

पत्रांक-2/वि01-55/2023 .....690/

झारखण्ड सरकार

उच्च एवं तकनीकी शिक्षा विभाग,

(उच्च शिक्षा निदेशालय)

योजना भवन, तृतीय तल्ला, नेपाल हाउस, डोरण्डा, राँची-834002.

प्रेषक,

रामनिवास यादव,  
निदेशक, उच्च शिक्षा।

सेवा में,

विशेष कार्य पदाधिकारी (न्या0),  
राज्यपाल सचिवालय,  
झारखण्ड, राँची।

राँची, दिनांक-16/04/2025/

विषय:-

झारखण्ड राज्य खुला विश्वविद्यालय, राँची के प्रथम परिनियम एवं अध्यादेश के अनुमोदन के संबंध में।

महाशय,

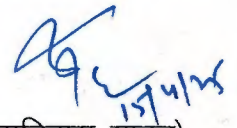
निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि झारखण्ड राज्य खुला विश्वविद्यालय अधिनियम, 2021 की कंडिका-29 एवं 30 में परिनियम एवं कंडिका-31 में अध्यादेश का प्रावधान है। झारखण्ड राज्य खुला विश्वविद्यालय, राँची से प्राप्त परिनियम प्रारूप एवं अध्यादेश प्रारूप पर विभाग स्तर पर एक समिति का गठन किया गया था। समिति की अनुशंसा के आलोक में विश्वविद्यालय द्वारा संशोधित परिनियम एवं अध्यादेश प्रारूप प्राप्त है एवं इसपर माननीय विभागीय मंत्री महोदय का अनुमोदन प्राप्त है।

अतः उक्त के आलोक में झारखण्ड राज्य खुला विश्वविद्यालय अधिनियम, 2021 कंडिका-29, 30 एवं 31 के तहत झारखण्ड राज्य खुला विश्वविद्यालय से संबंधित संशोधित प्रथम परिनियम एवं अध्यादेश प्रारूप संलग्न कर माननीय राज्यपाल महोदय के अनुमोदन हेतु प्रेषित की जा रही है।

कृपया प्राप्ति स्वीकार की जाय।

विश्वासभाजन,

अनुलग्नक:-यथोक्त।



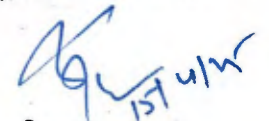
(रामनिवास यादव)

निदेशक, उच्च शिक्षा।

ज्ञापक-2/वि01-55/2023 .....690/

राँची, दिनांक-16/04/2025/

प्रतिलिपि:-कुलसचिव, झारखण्ड राज्य खुला विश्वविद्यालय, राँची को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।



(रामनिवास यादव)

निदेशक, उच्च शिक्षा।

**JHARKHAND STATE OPEN UNIVERSITY**

**RANCHI**



**DRAFT**

**FIRST STATUTES, 2023**

# **JHARKHAND STATE OPEN UNIVERSITY FIRST STATUTES, 2023**

## **Chapter – 1**

### **Preliminary**

First Statutes of Jharkhand State Open University, Ranchi, framed under Section-29 of the Jharkhand State Open University Act, 2021 (Jharkhand Act-12, 2021).

### **Objects of the Jharkhand State Open University First Statutes, 2023.**

The Jharkhand State Open University Act, 2021 provides for the establishment of the Jharkhand State Open University with its headquarters at Ranchi and to establish and maintain Regional Centre and Study Centre at such other places in the State as it may deem fit.

Any other University, the headquarters of which is situated outside the State of Jharkhand, shall discontinue their distance education programme(s) through open and distance learning system in Jharkhand State within a period of one year from the date of commencement of this Act failing which such continuance of the said programme(s) by such University shall be deemed to be unauthorized.

The provision of clause (1) shall not apply to any University as it is established under any law made by the Parliament.

Jharkhand State Open University will provide educational opportunities to those who are unable to go in for formal education and wish to upgrade their education or acquire knowledge and studies in various fields through the distance mode of education, such as, the print-media (correspondence courses), contract programmes, study centers and mass media.

Jharkhand State Open University will provide higher education to large segments of the population and in particular the disadvantaged groups, such as, those living in remote, rural and tribal areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields.

The jurisdiction of the University shall be over the State of Jharkhand for the purpose of imparting instructions and training through any means of communication, such as broadcasting, telecasting, correspondence, seminars, counseling classes, online classes or the combination of any two or more of such means but in no case the



University shall have any jurisdiction over the Universities, Departments, Colleges and Institutions or other Bodies, established in the State of Jharkhand for imparting formal education in any branch of learning.

Section-29 of the Jharkhand State Open University Act, 2021, further provides for the promulgation of Statute(s) for effective and meaningful functioning of the Jharkhand State Open University.

### **JHARKHAND STATE OPEN UNIVERSITY FIRST STATUTES, 2023**

#### **1.1 Short title and commencement:**

- (1) This Statutes will be called as the Jharkhand State Open University First Statutes, 2023.
- (2) This shall come into force from the date of grant of assent by the Chancellor.

#### **1.2 Definitions:** In this Statutes, unless the context otherwise requires.

- I. “Academic Council” means the Academic Council of the University.
- II. “Academic Session” means duration of twelve months beginning from the month of July of every year.
- III. “Assistant Professor” means a teacher of the University who possesses requisite qualifications as prescribed by the Statutes and appointed as such in the manner prescribed.
- IV. “Associate Professor” means a teacher of the University who possesses requisite qualification as prescribed by the Statutes and appointed/promoted as such in the manner prescribed.
- V. “Professor” means a teacher of the University who possesses requisite qualification as prescribed by the Statutes and appointed/promoted as such in the manner prescribed.
- VI. “Authorities” mean the Authorities of the University.
- VII. “Centre for Internal Quality Assurance” (CIQA) means a Center for Internal Quality Assurance of the University.
- VIII. “Co-ordinator” means the Co-ordinator of the Study Centre appointed by the University.
- IX. “Academic Counsellor” means a teacher and includes Professor, Associate Professor, Assistant Professor and such other persons

imparting instructions in any school or in any Study Centre maintained and managed or recognized by the University.

- X. "Director" means the Director of the School set up by the University and includes Director of Centre internal Quality Assurance; (CIQA).
- XI. "Distance Education Systems" means the system of imparting education through any means of communication, such as, broadcasting, telecasting, correspondence courses, seminars, contact programmes or the combination of any two or more of such means;
- XII. "Executive Council" means the Executive Council of the University;
- XIII. "Finance Committee" means the Finance Committee of the University;
- XIV. "Government" means the State Government of Jharkhand;
- XV. "Learner Support Service" means and includes such services as are provided by the University in order to facilitate the acquisition of teaching-learning experiences by the learner to the level prescribed by or on behalf of this act in respect of a programme of study.
- XVI. "Open and Distance Learning (ODL)" means a mode of delivering education and instruction to learners who are not physically present in a traditional setting of a classroom. Transaction of the curriculum is effected by means of specially prepared materials (self-study learning materials) which are delivered to the learners at their doorstep through various media, such as, print, television, radio, satellite, audio/video tapes, CD-ROMs, Internet and World Wide Web etc;
- XVII. "Programme" means a Course or Programme of study leading to the award of a Degree at Graduate and Postgraduate levels in the University including Certificate or Diploma or Post Graduate Diploma;
- XVIII. "Programme Co-ordinator" means a teacher of the University responsible for the Coordination of instructions, training and research in a programme/course run by the University.
- XIX. "Pro-Vice-Chancellor" means The Pro-Vice-Chancellor of the University;

- XX. “Recognized Institution” means the Institution established for research or specialized studies and recognized as such by the University.
- XXI. “Regional Center” means a Centre established or maintained by the University for the purpose of coordinating and supervising the work of Study Centres in any region and for performing such other functions as may be conferred on such centre by the University;
- XXII. “Regulation” means the Regulations made by an authority of the University under this Act for the time being in force;
- XXIII. “School” means a School of Studies of the University;
- XXIV. “Self-learning Material” means and includes contents in the form of course material, whether print or non-print, which is inter-alia self-explanatory, self-contained, self-directed at the learner and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning of a Course of study, but does not include textbooks or guidebooks;
- XXV. “Statutes” and “Ordinances” mean, respectively the Statutes and Ordinances of the University for the time being in force;
- XXVI. “Student” means a student of the University and includes any person who has enrolled himself for pursuing any courses of study of the University;
- XXVII. “Study Centre” means a centre established, maintained or recognized by the University for the purpose of advising, counselling or imparting education or for rendering any other assistance required by the students;
- XXVIII. “Selection Committee” means Selection Committee of the University.
- XXIX. “University” means the Jharkhand State Open University established under this act.

**1.3 Officers of the University:** The following shall be the Officers of the University namely.

- I. The Chancellor.
- II. The Vice-Chancellor.
- III. The Pro-Vice-Chancellor.

- IV. The Director of Schools.
- V. The Director of Centre for Internal Quality Assurance (CIQA).
- VI. The Registrar.
- VII. The Registrar (Examination).
- VIII. The Finance Officer/Manager
- IX. The Manager (IT).
- X. The Dean of Student Welfare.
- XI. The Proctor.
- XII. The Planning Officer.
- XIII. Deputy Registrar
- XIV. Assistant Registrar
- XV. Assistant Registrar (Examination)

**1.3.1** The emoluments of the officers shall be as fixed by Jharkhand State Open University in accordance with UGC Guidelines.

The salary and other allowances of the employees shall be paid by the University from its own internal sources. There shall be no liability upon the State Government for the payment of the salary and allowances of the officers and employees of the University.

**1.3.2** Apart from the posts mentioned in submission 1.3 no additional post shall be created without prior approval of the State Government.

**1.3.3** The age of superannuation of Registrar, Registrar (Examination), Finance Officer, Manager (I.T.), Deputy Registrar, Assistant Registrar and Assistant Registrar (Examination) will be 62 years.



## Chapter – 2

### Appointment of the Vice-Chancellor of the University

#### 2.1 The Vice-Chancellor

##### Appointment of the Vice-Chancellor

- (a) The appointment of the Vice-Chancellor shall be made in accordance with the procedure specified in Sub-section (4), (5), (6), (7), (8), (9), (10), & (11) of Section-11 of Jharkhand State Open University Act, 2021.
- (b) The candidates for the post of the Vice-Chancellor shall not exceed 65 years age as on the date of publication of advertisement.
- (c) The Vice-Chancellor shall hold office for a term of three years from the date he assumes office as such and he/she shall be eligible for re-appointment to that office for a further term of three years.
  - Provided that no person shall be appointed as Vice-Chancellor for more than two terms.
  - Provided further that no person appointed as Vice-Chancellor shall continue to hold offices as such after he attains the age of seventy years.
  - The Chancellor may, from time to time, extend the term of office of the Vice-Chancellor for a total period not exceeding six months following the procedure laid down in Sub-Section 4 (2) of Section – 11 of this Act.
  - Emolument of the Vice-Chancellor - As per UGC norms.
  - Facilities to the Vice-Chancellor - Well-furnished rent-free accommodation with all amenities including medical facilities as well as supporting staff, official car with Driver.

##### (d) Removal of the Vice-Chancellor -

If at any time after such enquiry as may be considered necessary, it appears to the Chancellor that the Vice-Chancellor—

- I. Has failed to discharge any duty imposed upon him, by or under this Act, the Statutes, the Ordinance, or
- II. Has acted in a manner prejudicial to the interests of the University, or
- III. Has been incapable of managing the affairs of the University,

The Chancellor may, in consultation with the State Government, notwithstanding the fact that the term of office of the Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.



No order under clause (d) shall be passed unless particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity of showing cause against the proposed order.

**2.2 Power and function of the Vice-Chancellor:** In addition to the powers and functions conferred on him under Sub-Section – 14 (i to xvi) of Section -11 of the Jharkhand State Open University Act–2021, the Vice-Chancellor shall also have the following powers and functions;

The Vice-Chancellor shall be entitled to be present and address any meeting of any authority or other committees of the University as a Chairman; he shall not vote in the first instance but shall have and exercise a casting vote in the case of equality of votes.

If the Vice-Chancellor is of the opinion that any order/decision which is required to be passed or made by any authority of the University is necessary to be passed or made immediately and it is not practicable to convene a meeting of the said authority for that purpose, he may pass such order or take such decision as he deems proper and place the matter before the said authority at its next meeting for ratification and if the authority differs from the decision of the Vice-Chancellor, the matter shall be referred to the Chancellor whose decision thereon shall be final.

The Vice-Chancellor shall appoint Paper-setters and Examiners from the panel of names on the recommendation of the Examination Board.

**2.3 Terms and Conditions of service of the Vice-Chancellor:**

The Vice-Chancellor shall be a full-time salaried officer of the University.

The Vice-Chancellor shall be entitled for pay and other allowances as may be recommended by the University Grants Commission and adopted by the State Government from time to time. If he assumes his charge after attaining the age of superannuation and is receiving pension due to his past services, then his pay and allowances shall be reduced by the gross amount of his pension fixed prior to the commutation of his pension.

During his tenure of office, the Vice-Chancellor shall be entitled to well-furnished rent-free residential accommodation by the University.

The Vice-Chancellor shall be entitled to use a vehicle of the University for official purposes on such condition as applicable to a Principal Secretary of Department of the State Government.

The Pension and other benefits of the Vice-Chancellor shall be as per Statutes of Pension, Insurance, Gratuity or Provident Fund of the University.

