on research
  - (iv) Failure to submit the thesis within the prescribed time limit.
  - (v) Any act of indiscipline by the candidate.
- (g) Extension of one year may be granted provided the student applies before the completion of five years. The request for extension shall be considered only on the recommendation of the supervisor(s).
- (h) No re-registration is allowed.

### O.8.2.4 Fee:

The candidate(s) shall be required to pay the fee for the course work and the Ph.D.

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19/27

programme as decided by the University from time to time.

#### **O.8.2.5 Supervisor/ Research Supervision:**

1 Every student registered for the Ph.D. programme shall be required to pursue the programme under a supervisor from the University. Supervisor/Co-Supervisor(s) if needed to the student shall be assigned as per University rules.

2 All Professors and Associate Professors of Vardhaman Mahaveer Open University, Kota, shall be *ipsofacto* Research Supervisors provided they possess Doctorate degree from a recognised University.

3 The Research Board shall also have powers to approve any Assistant Professor working in Vardhaman Mahaveer Open University, Kota, to become a research supervisor of this University.

4 For encouraging interdisciplinary research (both in subjects that the University is offering and also in related subjects, the co-supervisor may be an external expert. The external expert(s) may act only as co-supervisor(s) for Ph.D. work subject to the approval of the Vice-Chancellor in specific case(s).

5 Director(s) and Director(s) (Regional Centre) working in different units (other than Academic Wing) of Vardhaman Mahaveer Open University, Kota, may be approved as supervisor(s) provided they have Ph.D. degree and only subjects in which the University offers postgraduate programme.

6 Retired teachers of VMOU shall continue to be Research Supervisors of the University for candidate(s) already registered under them.

7 In exceptional cases a person of eminence in the field can be considered as Supervisor by the Research Board provided that substantial proof of his/her research work is submitted to the Research Board and Academic Council.

8 A person not holding a Ph. D. degree shall not be normally considered eligible for being a Supervisor.

9 No person shall be permitted to supervise or evaluate the research work of his/her close relations. The term close relation includes wife/husband/son/daughter/grandson/granddaughter/brother/sister/nephew/niece/grand-niece/uncle/aunt/first cousin/son-in-law/daughter-in-law.

10 For the purpose of recognised post-doctoral research experience, the research shall be done under/research programme sponsored by international/national/state/level agencies such as the UGC,DEC, CSIR, ICSSR, etc.

11 The maximum number of students of Ph. D. Programme, registered under a Supervisor at a time shall be as under:

(a) University Professor:	8 students
(b) Associate Professor:	8 students
(c) Assistant Professor:	5 students

12 In case the supervisor retires or leaves the University, the student shall be permitted to work with him/her if he/she has completed six months of research work after registration. In an eventuality of death of the Supervisor, the student on his/her request would be allotted another Supervisor by the Research Board and the entire period of his/her research work until then shall be counted for the purpose of the submission of the Ph. D. thesis.

#### **O.8.2.6 Submission of Ph. D. Thesis:**

(a) The minimum period required for submitting the doctoral thesis shall be two years and maximum five year from the date of registration in the research programme.

(b) For Ph. D. degree, a student shall be required to submit a thesis in the format as may be

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20/27

prescribed for the subject/discipline by the Research Board after getting a "NO DUES CERTIFICATE" from the concerned units of the University.

- (c) Prior to submission of the thesis, the student shall submit a summary of the thesis in approximately 2000 words indicating as to how far the thesis embodies the results of investigations. The summary shall be submitted in four copies alongwith a soft copy (CD). The summary shall be sent to the examiners. No thesis shall normally exceed eighty thousand words (excluding footnotes and bibliography). It may be a piece of research work duly characterised either by the discovery of new facts or by a fresh interpretation of facts or theories. In either case it should reflect the student's capacity for critical examination and judgement. It should also be satisfactory as far as its literary presentation is concerned. However, in case a thesis exceeds this limit the student shall be required to obtain special permission of the Research Board. The student shall submit his/her thesis in four copies with one soft copy(CD).
- (d) Ph. D. student shall publish one research paper in a refereed journal before submission of the thesis and produce evidence for the same in the form of acceptance letter or reprint.
- (e) The research student shall give two seminars with a gap of six months prior to submission of the thesis.
- (f) A student shall ordinarily not be permitted to change the scheme of research during the course of the study. In exceptional cases, on recommendation of the supervisor and with due justification, the Vice-Chancellor/Research Board may permit change in the scheme.
- (g) Colour scheme for cover of thesis in different Schools:

School	Colour
Social Sciences & Humanities	Red
Commerce & Management	Yellow
Continuing Education	White
Science & Technology	Light Blue