## **Chapter – 3**

### **Appointment of the Vice-Chancellor of the University**

#### **3.1 The Pro-Vice Chancellor**

##### **(1) Appointment of the Pro-Vice Chancellor:**

- (a) The Pro-Vice-Chancellor shall be appointed by the Chancellor in consultation with the State Government and the Vice-Chancellor of the University in the same manner as prescribed for appointment of Vice-Chancellor in clause-2 (a) (b) of chapter – 2 of the statute.
- (b) A Pro Vice –Chancellor shall be the whole time Officer of the University. He /She shall hold office, on such conditions as may be determined by the Chancellor in consultation with the State Government for a period not exceeding three years.
- (c) The Pro-Vice-Chancellor shall hold office for a term of three years from the date he/she assumes office as such and he/she shall be eligible for re-appointment to that office for another term of three years.

Provided that no person shall be appointed as Pro Vice–Chancellor for more than two terms.

Provided further no person appointed as Pro Vice –Chancellor shall continue to hold office as such after he attains the age of seventy years.

- (d) Subject to the provisions of this Act, the Pro-Vice Chancellor shall exercise such powers and perform such duties as may be prescribed or as may be conferred or entrusted on him, from time to time, by the Vice-Chancellor.
- (e) Emoluments of the Pro-Vice-Chancellor - As per U.G.C. norms.

#### **3.2 The Directors of Schools**

##### **(1) Appointment of Directors of Schools**

- (a) Every Director of School shall be appointed by the Executive Council on the recommendation of;
  - I. The Vice-Chancellor, in case the candidate to be appointed is already a teacher of the University;

Provided that a Director of a School shall be appointed from amongst the Professor (by rotation) of the School by the Executive Council on

the recommendation of the Vice-Chancellor and in case there is only one Professor or no Professor available/eligible in the University, the senior most teacher at the level of Associate Professor in the University shall be given the charge of the Director by rotation;

- II. On the recommendation of Selection Committee constituted for the purpose as per the qualification prescribed by the Statutes in Chapter – 5 of the Statute.
- (b) A Director shall hold office for a period of three years and thereafter he shall be eligible for re-appointment.
  - (c) Every Director shall be whole-time salaried officer of the University; provided that one of the Directors shall be Incharge of the administrative affairs of the teachers.
  - (d) The emoluments and other conditions of service of the Director shall be prescribed by the Statutes.

## **(2) Power and Function**

- (a) The Director shall be the academic head of each School set up by the University and shall function under the Vice-Chancellor and the Executive Council. The Vice-Chancellor will be Chairperson of Schools.
- (b) Director shall preside over the meeting of the school in the absence of the Vice-Chancellor;
- (c) The Director shall be the ex-officio member of Academic Council and two Directors will be member of the Executive Council.
- (d) The Senior most professor of the discipline concerned will be the Chairperson of the Board of Studies;
- (e) In case there is no Professor holding substantial post in that discipline, the Director of the School act as the Chairperson;
- (f) Subject to the relevant provision in the Act, Statutes, Ordinances and Regulations, the Director shall be responsible for overall supervision in regard to the drawing up of the Courses of Study, framing of the Syllabi of subjects falling within the jurisdiction of the school and processing of study materials;



- (g) The Director shall be responsible for the maintenance of high standard of teaching in the relevant subjects under the School of Studies in the matter of inter-disciplinary teaching arrangements, Syllabi of subjects and Courses of Study;
- (h) The Director shall have the power to forward the leave applications of all employees attached to the school in accordance with the relevant provisions in the Statutes.
- (i) The Director shall be responsible for the faithful observance of all Statutes, Ordinances, Regulations, Rules and Resolution of Executive Council and the School relating to academic matters applicable to the concerned School;
- (j) The Director shall have such other powers and duties as may be conferred on him by the Executive Council or the Vice-Chancellor under the Act.

### **3.3 The Registrar**

#### **(1) Appointment of the Registrar:**

- (a) The Registrar shall be appointed through Direct Recruitment by the Executive Council on the recommendation of Selection Committee (Eligibility will be as prescribed in section 16 (1), (2), of the Jharkhand State Open University Act-2021.
- (b) Maximum age of a candidate for appointment on the post of Registrar shall not exceed 55 years age on the date of publication of the advertisement.
- (c) The Registrar shall be appointed for a term of four years and shall be eligible for reappointment for another term of four years by the Executive Council or till regular appointment is made by the Executive Council, whichever is earlier.  
Provided that the Registrar shall superannuate from the services of the University either on the date on which he attains the age of sixty-two years or on a date as prescribed by the State Government.
- (d) When the office of the Registrar is vacant or when the Registrar is by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office of the Registrar shall be performed by the Deputy Registrar. In absence of Deputy Registrar, the Vice-Chancellor will submit a panel of three officers to the Chancellor, out of which one officer

will be approved by him. The Vice-Chancellor will appoint the officer to perform the duties of the Registrar.

**(2) Duties, Powers and functions of the Registrar:** In addition to the powers and functions conferred on him under Section-16 of the Act, the Registrar shall also have the following powers and functions: -

- (a) To be the custodian of the records, the common seal and such other properties, of the University as Vice-Chancellor and the Executive Council shall commit to his charge.
- (b) To issue all notices convening meetings of the Executive Council, the Academic Council and any other Council or Committee or Board appointed under the Act and Statutes of which he is to act as Member secretary.
- (c) To conduct the official correspondence of the University.
- (d) To register the students who have taken admission in the University, School/Study centers.
- (e) It shall be mandatory for the Registrar to supply to the authorities:
  - 1. Copies of the agenda of meeting of the University authorities of which he acts as Member Secretary, as soon as such approved agenda is issued.
  - 2. The minutes of the meeting of the University authorities of which he is to act as Member Secretary, within a month of the holding of such meeting.
  - 3. Forward forthwith copies of the agenda of the meeting of all other University authorities which he is not the Member Secretary on such copies of agenda of such meeting being supplied to him by Member Secretary of such University authorities.
  - 4. Forward forthwith copies of the minutes of the meeting of the University authorities of he is not the Member Secretary on such copies of the minutes being supplied to him by Member Secretary of such University authorities:  
and
- (a) Ensure that all money is utilized for the purpose for which the funds are granted or allotted by the appropriate authority.
- (b) To exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Chancellor, the Vice-Chancellor or various other authorities or bodies of the University of which he is the Member or Member Secretary.

- (c) To discharge such other functions as may be assigned to him from time to time by the Chancellor/Vice-Chancellor to whom he shall be responsible for the same:
- (d) To perform such other duties as may be specified from time to time, entrusted to him by the Statutes, Ordinance, Rules and Regulations as well as by the Vice-Chancellor and Pro-Vice-Chancellor.
- (e) To render such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.
- (f) Unless otherwise provided for by or under Act and Statutes, all contracts shall be signed and all documents and records shall be authenticated by him on behalf of the University.
- (g) Represent the University in suits or proceedings by or against the University, Sign powers of attorney and verify pleadings or depute his representative for the purpose.

### **(3) Terms and conditions of Service of the Registrar:**

- (a) The Registrar shall be a full-time salaried officer of the University.
- (b) The Registrar shall be entitled for the pay and other allowances as may be recommended by the University Grants Commission and accepted by the State Government from time to time, and the other terms and conditions of service such as allowances (including compensatory allowances), leaves, leave salary, provident fund, Vehicle and other benefits of the Registrar shall be such as may be specified, from time to time, for the officers of the University.

## **3.4 The Registrar (Examination)**

### **1. Appointment of the Registrar (Examination):**

- (a) The Registrar (Examination) shall be appointed through Direct recruitment by the Executive Council on the recommendations of the Selection Committee [Eligibility has been prescribed in Sub-Section (2) of Section-16 of the Jharkhand State Open University Act-2021].
- (b) The Registrar (Examinations) shall be appointed for a term of four years and shall be eligible for reappointment for another term of maximum two years or till new appointment whichever is earlier, made by the Executive Council.



- (c) Maximum age of the candidate for the post of Registrar (Examination) shall not exceed 55 years as on the date of publication of the advertisement.

## **2. Duties, powers and functions of the Registrar (Examinations):**

Subject to the control of the Vice-Chancellor and the Examination Board the Registrar (Examinations) shall have the following powers and functions:

- (a) The Registrar (Examinations) shall be ex-officio Member Secretary of the Examination Board.
- (b) Registrar (Examinations) shall be responsible for the holding and conduct of the examinations by the University in fair manner, observing utmost confidentiality in the process of paper setting, printing and the transmission and communication of question papers to the Centers of examinations followed by evaluation of answer sheets and publication of results:
- (c) Registrar (Examinations) shall be responsible for the holding and conduct of examinations by the University in the manner specified by the Ordinances:
- (d) The Registrar (Examinations) shall be responsible for:
  1. Appointment of Experts, Paper Setters, Moderators, examiners, Scrutinizers etc. from among the registered teacher of the University or any other University with the approval of the Vice-Chancellor.
  2. Selection of the Centers of Examinations with the approval of the Vice-Chancellor.
  3. Constitution and appointment of members of the Flying Squad and the appointment of Center Superintendents, Observers, and Invigilators etc. from among the approved registered teacher of the University with the approval of the Vice-Chancellor:
  4. Maintaining academic records, examination records, tabulation records, etc. in the physical as well as in the digital modes.
  5. Processing of result, preparation of transcript, certificates, degrees and diplomas and issuance of the same to the successful students:
  6. Conducting inquiries into alleged acts of the examination malpractice by the students and colleges and recommending appropriate action in proportion to the gravity of the misconduct, including removal of the name

of the student from the relevant Register of Students maintained by the University:

7. Preparation of a calendar of all examinations to be conducted by the University during a year well in advance, preferably at the beginning of the Academic Year and it is circulated to all concerned after getting approval by the Vice-Chancellor and thereafter, by the Academic Council:
8. Registration of candidates for various examinations of the University and scrutinize all such as with reference to the relevant Rules, if any, on collection of the specified fees:
9. Preparation of an examination Manual for covering all aspects of activities, involving the conduct of examinations, evaluations and publication of results with the approval of the Examination Board and
10. Rendering such assistance to the Registrar and Vice-Chancellor as may be necessary in the performance of their duties and responsibilities.

**(e) The Registrar (Examination) shall have the following powers:**

1. Maintaining accounts of a confidential nature and present the bills for the scrutiny, and obtaining of the sanction, of the Vice-Chancellor through the Finance Officer prior to the payment.
2. He shall have the power to initiate payment of remuneration and other allowances to the Experts, Paper Setters, Moderators, Examinations Scrutinizers etc. and all the Centers of Examinations.
3. He shall have the power to countersign allowance bills of the employees of the University under his administrative control and working under him.

**3. Terms and conditions of service of the Registrar (Examination):**

1. The controller of Examination shall be full time-salaried officer of the University.
2. The controller of Examination shall be entitled for pay and allowances as may be determined by the State Government from time to time, and the other terms and conditions of service consequent to his deputation as

Controller of Estimations shall be such as may be specified, from time to time.

### **3.5 The Finance Officer**

#### **(1) Appointment of the Finance Officer:**

- (a) The executive council shall appoint on the recommendation of the Selection Committee.

The Finance Officer shall be appointed (Direct Recruitment) from amongst person having qualification as mentioned below.

- I. Master's degree/MBA with at-least 55% of the marks or its equivalent grade of B in the UGC seven-point scales or chartered Accountant or ICWA.
- II. At least 15 years of experience as Assistant Professor/Lecturer or six years' experience as Associate Professor or Reader or as Professor alongwith experience financial administration/ in any University/College.

Or

Comparable experience in Financial Administration in Govt. or Semi Govt. Institution or in organization of repute of in any other institution of higher education.

Or

At least 15 years of administrative and teaching or administration experience of which 8 years as Deputy Registrar or an equivalent post.

- (b) The Finance Officer shall be appointed for a term of four years and shall be eligible for reappointment for another term of maximum two years or till new appointment is made by the Executive Council, whichever is earlier.
- (c) When the Office of the Finance Officer is vacant or when the Finance Officer is by reason of illness, absence or any other cause, unable to perform his duties as Finance Officer, his functional shall be performed by such person as the Vice-Chancellor may appoint for the purpose with approval of Chancellor.
- (d) Maximum age limit for appointment of Finance Officer on the date of publication of Advertisement will be 55 years.



**(2) Duties, Powers and functions of the Finance Officer:** Subject to the control of the Vice-Chancellor and the Executive Council, the Finance Officer shall have the following powers and functions: -

(a) The Finance Officer shall be the Member Secretary of the Finance Committee.

(b) In all proposals having financial implications, the advice of the Finance Officer shall be obtained.

(c) The Finance Officer shall: -

1. Exercise general supervision over the funds of the University and shall advise as regards its financial policy: and
2. Perform such other functions as may be assigned by the Executive Council or by the Vice-Chancellor.

(d) Subject to the control of the Vice -Chancellor and the Executive Council, Finance Officer shall: -

1. Hold and manage the properties and investments of the University including trust and immovable properties,
2. Ensure that the limits fixed by the Executive Council, on the prior recommendation of the Finance Committee, for recurring and non-recurring expenditure for financial years are not exceeded and that all funds are expended on the purpose for which they are granted or allotted.

(e) Subject to the control of the Executive Council, the Finance Officer shall be responsible for: -

1. Preparation of annual Accounts and Budgets of the University:
2. Maintenance of Accounts:
3. Audit of Accounts from time to time:
4. Compliance of audit objections:
5. Timely receipt of grants from the Statute Government or the University Grants Commission or from any other body or authority and the timely submission of Utilization Certificates to such authorities.

(f) Keep a constant watch on the State of the revenue and tender advice and on the methods employed in the collection of revenue.

- (g) Watch the progress of the collection of revenue and tender advice and on the methods employed in the collection of revenue.
- (h) Ensure that the Registers of Properties i.e. buildings, land, furniture and equipment are maintained up to date and that stock checking of equipment and other consumable materials in all offices, departments, centers, colleges or institutes, faculties, libraries and specialized laboratories and workshops, etc. maintained by the University is conducted.
- (i) Bring to the notice of the Vice-Chancellor unauthorized and call for explanation for unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons as fault: and
- (j) Call for from any office of the University, department, centre, college or institute, faculty, library, laboratory, workshop etc. maintained by the University, any information or reports that he may consider necessary for the performance of his duties.
- (k) Propose the fee structure for regular courses and programmes of study and the pro-rata fee structure for short term course and open-entry, open-exit courses.
- (l) Any receipt given by the Finance Officer or any persons duly authorized in his behalf by the Vice-Chancellor for any money payable to the University shall be sufficient discharge for payment of such money.

### **(3) Terms and conditions of service of the Finance Officer:**

- (a) The Finance Officer shall be a full-time salaried officer of the University.
- (b) The emoluments or pay, allowances and the other terms and conditions of the service of the Finance Officer shall be such as approved by the Statute Government from time to time.

## **3.6 Director (CIQA)**

### **Director of Centre for Internal Quality Assurance (CIQA)**

#### **1. Appointment of Director (CIQA)**

- (a) There shall be a Director (CIQA) who shall be whole time officer directly accountable to the Vice-Chancellor and through him to the Executive Council.
- (b) The Director shall be appointed by direct recruitment on the recommendation of selection committee for teachers as mentioned in Clause 5.1 of this statute. This post is equivalent to the rank of Professor.

**(c) Qualification: -**

- I. Essential – As prescribed by UGC for the post of Professor and adopted by Government of Jharkhand time to time.
- II. Desirable Experience – Services in Open education system.

**(d) Function: -** Subject to general control and supervision of the Vice-Chancellor the Director (CIQA) shall perform the following functions: -

- I. The Director (CIQA) shall be responsible for overall supervision over the administrative, Academic and financial affairs of CIQA set up by or recognized by the University.
- II. He shall convene all meetings pertaining to the CIQA.
- III. He shall assume full charge of production, distribution and related matters of study materials in print, audio-visual and in any other form recommended by the Schools of Studies;
- IV. He shall develop and put in place a comprehensive and dynamic internal quality assurance system to provide high quality programmes of higher education in ODL mode.

### **3.7 The Manager (IT)**

#### **1 Appointment of Manager (IT)**

**(a) Qualification: -** Bachelor's degree in Computer Science Engineering in, IT, Prior work Experience as an IT Manager or in a related position. Strong Knowledge of technical management and information analysis. Excellent knowledge of hard hardware and software system.

**(b) Minimum 5 years experience in system engineering and IT Support.**

**Pay-Scale: -** Level (10)-56110+other allowances as per Government/UGC Rules and Regulations.

**(c) Appointment: -**

- I. Through Open advertisement published in News Papers and University website.
- II. Selection will be done through selection committee as per Clause 5.1 of this Statute (chapter-5) after due approval of the Executive Council.
- III. Maximum age of the candidate shall not exceed 50 years on the date of publication of the Advertisement.



- 2 Functions:** -The Manager (IT) shall act as incharge of the Computer Cell and shall exercise such powers and perform such duties as may be conferred or imposed on him from time to time by the Executive Council, the Vice-Chancellor, or the Registrar. He will develop system for on-line examination, on-line fill up of application form, on-line admission etc. He will develop e-governance system in university and other IT related work also. He will be whole time officer of the University.

### **3.8 The Deputy Registrar**

**(Level 12 Entry Pay Rs/- 78800/- + Other Allowances)**

#### **Appointment of the Deputy Registrar:**

- (a)** The Deputy Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee.
- (b)** The Deputy Registrar shall be appointed on permanent/regular basis on the recommendation of the Selection Committee and after due approval of the Executive Council.

Provided that the Deputy Registrar shall superannuate from the service of the University either on the date on which he attains the age of sixty-two years or on a date as specified by the State Government.

- (c)** The Deputy Registrar will function as per the direction of the Registrar with the prior approval of the Vice-Chancellor/Executive Council.
- (d)** When the office of the Registrar is vacant or when the Registrar is by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office of the Registrar shall be performed by the Deputy Registrar.
- (e)** Qualification for appointment of Deputy Registrar will be Master's Degree with at least 55% of the marks or an equivalent grade in A point scale wherever grading system is followed. Nine years of experience as Assistant Professor in the Academic level-10 and above with experience in educational administration, or comparable experience in research establishment and / or other Institution of Higher education, or 5 years of administrative experience as an Assistant Registrar or in equivalent post.

### 3.9 The Assistant Registrar:

- (a) The post of Assistant Registrar will be of permanent/regular basis and will be appointed by the Executive Council on the recommendation of the Selection Committee. He will assist the Registrar in carrying out his functions.
- (b) The age of superannuation of the Assistant Registrar will be 62 years or on a date as specified by the State Government.

**Educational Qualification:** -Good Academic record plus Master Degree with at least 55%marks or an equivalent grade in 7-point scale whichever grading system is followed.

- (c) 5years of supervisory experience. The experience should be in establishment/legal matters/examinations matters/ in a Government/Semi Government/Public Sector/Autonomous organization/University/Educational Institution of Higher Learning and having good knowledge for general administration and rules regulation of the University.
- (d) He will be entitled for Entry pay-Rs. 56100/- + other allowances or as prescribed by the State Government/UGC time to time.

### 3.10 The Assistant Registrar (Examinations):

- (a) The Post of Assistant Registrar (Examinations) will be of permanent/regular basis and will be appointed by the Executive Council on the recommendation of the Selection Committee. He will assist the Registrar (Examinations) in carrying out of his functions.
- (b) The age of superannuation of the Assistant Registrar (Examinations) will be 62 years or on a date as specified by the State Government.

**Educational Qualification:** -Good Academic record plus Master Degree with at least 55% marks or an equivalent grade in 7-point scale wherever the grading system is followed.

- (c) 5years of supervisory experience. The experience should be in establishment/legal matters/examination matters in a Government/Semi Government/Public Sector/Autonomous organization/University/Educational Institution of Higher Learning and having good knowledge for general administration, Rules and Regulation of the University.
- (d) He will be entitled for Entry pay-Rs. 56100/- + other allowances or as prescribed by State Government/UGC time to time.

### **3.11 Dean of Students Welfare (DSW)**

#### **(1) Appointment of the Students Welfare (DSW)**

- (a) The Dean of the Students Welfare shall be appointed by the Executive Council for a term of two years from among such teachers of the University/Schools and are not below the rank of Associate Professor.
- (b) The Teacher appointed as the Dean of Students Welfare under sub-section (a) shall hold lien on his original post and he shall be eligible for all the benefits, which would have otherwise accrued to him, in case he would not been appointed as Dean of Students Welfare.
- (c) When the office of the Dean of Students Welfare is vacant or when he is on leave by reason of illness, or any other case and is unable to perform duty of his office, the Senior most Professor/ Associate Professor of the University, as the case may shall perform the duties of the Dean with the prior approval of the Executive Council.

#### **(2) Duties, Powers and Functions of the Dean of Students**

**Welfare:** Subjects to the provision of the Act and Statutes to the general superintendence and control of the Vice-Chancellor, the Dean of Students Welfare shall exercise the powers and perform their duties and functions as under.

- (a) To supervise and generally guide the activities of the Executive Council of Students Union of the University and Schools.
- (b) To promote and encourage cultural, social and literacy activities with a view to fostering health, corporate file in the student community.
- (c) To establish and direct the program of student's guidance and counseling.
- (d) To act as a liaisoner between the Government of India, State Government, the University, other Universities and National and Cultural Organizations on the various students Executive Councils, University Departments and Schools for the purpose of planning and executing different schemes, programs and activities relating to student's welfare.
- (e) To take initiative for the institution and award of scholarship, free studentship and half-free studentship and be responsible for timely disbursement of all types of scholarships to students of the University and Schools and to administer the funds and operate the accounts sanctioned for



the purpose and further to correspond with the State Government, Central Government, University Grants Commission and such other bodies and persons from whom the grants for scholarships are to be received.

- (f) To take steps to provide for proper amenities in the hostels attached to the University including the working of the hostels mess, canteens consumer's co-operative stores and to exercise general supervision in respect of the hostels attach in Schools.
- (g) To take proper steps in respect of the grievances of students regarding the facilities available to them in the libraries, hostel common rooms and health centers.
- (h) To perform such other duties as may be assigned to him from time to time by the Vice-Chancellor.
- (i) To perform extra – curricular activities such as games, sports, N.C.C... N.S. S etc.
- (j) To Dean of Students Welfare shall submit a detailed report about the activities of the Students Union of the University and Schools during academic year to the Executive Council on or before 31<sup>st</sup> May.

### **3.12 The Proctor**

#### **(1) Appointment of Proctor:**

- (a) The Proctor shall be appointed by the Executive Council for a term of two years from among such teachers of the University/ Schools who are not below the rank of Associate Professors.
- (b) The teacher appointed as the Proctor under Sub-Clause (a) shall hold lien on his original post and he shall be eligible for all the benefits which would have otherwise accrued to him, in case he would not have been appointed as Proctor.
- (c) When the office of the Proctor is vacant or when he is on leave by reason of illness, or any other cause and is unable to perform duty of his office, the senior most Associate Professor with the prior approval of the Executive Council will act as a Proctor.

**(2) Duties, Powers and Functions of the Proctor:** Subject to the provision of the Act and statutes and general superintendence and control of the Vice-Chancellor, the Proctor shall exercise the powers and perform duties and functions as under:

- (a) The Proctor shall be responsible for maintenance of overall discipline in the University campus and Schools of the University and also among the students in the University and Schools and he shall exercise such powers as may be delegated to him by the Vice-Chancellor/Executive Councils.
- (b) All complaints, relating to student's indiscipline brought to the notice of the Proctor shall be enquired by him and he shall thereafter make necessary recommendation to the authorities concerned.
- (c) Subject to approval of the Executive Council, Proctor shall have power to: -
  - 1. Impose a fine not exceeding a sum of Rupees Ten Thousand on any student for breach of discipline.
  - 2. Suspend any student, prohibit him from entering the premises of the Department or College or Institution or hostel or other places of residence as recognized by the University extending up to the period of one month.
  - 3. Issue an order for initiating any action or a proceeding or both against a student.

Provided that before taking any such action or issuing order against a student, the Proctor shall make such inquiry as he may consider necessary and satisfy himself about the gravity of the offence and involvement of the student concerned and recommend to the authority considered for award of appropriate punishment in proportion to the gravity of offence or for the initiation of any action or are proceeding against the student the secretary of the school concerned or the superintendent of the hostel concerned shall implement the order and send the compliance report to the Proctor within the time stipulated.

- (d) The Proctor shall be entitled to visit University Department of affiliated schools or Hostel or any other place of student's residence or any other place where the occurrence of breach of discipline on the part of student/students as taken place or is likely to take place and he shall have

the authority to interrogate any student on relevant matter and student shall furnish all information required by him.

Provided the Proctor shall visit any such place only with the price permission of the Vice-Chancellor except that, in case of emergency, he may visit such a place on his own accord and inform the Vice-Chancellor thereafter as soon as possible.

- (e) Schools shall report to the Proctor every case of any act of indiscipline by a student brought to their notice and action taken by them or recommend for initiation of disciplinary action against the student concerned in the matter.
- (f) The Proctor shall maintain a register of all cases of acts of indiscipline on the part of student starting therein the name and other details of the student concerned and action taken against him either by Director of Schools or by any other Authority.

### **3.13 The Planning Officer:**

#### **(1) Appointment of Planning Officer:**

- (a) The Planning Officer shall be appointed by the Executive Council for a term of four years among such teachers of the University, schools not below the rank of Associate Professor and having experience in strategic and operational planning and management.
- (b) The Teacher appointed as the Planning Officer under sub-section(a) shall hold lien on his original post and he shall be eligible for all the benefits which would have otherwise accrued to him, in case he would not have been appointed as a Planning Officer.
- (c) When the office of the Planning Officer is vacant or when he is on leave due to illness or for any other cause and is unable to perform duty of his office, the senior most Associate Professor of the University shall perform the duties of the Planning Officer with the prior approval of the Executive Council.



**(2) Duties, Powers and Functions of the Planning Officer:** Subject to the provisions of the Act and Statutes and general superintendence and control of the Vice-Chancellor, Planning Officer shall exercise the powers and perform duties and functions as under: -

- (a) To prepare and recommend short-term and long-term plans of the University
- (b) To conduct periodic impact assessment of the educational programmes offered by the University.
- (c) To recommend new structures to be created in the University such as Schools Division Centers.
- (d) To identify and recommend to the Academic Council on new areas of student keeping in view the vision and mission of the University.
- (e) To identify relevant programmes and focus areas of the University keeping in view the character of the University as an institution and the geographical and socio-economic condition of the state.
- (f) To develop financial models and recommend ideas for resource mobilization, funding initiatives and fund management.
- (g) To recommend the principles and policy framework for financial and human resource planning and norms for allocation for various activities of the University.
- (h) To develop and recommend modes, designs and strategies of instruction and structures required for these.
- (i) To plan and review the infrastructure development of the University.
- (j) To plan and recommend the design framework of comprehensive information system covering all aspects of the functioning of the University.
- (k) Any other work which other statutory bodies assign.