#### O.8.2.7 Evaluation and Awards:

- (a) After receipt of the thesis, along with necessary certificates and the requisite fee deposited in the office of the Director (Research), the Supervisor shall submit a panel of 8 experts who are entitled to be Research Supervisors of the University, preferably Professors, for appointment as examiners and certify that they are active in the related field. The Vice-Chancellor shall appoint two external examiners from the submitted panel for evaluating the thesis.  
The Vice-Chancellor may request the Supervisor to cite some publications by the suggested examiners in the related field. The panel of examiners may be re-submitted as per the directions of Vice-Chancellor.
- (b) The thesis shall be evaluated by two external experts out of which at least one shall be outside the State. The Supervisor shall act as the third examiner of the thesis.
- (c) The following provisions shall be applicable for evaluation of a Ph. D. thesis:
  - (i) In case the external examiners do not unanimously recommend the award of the degree, copies of their reports shall be sent to the Supervisor for his/her comment(s) and the case shall be considered by the Vice-Chancellor after receipt of the comments.
  - (ii) In case both the external examiners disapprove the thesis, it shall be taken as rejected.
  - (iii) In case, one examiner approves the thesis and the second recommends a revision and the third rejects it, reports shall be exchanged anonymously among the examiners and their final report shall be obtained. In light of the final reports, the Vice-Chancellor shall take appropriate decision and the same shall be communicated to the student and the Supervisor(s).
  - (iv) In case all the three examiners approve the thesis, the student shall be called upon to appear for a viva-voce examination.

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21/27

- (d) The student shall undergo a viva-voce examination to defend his/ her thesis. The viva-voce shall be open to all interested persons and shall be conducted by the Board of Examiners consisting of the Supervisor and one of the external examiners of the thesis nominated by the Vice-Chancellor for the purpose.
- (e) It is essential for the student to appear for the viva-voce examination.
- (f) If both the examiners (Supervisor and external) conducting the viva-voce are satisfied, the case shall be forwarded by the Director to the Vice-Chancellor for approval and a provisional certificate may be issued to the student.
- (g) In case the recommendations of the viva-voce examiners differ from that of the thesis examiners or there is a difference of opinion between the viva-voce examiners, the student may be asked to reappear at a second viva-voce examination within six months. If the student fails to satisfy the viva-voce examiners a second time also, the thesis shall be finally rejected.
- (h) If two examiners recommend that the student be asked to revise/ improve his/her thesis, the Vice-Chancellor may permit the student to resubmit the revised thesis on the recommendation of the Supervisor(s).
- (i) In case a student is allowed to resubmit the thesis, he/she shall have to pay a fresh submission fee at the time of submission of the revised thesis.
- (j) The student shall not publish the thesis as a whole without seeking a formal permission to this effect from the University.

**O.8.2.8 Remuneration to Examiner:**

The expert(s) shall be paid TA/DA and remuneration for evaluation of synopsis, thesis and conduct of viva-voce as per the prevailing University rules. The actual postal charges shall be reimbursed to the examiners. Necessary deductions shall be made as per university rules. The rates may be amended by the University from time to time.

**O.8.2.9 Removal of Difficulties:**

Notwithstanding anything contained in this ordinance, the Vice-Chancellor may take any such measures as may be deemed necessary for removal of doubts/difficulties and to resolve any other extraordinary issue pertaining to research.

**Any provision that is not covered under the provisions of the above Ordinance shall be referred to the Vice-Chancellor, whose decision shall be final.**

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22/27

### O.8.3 ORDINANCE FOR M.Phil DEGREE PROGRAMME

#### O.8.3.1 General:

The Degree of Master of Philosophy (abbreviated as M.Phil) aims at advancing higher study and research in the University in the subjects as approved by the Academic Council in various Schools. This is a separate Programme and not a pre-requisite for Ph.D. Degree.

#### O.8.3.2 Admission Eligibility:

The minimum qualification for admission to M.Phil Programme shall be second division with not less than 55 percent marks in Masters Degree in the relevant subject and has qualified the entrance test conducted by the University on the pattern recommended by UGC. If any relaxation is given by the State Government in the eligibility, the same will be applicable.

#### O.8.3.3 Registration:

- a) Applications for admission to M.Phil Programme shall be submitted by the candidates on the proforma prescribed by the University.
- b) To pass the entrance test, the minimum score required is 50 percent. Passing the entrance test itself does not guarantee admission to the programme.
- c) The reservation policy of the Government of Rajasthan for admissions shall be applicable.
- d) The students admitted shall be required to pursue course work as per the scheme of M.Phil in the University.
- e) A registered student shall be given a Scholar Number which shall also be his/her Roll Number for the examination.