## **Chapter – 4**

### **Constitution, Power and Function of the Authorities of the University**

**4.1 Authorities of the University:** The following shall be the authorities of the University:

- (1) The Executive Council
- (2) The Academic Council
- (3) Planning Board
- (4) The Schools of Studies
- (5) Examination Board
- (6) Finance Committee
- (7) Such other authorities as may be declared to be authorities of the University by the Statutes.

#### **4.2 The Executive Council:**

- (1) The Executive Council shall be the Chief Executive Body of the University and shall be constituted in the manner specified in section-21 of the Act.
- (2) The appointment and terms of office of a member of the Executive Council shall be as specified in clause(i), (ii), (iii), (iv), (v), (vi), (vii), (viii) of Sub-section (1) of Section-21 of the Act.

##### **4.2.1 Meeting of the Executive Council:**

- (a) The Vice-Chancellor shall be the Chairman of the Executive Council and shall preside over all its meetings.
- (b) The Registrar shall act as Secretary of the Executive Council.
- (c) The Business of the Executive Council shall be conducted in such a manner and according to such rules of procedure as may be, from time to time, prescribed by the Rules of the University.
- (d) A member of the Executive Council shall be entitled to receive such daily and travelling allowances as may be prescribed from time to time but shall not be eligible for any remuneration.
- (e) The Executive Council shall meet at least once in three months and may meet often if necessary:
- (f) Upon a requisition in writing signed by not less than one third of the total members of the Executive Council, the Vice-Chancellor shall convene a

meeting thereof on a date fixed by him, which shall not be more than seven days from the date of receipt of such requisition.

- (g) In absence of the Vice-Chancellor, the members present at the meeting shall choose Pro-Vice-Chancellor and in his absence senior most among themselves to preside over the meeting.
- (h) The quorum for the meeting of the Executive Council shall be more than or third of total number of members.

**4.2.2 Power and duties of the Executive Council:** In addition to the powers and duties conferred under Section-21, Sub-Section (2) of the Act, the Executive Council shall exercise the powers and perform the functions, as under: -

- (a) To create posts with approval of the State Government and appoint teachers, officers, and non-teaching staff of the University and on any other posts of the University by the recommendation of the Selection Committee of the University in the manner as prescribed;
- (b) To advise on the matter regarding any dispute arising on signed agreement/contract.
- (c) To determine the form of a common seal and logo for the University;
- (d) To arrange for inspection of schools Study Centres and the University with a view to assess their academic performance and needs;
- (e) To direct inspection to recognized college and institutes, halls and hostels, in order to assess their academic performance and needs, issue instructions where necessary, for maintaining efficiency and ensuring adequate student amenities and proper terms and conditions of employment of their teachers and other employees and in the event of non-compliance of such instructions, make modifications of the conditions of recognition, or to take such other measures as it thinks fit;
- (f) To cancel examinations, in part or in whole, in the event of malpractices and take disciplinary action against any person or group of persons or institute/ lodge case who have been found guilty of such malpractices.
- (g) To form Committees and Sub-Committees to discharge such functions as may be necessary to carry out the purposes of the Act.



- (h) Shall hold, control and manage the property and funds (together with endowments, bequests and donations) of the University, its Regional and Study Centre and other transfers of property made to the University;
- (i) Shall regulate the form, provide for the custody and regulate the use of the common seal of the University;
- (j) Shall, subject to the powers conferred by or under this Act on the Vice-Chancellor and the Academic Council, determine and regulate all matters concerning the University in accordance with the Ordinance, the Statutes, and the Regulations;
- (k) Shall manage funds placed at the disposal of the University for specific purposes;
- (l) Shall have power to accept transfers on behalf of the University of any movable or immovable property to and for the benefit of the University or a Study Centre;
- (m) Shall make the Statutes and the Ordinances, and shall also amend or suggest or repeal any of the Statutes etc. to the Chancellor for his approval;
- (n) Shall make the Regulations, and suggest amendment or repeal thereto, to the Chancellor for his approval;
- (o) Shall pass resolution after having considered the annual report, the annual account, the budget estimates and audit report on such accounts;
- (p) Shall exercise the powers for the purpose of control in Regional and Study Centers, including their superintendence and recognition and de-recognition of Study Centers;
- (q) Shall institute and confer such Degrees, Titles Diplomas and other academic distinctions as may be prescribed by the Statutes; and
- (r) Shall exercise such other powers and perform such other duties as are conferred or entrusted on it by the Ordinance or the Statutes.

#### **4.2.3 Terms of office of the Members of the Executive Council**

Save as otherwise provided under the Act, the terms of office of members, other than ex-officio members of the Executive Council, shall be of three years from the date of their election or nomination as the case may be and shall include any further period which may elapse between the expiration of

the said three years and the date of the next succeeding election or nomination not being an election or nomination to fill up any casual vacancy;

Provided that a member elected or nominated as a representative of any other body shall be deemed to have vacated office with effect from the date on which he ceases to be a member of the body which elected or nominated him.

### **4.3 The Academic Council:**

The Academic Council of Jharkhand State Open University is constituted as per Section – 22 Chapter IV (The Authority of the University) of Jharkhand State Open University Act-21.

#### **4.3.1 Powers and duties of the Academic Council-**

- (a) Subject to the powers conferred by or under this Act on the Vice-Chancellor and on the Executive Committee, determine and regulate all academic and planning matters concerning to the University in accordance with this Act and the Statutes.
- (b) Have the powers of superintendence and control over and be responsible for the maintenance of standards of instruction and education through any means of communication, Correspondence Course, Contact Programme and promotion of research work in the University;
- (c) Prepare and finalize plan and programme of development and improvements of the University, its Courses of Study, Examination and Evaluation including new methods of teaching and for consultation and exchange of information with similar organizations, other Universities and Research Institutes;
- (d) Exercise supervision and control over the conduct of teaching in the school and study centers in such a manner as may be prescribed by the Statutes;
- (e) Have powers of general control over the Examination Board, and may review the results of University Examinations; and
- (f) Exercise such other powers and perform such other duties as may be conferred or empowered upon it by the Statutes.

#### **4.4 The Planning Board-**

- (a) Planning Board shall be the principal planning body of the University and shall also be responsible for monitoring of the development of the University in light of the objectives of the University.
- (b) The Planning Board shall consist of the following:
  - I. Vice-Chancellor
  - II. Prof Vice-Chancellor
  - III. Four persons to be nominated by the Vice-Chancellor from amongst the academic staff of the University;
  - IV. Five persons, who are not employees of the University, to be nominated by the Chancellor, one each representing the following sectors:
    - (a) Vocational/Technical Education;
    - (b) Media/Communication;
    - (c) Man power planning;
    - (d) Agriculture/Rural Development and allied activities and
    - (e) Women's Studies
- (c) Five persons, who are not employees of the university, to be nominated by the Executive Council, for their expertise, one each from the following areas of specialization:
  - I. Management
  - II. Learned Professions;
  - III. Education;
  - IV. Distance Education; and
  - V. Commerce and Industry
- (d) Registrar (Examination) shall be Member (Ex-officio)
- (e) Registrar shall be the Member Secretary of the Planning Board

#### **4.5 The Examination Board**

- (a) The Examination Board shall consist of the following members-
  - (i) Vice-Chancellor – Chairman
  - (ii) Director of Schools – Members
  - (iii) The Registrar (Examination) - Member Secretary



- (b) The Examination Board shall tender advice in respect of the conduct of Examinations, appointment of examiners, setting and moderating of question papers, preparation, moderation and publication of examination results, submission of such results of examinations to the Academic Council and, generally the regulation of the methods of improvement in the procedure adopted for the correct evaluation of achievements of the students.
- (c) The Examination Board shall submit to the Vice-Chancellor a panel of names for appointment of question setters and examiners and the Vice-Chancellor shall make approval for appointments from the said panel.
- (d) The Vice-Chancellor shall be competent to order for re-totalling of the Marks of the Answer Books.

#### **4.6 The Finance Committee:**

The Finance Committee shall consist of the Vice-Chancellor as the Chairman, the Pro-Vice-Chancellor, an Officer of the State Government not below the rank of Joint Secretary to be nominated by the State Government, the Finance Officer of the University and three such other members who are not members of the Executive Council, to be elected by and from amongst the teachers of the University.

Provided that until appointments of teachers are made, the Chancellor shall nominate one teacher and two Finance Officers from other Universities of the State to be the members of the Finance Committee, the teacher to be nominated must not be below the rank of Professor.

- 4.6.1** The term of office of members, other than the ex-officio members, shall be for a period of three years with effect from the respective dates of their election and shall include any further period which may elapse between the expiration of the said three years and the date of the next succeeding election,

#### **4.6.2 The Finance Committee shall-**

- (a) Advise the University on any question affecting its financial activities;

- (b) Prepare the annual estimated Budget of Income and Expenditure of the University including the estimated Budget of the School of the University and of the Study Centers recognized by it;
- (c) It shall have power to scrutinize the estimates of the Study Centers;
- (d) Have power to scrutinize every item of new expenditure not provided for in the Budget estimates of the University.
- (e) Be responsible for the strict observance of the maintenance of account of income and expenditure of the University; and
- (f) Discharge such other functions of financial nature as may be entrusted on it by the Executive Council.

#### **4.6.3 Meeting of the Finance Committee;**

- (a) The business of the Finance Committee shall be conducted in the such as prescribed above.
- (b) A member of the Finance Committee shall be entitled to receive such daily and travelling allowances as may from time to time prescribed but shall not be eligible for any remuneration.
- (c) The Finance Committee shall must at least once in three months.
- (d) Upon a requisition in writing signed by not less than one third of the total members of the Finance Committee, the Vice-Chancellor shall convene a meeting thereof on a date fixed by him, which shall not be more than seven days from the date of receipt of such requisition.
- (e) In absence of the Vice-Chancellor, Pro-Vice-Chancellor will preside over the meeting and in absence of Pro-Vice-Chancellor also the members present at the meeting shall choose senior most one among themselves to preside over the meeting.
- (f) The quorum for the meeting of the Finance Committee shall be one-third of the total number of members.
- (g) All decisions shall be taken at the meeting by majority of votes of the members present.
- (h) A member of the Finance Committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee.

#### **4.6.4 Power and Functions of the Finance Committee:**

- (a) The Finance Committee shall advise the University on any matter affecting its finance.
- (b) The Finance Committee shall meet to examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the budgetary provisions available.
- (c) The Finance Committee shall prepare the financial estimates of the University, Schools and Study Centers etc., for the ensuing year on or before 15 November or the next working day (if 15 November is a holiday) of every year for submission to the Executive Council.
- (d) The financial estimates of the University prepared by the Finance Officer shall be placed before the Finance Committee for consideration and recommendations and for submission thereafter to the Executive Council for approval.
- (e) The Finance Committee shall scrutinize the annual accounts to satisfy itself that money shown as having been disbursed were properly available for the purpose for which it was spent, and that the expenditure incurred was in accordance with the provision of these Statutes or the Ordinances. All proposal of the Finance Officer regarding the unauthorized expenditures or other financial irregularities to be submitted by him under the Act and shall be placed before the Finance Committee which shall submit its report to the Executive Council. The Finance Committee from time to time, shall suggest action to be taken thereon regarding any lapses or irregularities which come to its notice and thereupon the Executive Council shall take such action as it is necessary.
- (f) The Finance Committee shall recommend to the Executive Council the limits for the total recurring and non-recurring expenditure for the year, based on the income and resources of the University from the Government in the form of Grant-in-Aid and different types of fees received from the Students/Institutions/Colleges, including the Proceeds of loans given for productive works.
- (g) The Finance Committee shall take necessary steps to have the University accounts audited by the auditors. The Finance Committee shall see that annual



accounts (including the balance sheet) of the University prepared and placed before it by the Finance Officer are audited by the auditors appointed by the University for the purpose within the period of six months of the close of the financial year.

- (h) The Finance Committee may advise the Executive Council on all matters pertaining to various items of expenditure sanctioned in the Budget.
- (i) The Finance Committee may review the actual expenditure against the allotments made in the sanctioned budget during the course of the financial year as and when necessary and recommend to the Executive Council re-appropriations within the sanctioned allotments from one head to another by effecting savings, by postponement or by curtailment of less urgent expenditure.
- (j) The Finance Committee may recommend to the Executive Council, either on its own accord or on proposals sent by other Authorities, steps to augment the financial resources of the University, it may also suggest measures for economizing the expenditure.
- (k) The Finance Committee shall review the Quarterly Statements of receipts and payments prepared by the Finance Officer with reference to the budget allotments and report them to the Executive Council for necessary considerations.
- (l) The Finance Committee may consider the reports of the Finance Officer regarding the surplus funds of the University and advise him regarding their investment in conformity with the provisions of the Act.
- (m) The Finance Committee may consider the suggestions of the Finance Officer on the methods employed for collection of revenue and recommend them for implementation to the Executive Council.
- (n) The Finance Committee shall render necessary advice on any matter specifically referred to it by the Executive Council.
- (o) The Finance Committee shall consider the audit reports of the auditors on the accounts of the University funds as well as those of the grants given by Government and received by the University and replies thereto prepared by the Finance Officer. The Finance Committee shall recommend them to the Executive Council for necessary adoption, publication and submission along with annual accounts.

#### **4.6.5 The Schools of Studies**

- (a) Every School of Study shall have a School Board consisting of the following members, namely: -
- I. Director of the School-Chairman
  - II. All Professors of the disciplines assigned to the School of Studies, as may be determined by the Academic Council from time to time
  - III. At least five Associate Professors or Assistant Professors assigned to the School of Studies, nominated by the Vice-Chancellor.
  - IV. Not more than four Professors or Associate Professors or Assistant Professors, not assigned to the School of Studies, nominated by the Vice-Chancellor;
  - V. Not more than four persons, who are not the employees of the University, co-opted by the School Board for their specialized knowledge assigned to the School of Studies or in any allied branch of knowledge.
- (b) All Members of the School Board, other than the ex-officio members, shall hold office for a term of two years from the date they become such member.
- (c) The School Board shall meet at least thrice a year to approve launching of new programmes and revision of ongoing programmes offered by the School of Studies.
- (d) One-third of the total members of the School Board shall form a quorum for a meeting.

#### **4.6.6 The School Board shall have the power to perform following functions, namely: -**

- (a) To approve all research works related to the School of Study;
- (b) To approve the course structure of the academic programmes of the School of Study, in accordance with the directions of the Academic Council, on the recommendation of the Expert Committee(s) constituted by it;
- (c) To approve the syllabus in accordance with the course structure on the advice of the Expert Committee(s);
- (d) To recommend to the Vice-Chancellor names of the course writers, examiners and moderators for different courses on the proposal of the

Director of the School prepared in consultation with other Schools of Studies;

- (e) To formulate proposals for orientation programmes for course writers and counsellors in collaboration with other Schools of Studies;
- (f) To prepare general instructions for counseling to students for different programmes;
- (g) To review methodologies adopted for preparation of educational materials for the courses in the disciplines assigned to the schools of studies, to evaluate the educational materials and to make suitable recommendations to the Academic Council.
- (h) To review from time to time the course already designed and developed with the assistance of outside experts, if necessary, and to make such changes in the course, as may be required; and
- (i) To perform all other functions, which may be subject to the Act, the Statutes and Ordinances, as may be referred to it by the Executive Council, the Academic Council, the Planning Board or the Vice-Chancellor.



## Chapter – 5

### 5. The manner of appointment of teachers of the university, their qualification, the code of conduct and other service conditions:

- (a) Every teacher and officers (other than those appointed by the Chancellor) of the University shall be appointed by the Executive Council on the basis of recommendation made by University Selection Committee constituted for the purpose under Statute 5.1.
- (b) Members of the teaching staff shall be designated as Professor, Associate Professor and Assistant Professor and the minimum qualification prescribed for appointment on these posts shall be the same as is being prescribed by the University Grant Commission, from time to time, and adopted by State Government of Jharkhand.
- (c) Every teacher and officer shall be a whole-time salaried employee of the University, no teacher and officer shall, without the permission of the Executive Council, engage directly or indirectly in any trade or business whatever or any private tuition or other work to which any emolument or honorarium is attached.

Provided that nothing contained in the Statutes shall apply to the work undertaken in connection with examination of universities or local bodies and Public Service Commission or to any literary work or publication or radio or television talk **or extending lectures or with the permission** of the Vice-Chancellor to any other academic work.

- (d) All teachers and officers of the University shall be governed by the terms and condition of service and code of conduct as are specified in the Statutes;
- (e) All teachers and officers of the University shall be appointed on the terms as specified by the Executive Council with the approval of the Vice-Chancellor. A copy of the appointment letter shall be deposited with the Registrar for record.
- (f) Every teacher shall take part in the activities of the University and perform such duties as may be required by, and in accordance with Act, Statutes and Ordinance framed there under. In particular the nature of duties of a teacher of the University shall be;
  - (i) Preparation of course materials including e-resources, content editing and scrutiny, language editing etc., from the point of view of distance education

and liaison of the work with outside experts associated with the course materials preparation;

- (ii) Academic duties of a teacher shall be, to give guidance or rendering assistance to students for pursuing any course of study of the University, conducting counseling, tutorials, seminars, practical and assessment/examination/evaluation and such other work assigned to him relevant to the academic activities of the University by its Competent Authority i.e. Vice-Chancellor. He/She shall not ordinarily remain absent from the work without prior permission or grant of leave and
- (iii) A teacher of the University shall fully and enthusiastically participate in the academic and other activities of the University.
- (g) Every teacher shall be required to submit a Personal Appraisal Report at the end of every year in the manner as may be prescribed in the Ordinance;
- (h) Teachers and Officers shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed twenty-four months;
- (i) The Registrar shall place before the Executive Council the case of confirmation of a teacher who is on probation not later than forty days before the end of the period of probation. The Executive Council may either confirm or extend the period of probation so as not to exceed twenty-four months in all. In case the Executive Council does not extend the period of probation of a teacher before the end of twelve months period of his probation or before the end of the extended period of probation, as the case may be, the concerned teacher shall be informed in writing to the effect not later than thirty days before the expiration of the period;
- (j) Every teacher and officer shall draw increment in the scale of pay unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor and in that case sufficient opportunity will be provided to such teacher to make his written representation;
- (k) All teachers of the University shall retire from the services on the afternoon of the last day of the month in which he or she attains the age of sixty-five years;
- (l) A teacher can tender his/her resignation at any time in writing to the Vice-Chancellor of the University by giving three months Notice.

Provided that the Vice-Chancellor may waive the requirement of notice, at his discretion, and report the matter to the Executive Council for ratification. A self-contained note on each case shall be put up before the Executive Council for circumstances which warrant exercise of the power by the Vice-Chancellor.

- (m) The scale of pay and other allowances attached to the post of Professor, Associate Professor and Assistant Professor shall be determined in accordance with UGC guidelines.

The salary and other allowances of the Professor, Associate Professor and Assistant Professor shall be paid by the University from its own internal sources. There shall be no liability upon the State Government for the payment of the salary and allowances of the teachers and other employees of the University.

- (n) The manner and terms and conditions for Career Advancement of teachers shall be such as may be prescribed in the Ordinance.

- (o) Every teacher of the University shall be bound by this Statutes and Ordinance for the time being in force in the University;

Provided that no change in terms and conditions of service of teacher shall be made after his appointment with regard to designations, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave salary and removal from service as to which adversely affect him.

### **5.1 University Selection Committee for appointment of Teachers and Officers (other than those appointment by the Chancellor);**

- (a) There shall be a Selection Committee for making recommendations to the Executive Council for appointment to the post of Professor, Associate Professor and Assistant Professor of the University and Officers of the University.

- (b) Each of the Selection Committee for appointment to the post of Professor, Associate Professor and Assistant Professor and Officers shall consist of the following members, namely: -

- I. The Vice-Chancellor;
- II. One Nominee of the Chancellor
- III. Secretary, Higher and Technical Education Department or Nominee not below the rank of Joint Secretary.



- IV. One member of the Executive Council nominated by it;
  - V. Three subject experts not in the service of the University nominated by the Vice-Chancellor: in which one expert should be SC/ST.
  - VI. Director of the School or Professor of the discipline nominated by the Vice-Chancellor;
  - VII. The Registrar shall act as Member Secretary of the Selection Committee.
- (c) The quorum for a meeting of a Selection Committee shall be five which will include at least one expert as nominated by the Chancellor and one expert nominated by the Vice-Chancellor from SC and ST.
  - (d) The procedure to be followed by the Selection Committee in meeting in making recommendations shall be such as may be prescribed by the Executive Council.
  - (e) If the Executive Council is unable to accept the recommendation made by a Selection Committee, it shall record its reason for such non-acceptance and submit the same to the Chancellor whose decision thereon shall be final.
  - (f) The University Selection Committee shall recommend two names for each post in order of merit. The recommendation shall be valid for one year from the date they are made.

**5.2 The manner of appointment of non-teaching staff of the University, their qualification, the code of conduct and other conditions of services;**

- (a) All other employees of the University, other than officers and teachers shall be appointed by the Vice-Chancellor in the manner specified by the Executive Council.
- (b) All employees of the University, other than teachers of the University shall, in absence of any contract or the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes.
- (c) **Selection Committee for Employees other than teachers and officers:**  
The Selection Committee for appointment to the posts of non-teaching staff shall consist of the following members: -
  - (i) The Director of School nominated by the Vice-Chancellor – Ex Officio Chairman.
  - (ii) One nominee by the Executive Council not connected with the University.
  - (iii) One nominee of the Chancellor.
  - (iv) One official nominated by the Director, Higher Education.

- (v) One senior teacher/officer from other University nominated by the Vice-Chancellor.
- (vi) One expert appointed by the Vice-Chancellor.
- (vii) One Teacher/Officer from ST/SC category nominated by the Vice-Chancellor.
- (d) The Registrar shall act as the Member Secretary of the Selection Committee.
- (e) The quorum for the Selection Committee shall be five.
- (f) The educational qualification of non-teaching employees shall be as per the State Government norms.
- (g) The Scale of pay of different categories of non-teaching staff shall be as per the State Government norms. The salary of the non-teaching staff shall be paid by the University from its own internal sources. There shall be no liability upon the State Government for the payment of the salary of non-teaching staff and other employees of the University.
- (h) Reservation Policy for ST, SC, BC-I and BC-II categories as well as EWS shall be followed as per Reservation roster of the State Government.
- (i) Subject to the provision, if any, in the Statutes, non-teaching employees of the University shall be appointed by the Vice-Chancellor.

### **5.3 The manner of termination of service and other disciplinary action in respect of teachers and other employees:**

- (a) Where there is an allegation against a teacher or an employee of the University, the Vice-Chancellor, in the case of teachers and the authority of officers competent to appoint (herein after referred to as appointing authority) in the case of other employees, may, by order in writing, place such teachers or other employee, under suspension and start departmental enquiry and shall forthwith report to the Executive Council, the circumstances in which the order was made.
- (b) Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teachers and the appointing authority in respect of the other employees, shall have the power to remove a teacher or other employee, as the case may be, on grounds of misconduct.

- (c) No teacher or other employee shall be removed under clause (b), unless he has been given a reasonable opportunity of showing cause against proposed action to be taken against him/her.
- (d) The removal of a teacher or other employee shall take effect from the date on which the order of removal is passed.

Provided that, where the teacher or other employee is under suspension at the time of his removal, such removal shall take effect the date specified in the order.

- (e) Notwithstanding anything contained in the foregoing provision of this Statutes, a teacher or other employee in the service of the University may resign from the service: -

- (i) If he is a permanent employee, only after giving one month's notice in writing to the Executive Council or the appointing authority, as the case may be, or by paying three month's salary in lieu thereof:
- (ii) If he is not a permanent employee, only after giving one month's notice in writing to the Executive Council or the appointing authority, as the case may be, or by paying one month's salary in lieu thereof:

Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Executive Council, or the appointing authority, as the case may be.

- (iii) The appointing authority may, however, waive the notice period in respect of a non-teaching permanent or temporary employee on technical resignation to take up an appointment in the same or other organization, if he/she has applied through proper channel.

#### **5.4 Appointment to the post of Teachers and Officers –**

- (a) Teachers and Officers (other than those appointed by the Chancellor) shall be appointed in transparent manner as per the guidelines of the UGC.
- (b) The appointment of Teachers and Officers (other than those appointed by the Chancellor) shall be made by the Executive Council on the recommendation of the University Selection Committee.



- (c) In matters pertaining to the appointment to the post of Teachers and Officers (other than those appointed by the Chancellor), the extant UGC regulation shall be applicable ipso facto.
- (d) The number of full-time teachers, academicians and other administrative and technical staff shall be appointed keeping in view of the type of programme offered, as per guidelines issued by the UGC from time to time.

### **5.5 Conditions of appointment and other relevant matters -**

- (a) The appointment process for these posts shall be transparent. The advertisement for the appointment of these posts shall be advertised in leading newspapers as well as on the Website of the University. The current reservation policy of the State Government shall strictly be followed as per reservation roster in the appointment on these posts. All these appointments shall be prominently displayed on the home page of the website of the University.
- (b) Subject to the approval of the Executive Council, the matter relating to appointment, dismissal, compulsory retirement, removal from service, termination of service or reduction in rank of teachers of the University shall be disposed of after obtaining the advice of the University Selection Committee. Provided that consultation with the Selection Committee shall not be necessary in a case where the order involved is only of censure, stoppage of increment, stoppage at the stage of crossing of efficiency bar or a suspension order till the inquiry of allegations/charges against a teacher or officer is completed. The University Selection Committee shall recommend two names for each post in order of merit. The recommendations of the Selection Committee shall be valid for one year from the date they are made. The Executive Council shall, in making appointments, appoint persons in order of merit assigned by the Selection Committee within a period of three months from the date of receipt of recommendations by the Executive Council. If the Executive Council is unable to accept the recommendation of the Selection Committee or to make appointment in order of merit given by the Committee, it shall record the reasons therein and submit the case to the Chancellor whose decision shall be final. Experts to assist the Selection Committee in the appointment of teachers or officers of the University shall be nominated by the Chancellor.

## **Chapter – 6**

### **The recognition of Educational Institutions and establishment of Study Centers and withdrawal of its recognition.**

#### **6.1 Study Centre**

The Study Centre is the backbone of the Open University education concept. The education and its reliability depend more on the integrated functioning of the study centre and the work place and providing good feedback to the university. Jharkhand State Open University offers a number of study programmes of Open and Distance Learning from its on-campus departments managed by the highly qualified faculty. Since its resources in terms of space are limited and programmes are in high demand, a provision of Study Centre has been made. These carefully selected Study Centers are meant to enable the students to get full support of study resources including classrooms, library, IT support and counseling.