#### O.8.3.4 Fee

The prescribed fee shall be paid by the student at the time of submission of the application for admission after qualifying the entrance test. The fee

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23/27

shall not be refundable. The University reserves the right to revise the fee schedule from time to time.

**O.8.3.5 Supervision:**

- a) The following persons shall be eligible to supervise M.Phil dissertation:
  - (i) All the Professors and Associate Professors.
  - (ii) Assistant Professors having Ph.D. degree
- b) There shall not be more than five students under a Supervisor for M.Phil dissertation at a time.

**O.8.3.6 Examination Pattern:**

- (i) The detailed syllabi and scheme of examination shall be prepared by the respective Course Development Committee (CDC) of the subject and shall be placed by the Convener/Coordinator before the Academic Council for approval.
- (ii) There shall be two components of the examination:
  - (a) Internal Assignments
  - (b) Term-End Examination
- (iii) The Internal Assignments shall be of 20 marks. Two assignments shall be given in each course. The Internal Assignments shall be submitted to the concerned Regional Centre. The Regional Centre shall get them evaluated. The higher marks obtained out of the two assignments shall be taken into account. Marks obtained in the assignments shall be shown separately in the mark sheet and shall be counted for the purpose of determining division.

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24/7



(iv) After the completion of the academic session, the student(s) shall be examined by a written Term-End Examination of three hour duration. The maximum marks for Term-End Examination shall be 80.

(v) A dissertation shall be treated as an essential component. Without completion of the dissertation, the result shall not be declared. The dissertation shall carry 200 marks. It shall be evaluated by two external examiners appointed by the Vice-Chancellor. If the difference in marks awarded by two examiners is more than 20 percent, it shall be sent to the third examiner and the average marks of the nearest two shall be taken into account.

Note: a) The students shall submit to the University four (computer word processed) hard copies along with one soft copy (c.d.) of their dissertation in the prescribed format.

b) Students shall have the option to write their dissertation either in English or Hindi, unless otherwise specified.

(vi) The minimum pass marks shall be 50 percent in each course (including dissertation). However, to clear Internal Home Assignment and Term-End Examination in each course, a student is required to secure a minimum of 40 percent marks separately.

(vii) Successful candidates shall be classified as under :

I-Division with Distinction	- 75% & above
I - Division	- 65% and above but less than 75%
II - Division	- 50% and above but less than 65%

(viii) The remuneration for evaluation of the dissertation will be payable to the examiners as per the University rules.

(ix) A student shall have the option to answer the question papers and write his/her dissertation either in English or Hindi, unless otherwise specified for a particular Academic Programme.

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25/27

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- (x) Term end examination shall be as per University examination pattern.
- (xi) No student shall indulge in unfair means or disorderly conduct in connection with examination. (see relevant Ordinance)
- (xii) Any student who has appeared in the Term-End Examination conducted by the University may apply for scrutiny of marks. Such applications shall be made to the Controller of Examination (CE) within 30 days of the declaration of result by paying the requisite fee. The final result shall be communicated to the student
- (xiii) The answer books shall not be subject to any inspection or production before any external or internal authority except at the instance of the Vice-Chancellor.
- (xiv) The medium of the course material shall be in Hindi, unless otherwise specified in the prospectus. Counselling shall be in Hindi/English, until unless required otherwise.

**O.8.3.7 Duration:**

- i) The duration for M.Phil. Programme shall be as under:  
Minimum Duration - 1 year,  
Maximum Duration - 3 years
- ii) A one-time facility is given to the student so that after completing the maximum duration of the programme he/she shall be eligible for re-registration within one academic year. After re-registration, the student shall have to clear all his/her due courses within one academic year.

Any provision that is not covered under the provisions of the above Ordinance shall be referred to the Vice-Chancellor, whose decision shall be final.

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26/27

- (x) Term end examination shall be as per University examination pattern.
- (xi) No student shall indulge in unfair means or disorderly conduct in connection with examination. (see relevant Ordinance)
- (xii) Any student who has appeared in the Term-End Examination conducted by the University may apply for scrutiny of marks. Such applications shall be made to the Controller of Examination (CE) within 30 days of the declaration of result by paying the requisite fee. The final result shall be communicated to the student
- (xiii) The answer books shall not be subject to any inspection or production before any external or internal authority except at the instance of the Vice-Chancellor.
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Any provision that is not covered under the provisions of the above Ordinance shall be referred to the Vice-Chancellor, whose decision shall be final.

*K. Samal*

24/27