The study centre could be in an educational institution (Government Constituent/ Private), or any other organization as per the UGC ODL Regulation, 2020. It should also have enthusiastic qualified staff, fully backed by the management of the organizations for implementation of the prescribed course. The University reserve the right to select the institution to function as study center from amongst the institution desirous to provide facilities available with them.

An institution affiliated to government recognized Boards/Universities will be eligible for the establishment of a Study Centre. Polytechnics and ITIs will also be considered for running Study Centers of Jharkhand State Open University.

The study center shall normally have training facilities for a minimum of one course. The study centre shall have to make necessary arrangements for distribution of study material to students. The material will be supplied by the university. The study centre shall make all arrangements for display of A/V aids, monitoring the programmes and conducting class tests and examination for students. The university shall prescribe the staffing pattern at the study center in consultation with the management of the institution, but in no matter, they will be university employees.

The Institute/organization must have specific adequate facilities for learners of the Vocational Courses as per norms of the University. The specific requirements for each programme as outlined in Annexure-I.

## **6.2 Process of Approval**

### **(a) Application**

The prospective institutions who fulfill the eligibility criteria may apply on the prescribed application form as per format; Annexure-II. The applicant should pay a fee of Rs.500 as a Demand Draft/Account transfer in favour of Jharkhand State Open University payable at Ranchi. All the Government/Constituent Educational Institutions are waived from paying the fees. The form should be submitted to the Registrar, Jharkhand State Open University along with bio-data of Co-ordinator as per the formats (Annexure-III).

### **(b) Scrutiny of Application**

The application will be scrutinized by the University for Eligibility Criteria and other requirements as per the norms. If the application is found suitable, the institution will be required to submit processing (inspection) fee which will be Rs.5000/- (five thousand). Government/Constituent Colleges are waived from processing fee.

### **(c) Inspection**

After receipt of processing fee, the University will send a team of experts from university or outside to inspect the Centre, its facilities and other resources including the faculty (Co-ordinators, counsellors). The team may also review the original documents, approach road, parking facility, distance from nearest centre financial position and may ask for the audited balance sheet of last three years.

### **(d) Approval**

The inspection team will submit its report to the Registrar, Jharkhand State Open University. The report of the inspection team will be placed for approval to the Standing Committee of the University, if approved, the Centre will be informed by the Registrar, JSOU along with comments, if any. Depending on physical verification report, the University may not approve all the programmes of study for a Centre for which it has applied. This approval will be provisional and if there are certain deficiencies to be met, the Registrar may provide a timeframe to address the deficiencies. If required, the University may resend the Inspection team to verify the improvement. The applicant institution will make suitable arrangement for smooth conduct of inspection by the team.



### **(e) Signing of Memorandum of Understanding (MoU)**

Each Study Centre on its approval by the University, will have to sign a memorandum of understanding (MoU) and Rs. 11,000/- (Eleventh Thousand) will have to be deposited in favour of Registrar, JSOU. After deposit, Approval letter will be issued for one year.

### **(f) Renewal of MoU**

MoU will be renewed at least one month before the expiry of its tenure with mutual consent of both the parties. It will be the responsibility of the Study Center to approach the University for Renewal of MoU in advance. While renewing MoU the University may revise the terms and conditions with mutual consent and re-inspect the Centre. In such a case Study Center will deposit the processing (inspection) fee as prescribed. If MoU expires without renewal, it would be assumed that Study Center is not interested in continuing its association with the University.

## **6.3 Information about Academic Counsellors to be Engaged by the Study Centre**

The University will prescribe the qualification and experience of the counsellors/teachers who will be engaged by the Study Centres for its study programme(s). At beginning of each academic session, the Co-ordinator of Study Centre will forward a list of faculty members from the host institution or near by Institution of Higher learning along with their bio-data with complete Educational Certificate for approval by the University (as format of Annexure-V). This information may also be provided online by the Study Centers to the University.

## **6.4 Jharkhand State Open University's Role in Academic Activities**

### **(a) Publication of Admission Notification**

The University will publish Admission Notification through newspapers and web site and issue Prospectus for different courses. However, the Study Centers will be permitted to issue local advertisements at their own expenses for mobilizing student for University courses. A draft admission notification or any other publicity material in which name of the University is given should be sent to the University for its Approval in advance. It will be ensured by the Study Centers that such advertisements do not give an impression of commercialization of higher education. The University also insists on publication of advertisement by a Study Center specifically for Jharkhand State Open University and not along with other Universities for which the Study Center may be an authorized Study Centre.

## **(b) Registration of Students**

The University will register the students after receiving the application forms along with the requisite certificates and fees from the Study Centers. The University will check eligibility criteria and authenticity of certificates. In specific cases, the University may use benchmark to short-list the candidates. After screening, a consolidated list of admitted candidates will be sent back to the Study Centers for the purposes of counseling etc. The University may restrict number of students at a Centre or in a course, depending on the availability of resources. Enrollment numbers will be allotted by the University to admitted students. The University will have the right to refuse admission to any student without assigning any reason. Foreign nationals will be enrolled through the Foreign Students' Advisor (FSA) of the University, on case-to-case basis and appropriate Study Center for such candidates will be determined by the University.

## **(c) Delivery of Self-Instructional Material (SIM)**

The University will provide Self-Instructional Material (SIM) to the Study Centre (for which 20% of the fee shall be deducted) for onward dispatch to the students. The University engages experts to prepare and vet the SIM as per the norms of the course. SIM content is also updated time to time. It will be the responsibility of Study Centre to promptly deliver the material to students. University may also upload study material on web site.

## **6.5 Infrastructure Required at Study Centre of Jharkhand State Open University**

Every Study Centre shall ensure the following facilities for counseling and learning activities of students enrolled in the programmes of Jharkhand State Open University.

### **(a) Classroom**

Adequate number of classrooms shall be provided by the Study Centre. The classrooms should be well ventilated and appropriately located in the campus or building of the Study Centre. The classroom should be equipped with black/white boards, overhead projectors or LCD projectors, screens and other teaching aids.

### **(b) Library**

Study Centre shall provide adequate number of books in its library. The University will provide suggested list of study materials and the Study Centre shall arrange to obtain adequate copies of suggested study materials for consultation with the students. The Study Centre will also provide Magazine and Journals relevant to different programmes. Every Study Center shall also subscribe at least two daily Hindi/English Newspapers. Employment Newspaper/Relevant wave news about the employment shall also be made available to the students by the Study Centre.

### **(c) Examination Hall**

Each Centre should have adequate facility to conduct examinations for all the students assigned to it. Necessary furniture should be in place. In case, a Study Center has space to accommodate more examinees, Jharkhand State Open University may consider it as one of its examination centers. The University may reimburse the remuneration payable to Examination Superintendents, Invigilators, Clerks and Class IV staff as per the University norms. Reimbursement of no other expenses related to examinations will be considered. Alternatively, the University may provide a fixed per unit expenses to Study Center for conducting the examination. This Unit cost will be determined in advance and communicated to the Study Center.

### **(d) Computer Room**

Study Centre should have a well-equipped computer room with PCs as per the course requirement, printers, and internet facility. The Computer Room should preferably be air-conditioned and all the PCs should have power backup.

### **(e) Office for Jharkhand State Open University's Co-ordinator**

Study Centre should arrange an office space for the Co-ordinator/Representative of Jharkhand State Open University for his/her exclusive use. This Office should have necessary furniture and facilities of a telephone, PC with internet and printer. A name plate "Office of Jharkhand State Open University Co-ordinator" should be fixed on this office.

### **(f) Other Amenities and Facilities for the Students**

- The Study Center should have safe drinking water supply.
- The Study Center should have separate and adequate numbers of toilets for boys and girls, which should be well- maintained with supply of running water.
- Telephone facility should be extended to staff of the Study Center.
- First-aid facility should be made available to the students.
- Each Centre should have firefighting equipments in working condition.
- There should be a strong room/safe to store question papers and other confidential material.
- There should be adequate arrangement for security and surveillance.

### **(g) Counsellors**

The Study Centre shall provide adequate number of qualified counsellors for each programme as specified by the University. All the counsellors should be conversant with the use of computers and they should have their e-mail IDs so that the University Co-ordinators may communicate with them.



#### **(h) Non-teaching staff**

The following minimum non-teaching staff shall be provided at every Study Centre: -

- i) Co-Coordinator -1 for each programme (Depending on the enrollment of the particular Study Center)
- ii) Office Assistant/Data Entry Operator -1
- iii) Class IV staff -1

All the staff of Study Center will be appointed and paid by the Study Center and shall be employees of host Institution. Details of the Co-ordinator and Counsellors should be provided to the University in the format as specified.

### **6.6 Specific Requirements at the Study Centers**

The University shall prescribe norms for each Programme so that every Study Centre selected by the University provides the optimum facilities to all the students. The University will have the right to revise the norms before the start of every academic year.

The existing requirement norms are given in the **Annexure-I**.

### **6.7 Study Centre's Activities**

(a) The Study Centers of Jharkhand State Open University form an important part of the overall structure of the University designed to provide extensive and efficient student support services to its learners by adequate learning resources. The Study Centers will be expected to offer academic support to students to supplement contents of the course in the form of Self-Learning/Instructional Materials. Interaction with the academic Counsellors and fellow students and access to modern technology with audio-visual aids should be equipped for the students to complete the course in prescribed time. Thus, a Study Centre of Jharkhand State Open University helps the students by means of appropriate forms of educational technologies so as to provide extensive, modern and efficient student support services. Study Centres would be located in friendly surroundings and will normally function on holidays and Saturdays/Sundays. However, it does not mean that they will not function on working days. It is expected that depending on the requirement of the programme, contact classes will be arranged on weekdays also in the evening.

Part time Co-ordinators will act as a link between the University and Study Centers. The Study Centre will provide part-time academic and non-academic staff as per norms. It will be the responsibility of the Co-ordinator to schedule, organize and supervise the efficient functioning of the centre. He/she has to keep and maintain up-to-date records of center's activities and communicate to the Registrar of Jharkhand State Open University time to- time. Jharkhand State Open University may call regular meetings of Co-ordinators to discuss progress and attend to pertinent issues. No TA/DA will be paid by the University for such Interactive sessions.

In order to provide orientation to Co-ordinators, Academic Counsellors and other support staff appointed at the Study Centre, the University may organize Orientation programme / Workshop in Jharkhand State Open University or on other selected venues.

**(b) Contact Classes/Academic Counselling Sessions**

A Study Centre shall arrange at least 10% of total credit hours of counselling per course.

## **6.8 Functions of the Study Centre of Jharkhand State Open University**

The Study Centers of the University will have the following major functions/activities to perform: -

**(a) Academic Counselling**

All Study Centre's of the University shall provide opportunity to the learner for face-to-face interaction with counsellors. Keeping in view the convenience of learners, counselling sessions/group discussion etc. shall be organized on weekdays, holidays and Saturday/Sundays as per approved scheduled. The Study Centers shall also provide pre-entry counselling to the prospective learners and clear their doubts.

**(b) Delivery of Learning Resources**

The Study Centre would provide all the learning resources to the students in the form of print such as Self-Learning Instructional Material (SIM) or digital media (CDs, Soft copies) supplied by Jharkhand State Open University FREE OF COST. The University may organize contact and counselling through video conferencing with students. Adequate facilities should be available with the Centers for this activity.

**(c) Library services**

A Study Centre established/recognized by the University will provide with relevant course material, reference books, audio-visual for each study programme. The Study Centre shall arrange to extend these facilities to all learners. Library should remain open for extended hours during examinations.

**(d) Information services**

The Co-ordinator and other part-time staff shall provide the latest information regarding course material, examinations, counselling, various programmes being run by the University and supply them the necessary literature available at the Study Centre through announcements, notice boards, e-mail etc. The Study Centre will thus serve the students as an information and learning resource centre of the University.

## **6.9 Functions of STUDY CENTRE Co-ordinator**

- (a) The Centre Co-ordinator shall be responsible for all the activities of the Study Centre. He/she shall coordinate and supervise the work of all the individual Counsellors and will act as a link between the University and the Study Centre.
- (b) He/she shall be responsible for the maintenance of all records and registers in respect of the activities of the Study Centre, either academic or administrative.
- (c) He/she shall supervise the work of the supporting staff members of the Study Centre.
- (d) He/she shall respond to all communications from the University, remain in touch with the Registrar, JSOU and other University officials and attend meeting whenever called in the University. He/she will keep a watch on the University web site and inform the students about new announcements concerning them.
- (e) He/she shall inform the students time and date allotted to them for attending the counselling sessions, contact Programme, tutorials etc.
- (f) He/she shall ensure that the Study Centre is kept open on the days fixed by the University.
- (g) He/she shall be responsible for assigning the Counsellors the specific days on which they will be available to students.
- (h) He/she shall ensure timely evaluation of the written assignment by the Counsellors and arrange to dispatch them to the Candidates. He/she shall maintain a record of such assignments submitted by the Candidates. Marks obtained by the students in continuous evaluation will be promptly communicated to the University.
- (i) He/she shall ensure that library facilities are properly maintained and extended to the students coming to the Study Centre for contact programmes and guidance.
- (j) He/she shall ensure punctuality and attendance of the students and submission of the assignments.
- (k) He/she shall ensure that the Study Centre is properly equipped with the Study material and the necessary audio and video equipment and computers are in proper working order at all time.
- (l) He/she shall be available at the concerned Study Center on counseling days. In case he/she is not able to attend to his/her duties on the notified days or has to be away from work for reasons beyond his/her control, he/she shall make alternate arrangements to ensure that the work of the Study Centre is not hampered.
- (m) He/she shall abide by the instructions issued to him/her from time to time by the University and shall submit a quarterly report on the activities of the Centre to the University. This information may also be submitted online/by e-mail.
- (n) He/she shall ensure discipline in the Study Centre consistent with the aims and objectives of the University.
- (o) He/she shall be required to perform such other duties as may be assigned by the University from time to time for the effective functioning of Study Centre.



The institution selected as a Study Centre of Jharkhand State Open University shall have to execute a MoU/agreement with university for the fulfillment of the aforesaid terms and conditions.

#### **6.10 Cancellation of Study Centre by Jharkhand State Open University**

In case of unsatisfactory performance of the Study Centre, the University reserves the right to cancel the Study Centre and withdraw the candidates from there after giving one month's notice. The University shall deduct the share of 50 per cent of the fee payable to the Study Centre of the full academic year proportionately, if the University cancels the Study Centre in the mid-session. The University will make suitable alternative arrangement for enrolled students at such a centre.

The University may determine minimum number of students in a course to be registered for a Study Center. If these numbers are not attained, the University may consider de-recognition of such a Centre. Advance notice will be sent and the students may be shifted to other centre, preferably within the same city, from the next academic year. If there is no Study Center of University in that city, a new Study Center will be opened soon.

In case, if any, regulatory agency such as UGC or DEB directs Jharkhand State Open University to restrict its ODL activities or limits the Study Centers the University shall abide by such directives and inform the affected Study Center accordingly. However, all efforts will be made to safeguard the interest of students in consultation with UGC/DEB.

#### **6.11 Relationship**

Nothing in the arrangement between Jharkhand State Open University and a Study Centre shall be deemed to neither constitute franchise, partnership or an association between parties and their employees nor create/constitute any party as an agent of other party for any purpose.

#### **6.12 Arbitration**

Any dispute arising with regard to any aspect of these guidelines and MoU, the concerned parties will resolve the same amicably, However, in case the dispute remains unresolved, it shall be referred to an Arbitrator, to be appointed by mutual consent of both the parties subject to Ranchi jurisdiction. The decision of the Arbitrator shall be final and binding upon both the parties.

## Annexure-I

### Specific Requirements for different Programmes

| Requirements                        | IT Course  | Management Course   | Health Sciences Courses (food & nutrition)  | Hotel & Tourism Courses   | Humanities Course   |
|-------------------------------------|--|---|---|---|---|
| No of Students                      | 40   | 40  | 40  | 40  | 40  |
| Computer and related requirement    | Server -1, computers PIV or above-20, Networking Printers - 2 Scanner –1 CD/DVD Writer-1 Internet connection Software: Windows C, C++, MS Office Oracle With developer 2000, Front Page, JAVA, Linux, any other software required for the course | Server-1 Computers PIV or above-15 Networking Printers- 2 Internet connection Software: MS Office, any other software required for the course | Server-1 Computers PIV or above-15 Networking Printers- 2 Internet connection Software: MS Office, any other software required for the course Quality Control | Server-1 Computers PIV or above-15 Networking Printers- 2 Internet connection Software: MS Office, any other software required for the course | Computers PIV or above-4, Printer-1 Internet connection Software: MS Office |
| Audio-Visual Aids and ICT equipment | TV and LED   | TV and LED  | TV and LED  | TV and LED  | TV and LED  |
| Newspapers                          | Two daily Newspapers, one national newspaper and one local newspaper and Employment Newspaper.   | Two daily Business newspapers. Employment Newspaper and daily newspaper at least-2  | 1) Medical bulletin magazines.<br>2) Two newspaper (one national and other local)   | Two English Newspapers Hospitality Magazines and Journals like Travel Plus, Outlook Traveler, Express Hotelier and Caterer, Travel Talk etc.  | Hindi Newspapers-02, English Newspaper-01, Magazines-02                     |

## **Annexure-II**

### **Information of the College/Institute for the establishment of the Study Centre**

(This information should be submitted along with the DD of Rs.500/- drawn in favour of Jharkhand State Open University drawn on any nationalized bank and payable at Ranchi. The amount is nontransferable.)

## **INFORMATION SHEET**

### **1) College/ Institution: Profile**

- i. Name of the College/ Institution with address....
- ii. Date and registration number/recognition of the College/ Institution
- iii. Telephone
- iv. E-mail Address
- v. Name of the university/Board to which your college/ Institution is affiliated
- vi. Name of the Principal/ Head of the College/Institution
- vii. Educational qualification of the Principal/ Head of the Institution
- viii. Telephone No.
- ix. E mail:
- x. Whether the College/ Institution is
  - (a) Private
  - (b) Government
  - (c) Constituent
- xi. The college/ Institution has
  - (a) Schools (Primary/Secondary)
  - (b) UG College (Arts/Science/Commerce/Vocational)
  - (c) PG College (Arts/Science/Commerce/Vocational)
  - (d) Any Other
- xii. Timing of the College/ Institution
- xiii. List of courses taught and teachers in college (please provide information in Detail in a separate sheet).

### **2) In case of Private College/ Institution**

- i. Name of the Management/Society/Trust running the College/ Institution with postal address.
- ii. Date and Registration No/Recognition of the Institution:
- iii. Name and address of the Chairman with Phone Numbers:
- iv. Name and address of the Secretary with Phone numbers:
- v. Give in brief information about the activities of your Institution, preferably the branches run by your Management (attach a separate sheet, if required and the Constitution/MOA of the Society/Trust/Management)



### 3) Infrastructural Facilities Available

- i. Number of class rooms with their approximate seating capacity (Enclose a separate sheet if required)

| Room No.                         | 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------------------|---|---|---|---|---|---|
| Size (Sq. Feet)                  |   |   |   |   |   |   |
| Seating Capacity for classes     |   |   |   |   |   |   |
| Seating capacity for examination |   |   |   |   |   |   |

- ii. Adequate number of class rooms shall be made available in the  
(a) Evenings Yes/No  
(b) Saturday Yes/No  
(c) Sunday Yes/No
- iii. One/Two rooms required for the Co-ordinator and for the Office of the Study Centre (Area sq.ft.) - Yes/No
- iv. Library facilities shall be made available to the students of JSOU.
- v. Internet facility Available - Yes/No
- vi. Availability for fixing the signboard of JSOU Study Centre - Yes/No
- vii. Electrical fluorescent tubes, fans are fitted in the class rooms and in the office. - Yes/No
- viii. Bank facility is available on the campus or nearby area. - Yes/No
- ix. Post Office facility is available in nearby area. - Yes/No
- x. Telephone facility will be made available for the Study Centre Staff. - Yes/No
- xi. The College/Institution has separate toilets for male and female students and these facilities shall be made available to Study Centre Staff also - Yes/No
- xii. Drinking water facilities are available on the campus - Yes/No

#### 4) Equipments

- i. The College/Institution has a Public Address System - Yes/No
  - ii. The College/Institution has a TV/LED -Yes/No
  - iii. The College/Institution has a LCD Projector- Yes/No
  - iv. The College/Institution has a Slide Projector- Yes/No
  - v. The College/Institution has a Tape Recorder - Yes/No
  - vi. The College/Institution has a/.....number of Computers -Yes/No
- (Please use a different sheet to describe the computer facilities available)

#### 5) Personnel

- i. Names of recommended Co-ordinator along with their personal detail in the prescribed format-
- ii. Names of recommended individuals along with their personal detail in the prescribed format, for the appointment of the Academic Counsellors-
  - a)
  - b)
  - c)
- iii. The Principal is willing to cooperate/supervise the work of the Centre including examinations - Yes/No
- iv. The Principal/ Head will make available the teaching staff to work as Counsellors and Co-ordinators and necessary staff for conduct of exams - Yes/No
- v. The Principal/ Head will make available the non-teaching staff to work at Study Centre - Yes/No
- vi. Any other information as considered useful and relevant (use a separate sheet) - Yes/No

#### 6) Undertaking

The Principal/Head and/or the College authorities do hereby undertake to give all necessary co-operations for the efficient functioning of the Study Centre of Jharkhand State Open University, if granted to our College/Institution.

Signature & Seal of the Principal/Head  
of the College/Institution

### Annexure-III

To,

The Registrar,  
Jharkhand State Open University,  
Ranchi, Jharkhand

**Subject: Application for the establishment of a Study Centre of Jharkhand State Open University.**

Respected Sir,

This College/Institution is keenly interested in establishing a Study Centre of Jharkhand State Open University for..... Programme. I am sending herewith detail information of our College/Institution in the prescribed format with Demand Draft of Rs 500/- towards Application Fee in favour of Registrar, Jharkhand State Open University payable at Ranchi.

I request you to kindly consider our application sympathetically for grant of permission to run a Study Centre for .....

Yours Sincerely,

Place.....

Date:.....

Enclosed: 1. Information Sheet

2. D.D. No.....

Date.....

Principal/Head of the Institution  
with Seal



## **Annexure-IV**

### **Resolution of the Society/Trust**

(to be submitted duly filled in on the letterhead of the Institution)

It is resolved unanimously in the meeting of the Governing body of ..... held on ..... under the chairmanship of shri..... that the Study Centre of the Jharkhand State Open University be established in .....  
..... College/ Institute.

If the University permits the College/Institute/Organization/Trust to establish the Centre, we undertake to provide all the necessary academic and infrastructural facilities and cooperate for the smooth and efficient functioning of the Study Centre. We shall abide by the Rules and Regulations of the Jharkhand State Open University, Ranchi as amended up to date.

If the Study Centre close down for any reason, equipments, furnitures, books supplied by the University shall be returned to the University within the given time and period by the University.

We shall have no objection if the University ceases the services of Counsellors, Co-ordinator and office staff appointed at the Study Centre.

Seal of the Institution

Chairman/President/Secretary/Trustee

## Annexure-V

### BRIEF RESUME OF ACADEMIC CO-ORDINATOR/ COUNSELLOR

(Supporting Documents may be provided as Annexure)

NAME OF PROPOSED STUDY CENTRE: .....

FIELD OF SPECIALIZATION.....

COURSE(S) TO BE ASSIGNED: .....

1. NAME (IN BLOCK LETTERS) :-.....

2. DESIGNATION: -.....

3. ORGANIZATION/EMPLOYER .....

4. TYPE OF APPOINTMENT: REGULAR/TEMPORARY/CONTRACTUAL.....

5. ADDRESS (RESIDENCE) .....

PIN..... Phone/Mobile.....

E-mail.....

6. ADDRESS (OFFICE) .....

PIN..... Phone/Mobile.....

E-mail.....

7. DATE OF BIRTH: DD.....MM.....YY.....

8. ACADEMIC QUALIFICATIONS:

| Examination/Degree | Board/University | Year | Subject(s) | Division/Percentage |
|--------------------|------------------|------|------------|---------------------|
|                    |                  |      |            |                     |
|                    |                  |      |            |                     |
|                    |                  |      |            |                     |
|                    |                  |      |            |                     |

10. EMPLOYMENT DETAIL:

| DURATION (MONTH, YEAR) FROM TO | ORGANIZATION | DESIGNATION | NATURE OF JOB/ TYPE OF DUTIES |
|--------------------------------|--------------|-------------|-------------------------------|
|                                |              |             |                               |
|                                |              |             |                               |

11. EXPERIENCE:

.....  
.....

Any other relevant information: .....

.....

Date.....

SIGNATURE

**JHARKHAND STATE OPEN UNIVERSITY**  
**RANCHI**



**DRAFT**

**ORDINANCE, 2023**



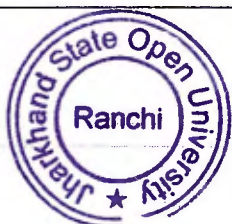


## Chapter-1 Ordinance

1. Admission of students to the University, Courses of Study and the fees therefore the qualification pertain to degrees, diplomas, certificate and other Academic distinctions the for grant fellowship, awards and the like :-

- 1.1 Current academic programmes of Jharkhand State Open University are given below with duration and eligibility criteria for admission students.

| Sr. No. | Name of the Program                            | Duration (months) | Eligibility Criteria |        | Credit |             |
|---------|--|-------------------|----------------------|--------|--------|-------------|
|         |  |                   |                      |        | TH     | Lab/Project |
| 1.      | Certificate in e-Commerce                      | Six months        | 10+2                 | Passed | TH     | Lab/Project |
| 2.      | Certificate in Legal Awareness                 | Six months        | 10+2                 | Passed | 12     | 4           |
| 3.      | Certificate in Rural Development               | Six months        | 10+2                 | Passed | 12     | 4           |
| 4.      | Certificate in Media Management                | Six months        | 10+2                 | Passed | 12     | 4           |
| 5.      | Certificate in Mass Communication              | Six months        | 10+2                 | Passed | 12     | 4           |
| 6.      | Certificate in Amanat and Surveying            | Six months        | 10+2                 | Passed | 12     | 4           |
| 7.      | Certificate in Voc. (Logistics)                | Six months        | 10+2                 | Passed | 12     | 4           |
| 8.      | Diploma in Computer Applications               | 12months          | 10+2                 | Passed | 24     | 8           |
| 9.      | Diploma in Management                          | 12months          | 10+2                 | Passed | 24     | 8           |
| 10.     | Diploma in GIS                                 | 12months          | 10+2                 | Passed | 24     | 8           |
| 11.     | Diploma in Banking and Insurance               | 12months          | 10+2                 | Passed | 24     | 8           |
| 12.     | Diploma in Regional Language                   | 12months          | 10+2                 | Passed | 24     | 8           |
|         | (a) Diploma in Regional Language Kurukh        | 12months          | 10+2                 | Passed | 24     | 8           |
|         | (b) Diploma in Regional Language Mundari       | 12months          | 10+2                 | Passed | 24     | 8           |
|         | (c) Diploma in Regional Language Santhali      | 12months          | 10+2                 | Passed | 24     | 8           |
|         | (d) Diploma in Regional Language Ho            | 12months          | 10+2                 | Passed | 24     | 8           |
|         | (e) Diploma in Regional Language Kharia        | 12months          | 10+2                 | Passed | 24     | 8           |
|         | (f) Diploma in Regional Language Nagpuri       | 12months          | 10+2                 | Passed | 24     | 8           |
|         | (g) Diploma in Regional Language Kurmali       | 12months          | 10+2                 | Passed | 24     | 8           |
|         | (h) Diploma in Regional Language Panchpargania | 12months          | 10+2                 | Passed | 24     | 8           |
|         | (i) Diploma in Regional Language Khortha       | 12months          | 10+2                 | Passed | 24     | 8           |
| 13.     | Diploma in Urdu Language                       | 12months          | 10+2                 | Passed | 24     | 8           |
| 14.     | Diploma in Counseling                          | 12months          | 10+2                 | Passed | 24     | 8           |
| 15.     | Diploma in Digital Marketing                   | 12months          | 10+2                 | Passed | 24     | 8           |
| 16.     | Diploma in Health Sanitary Inspector           | 12months          | 10+2                 | Passed | 24     | 8           |
| 17.     | Diploma in Bedside Assistant                   | 12months          | 10+2                 | Passed | 24     | 8           |
| 18.     | Diploma in Project Management                  | 12months          | 10+2                 | Passed | 24     | 8           |
| 19.     | Diploma in Marketing Management                | 12months          | 10+2                 | Passed | 24     | 8           |
| 20.     | Diploma in Naturopathy                         | 12months          | 10+2                 | Passed | 24     | 8           |
| 21.     | Diploma in Yoga                                | 12months          | 10+2                 | Passed | 24     | 8           |
| 22.     | Diploma in Nursery Teacher Training            | 12months          | 10+2                 | Passed | 24     | 8           |
| 23.     | Diploma in Rural Management                    | 12months          | 10+2                 | Passed | 24     | 8           |
| 24.     | Diploma in Voc. (Logistics)                    | 12months          | 10+2                 | Passed | 24     | 8           |
| 25.     | PG Diploma in Management                       | 18months          | Graduation Passed    |        | 36     | 12          |
| 26.     | PG Diploma in HR                               | 18months          | Graduation Passed    |        | 36     | 12          |
| 27.     | PG Diploma in Rural Development                | 18months          | Graduation Passed    |        | 36     | 12          |
| 28.     | PG Diploma in IT                               | 18months          | Graduation Passed    |        | 36     | 12          |
| 29.     | PG Diploma in Computer Application             | 18months          | Graduation Passed    |        | 36     | 12          |



J●U has Right to change the Application fees, Registration fees, Admission fees and Examination fees time to time.

## 1.2 Admission taken during recognition period:

Admission taken in a recognized programme under Open and Distance Learning mode and/or Online mode during the recognition period stands recognised till the completion of programme, even if the Higher Educational Institution does not have recognition for further years, provided the programme is offered as per the UGC norms of territorial jurisdiction and in conformity with the extant guidelines and/or UGC regulations and regulations of respective regulatory bodies.

### Proposed Programmes for Next Academic Session (July 2023)

- 1) B.A.- TRIBAL& REGIONAL LANGUAGE (NAGPURI, KHORTH, MUNDARI, KRUKH, KHARIA, SANTHLI, HO, PANCHPARGANIA)
- 2) M.A.- TRIBAL& REGIONAL LANGUAGE (NAGPURI, KHORTH, MUNDARI, KRUKH, KHARIA, SANTHLI, HO, PANCHPARGANIA)
- 3) MASTER OF BUSINESS ADMINISTRATION (MBA)
- 4) BACHELOR OF BUSINESS ADMINISTRATION (BBA)
- 5) MASTER OF COMMERCE (M.COM.)
- 6) BACHELOR OF COMMERCE (B.COM)
- 7) BACHELOR OF ARTS (BA)
- 8) B.A./M.A-ENGLISH
- 9) B.A./M.A-HISTORY
- 10) B.A./M.A./POL.SCIENCE
- 11) B.A./M.A-SOCIOLOGY
- 12) B.SC.IT
- 13) B.SC. (PCM), M.SC. PHYSICS & MATHEMATICS
- 14) B.VOC. (LOGISTICS & DIGITAL MARKETING)
- 15) INTERMEDIATE PROGRAMMES (ARTS, COMMERCE & SCIENCE)

## 1.3 Fees Structure for Certificate Course

| <i>Certificate Course Fees Structure (1<sup>st</sup> Semester, Six Months)</i> |         |
|--|---------|
| Fees   | ₹2000/- |
| Kit Fees   | ₹1000/- |
| Registration Fees  | ₹500/-  |
| Total Amount   | ₹3500/- |



## 1.4

**Fees Structure for Diploma Course.**

| <b><i>Diploma Course Fees Structure (1<sup>st</sup> Semester, Six Months)</i></b><br><b><i>Course Duration:- One Year</i></b> |         |
|---|---------|
| Fees  | ₹2000/- |
| Kit Fees  | ₹1000/- |
| Registration Fees   | ₹500/-  |
| Total Amount  | ₹3500/- |

| <b><i>Diploma Course Fees Structure (2<sup>nd</sup> Semester, Six Months)</i></b><br><b><i>Course Duration :- One Year</i></b> |         |
|--|---------|
| Fees   | ₹2000/- |
| Kit Fees   | ₹1000/- |
| Total Amount   | ₹3000/- |





**Fees Structure for P.G. Diploma Course.**

| <b><i>PG Diploma Course Fees Structure (1<sup>st</sup> Semester, Six Months)</i></b><br><b><i>Course Duration :- Eighteen Months</i></b> |         |
|--|---------|
| Fees   | ₹2000/- |
| Kit Fees   | ₹1000/- |
| Registration Fees  | ₹500/-  |
| Total Amount   | ₹3500/- |

| <b><i>PG Diploma Course Fees Structure (2<sup>nd</sup> Semester, Six Months)</i></b><br><b><i>Course Duration :- Eighteen Months</i></b> |         |
|--|---------|
| Fees   | ₹2000/- |
| Kit Fees   | ₹1000/- |
| Total Amount   | ₹3000/- |

| <b><i>PG Diploma Course Fees Structure (3<sup>rd</sup> Semester, Six Months)</i></b><br><b><i>Course Duration :- Eighteen Months</i></b> |         |
|--|---------|
| Fees   | ₹2000/- |
| Kit Fees   | ₹1000/- |
| Total Amount   | ₹3000/- |

**Examination Fees**

- Examination Fee Per Semester ₹ 1000/- for each courses.

**1.6 Award**

- a. The University will follow both marking and grading system of evolution to assess the performance of the students. Ten-point grading system suggested by the University Grants Commission (UGC) will be implemented by the University. The Letter grade and grade point will be shown as per the following table.



| Letter Grade      | Grade Point | Range    |
|-------------------|-------------|----------|
| O(Outstanding)    | 10          | 96-100   |
| A+(Excellent)     | 9           | 85-95    |
| A (Very Good)     | 8           | 75-84    |
| B+(Good)          | 7           | 65-74    |
| B (Above Average) | 6           | 55-64    |
| C(Average)        | 5           | 45-54    |
| P (Pass)          | 4           | 35-44    |
| F (Fail)          | 0           | Below 35 |
| S (Absent)        | 0           |          |

The division criteria for the final result will be as follows

| Percentage of Marks        | Division/Class                  |
|----------------------------|---------------------------------|
| 80% or above               | First Division with Distinction |
| 60% or above               | First Division                  |
| 50% or above but below 60% | Second Division                 |
| 40% or above But below 50% | Pass                            |
| Below 40%                  | Fail                            |

- b. Students are required to secure minimum 35% in each component of a course and overall, 35% to pass a course/programme.
- c. Semester Grade Point Average (SPGA) and Cumulative Grade Point Average (CGPA) as well as equivalent percentage of aggregate marks and Division/ Class will be reflected in the Grade Card of the students.
- d. Computation of SGPA and CGPA shall be as follows:-
  - i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.  

$$SGPA (S_i) = \frac{\sum(C_i \times S_i)}{\sum C_i}$$
 Where  $C_i$  is the number of credits of the  $i^{th}$  course and  $G_i$  is the grade point scored by the student in the  $i^{th}$  course.
  - ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.  

$$CGPA (S_i) = \frac{\sum(C_i \times S_i)}{\sum C_i}$$
 where  $S_i$  is the SGPA of the  $i^{th}$  semester and  $C_i$  is the total number of credits in that semester.
  - iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Students shall be allowed to avail any number of attempts within the maximum prescribed period to successfully clear/pass any course/programme on payment of fee prescribed by the University from time to time.





## Chapter – 2

### **2. Ordinance relating to the Conduct of University Examinations (CUE) including terms and conditions for appointment of examiners and generals' discipline of students.**

#### **2.1**

- a. These Ordinances may be called the Jharkhand State Open University Ordinances for the conduct of University examinations.
- b. They shall come into force with date of notification in gazette.
- c. Unless the context requires otherwise, or unless specifically defined, words and expressions used in these Ordinances shall be interpreted to have the same meaning as they have in the Act, the Statutes and the Ordinances.
- d. Where the context requires, the masculine encompasses the feminine & the singular encompasses the plural.

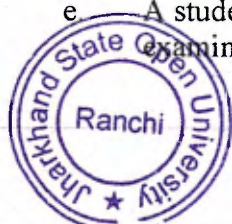
#### **2.2**

All personnel connected with conducting any examination, viz., teachers, officers, non-teaching employees of the university and other associated personnel must maintain absolute integrity and confidentiality so that the sanctity and the credibility of the examination process are preserved. Any breach of confidentiality by any person connected with conducting examinations shall be considered a serious misconduct liable to be punished through proper disciplinary and /or legal procedure.

#### **2.3**

#### **Application for Admission to University Examination and the Payment of Fees:-**

- a. Application for admission to any university examination shall be made by a prospective candidate in the prescribed form, which may be obtained from the different Study Centres of the University or On-line from the university website as per the relevant notification of the university. The required fees for the examination shall be paid as per the instructions of the university within a due date as mentioned in the notification and the filled-in application form shall be submitted to the university either through the respective Study Centres of the University or On-line through the designated university website as per the relevant notification of the university, positively on or before the last date as mentioned in the notification.
- b. No student shall be admitted to the university examination if he fails to pay the prescribed fees i.e. course fees, other fees & examination fees within the due date. Examination fees, once paid, shall not be refunded unless a candidate is declared to be ineligible to appear at the examination.
- c. No student shall be allowed to apply for admission to the university examination in any Course/Paper unless the prospective candidate has submitted Assignment to his/her Study Centre within the stipulated last date of submission as notified by the Examination Department.
- d. Attending Personal Contact Programme (PCP) is not a mandatory requirement to appear at the Term End Examinations in theory papers but minimum of 75% attendance in 'Laboratory Counselling-cum-Evaluation Session (LCES)' the duration of which shall be as decided from time to time by the respective School of Studies.
- e. A student who has passed any paper/subject the student can reappear in the same examination to improve his/her result.





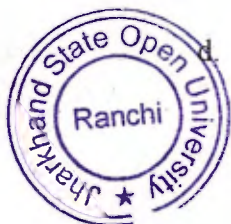
## 2.4 Admit Card:-

- a. If the application of a Student for appearing in an examination is accepted after being duly processed by the office of the Registrar (Examinations), an Admit card shall be issued to the student. An Admit Card for any examination shall contain the name of the candidate, photo, signature, subject paper/s, examination Roll number, the examination centre (where he/she is to appear at the examination) and other relevant information.
- b. The Admit Card shall be prepared by the office of the Registrar (Examinations) and shall bear either his/her signature or the signature of an officer in his department authorized by the Registrar (Examinations) to do so. It shall be available to the candidate from his/her Study Centre, or the candidate may be asked to download the Admit Card directly from the relevant website of the university. No candidate shall be admitted into the examination hall without the valid Admit Card and Enrolment Certificate cum Identity Card in original.
- c. Permission to appear at any University examination may be withdrawn before, during or retrospectively after the examination for conduct including giving wrong or fraudulent information in the application form for appearing at the examination, which in the opinion of the Vice-Chancellor, justifies the candidate's exclusion from the examination.
- d. The permission granted by error or otherwise to a candidate who is not eligible to appear at an examination shall be withdrawn at any stage on the discovery of the error. Notwithstanding the issue of the Admit Card, the University authorities shall have the right, for reasons which may appear to them to be sufficient, to cancel the admission of any candidate to an examination, whether before, during or after the examination.

## 2.5 Arrangements for holding of a university examination:-

- a. For each university examination, Registrar (Examination) shall prepare and notify a complete time table/schedule for holding the examination well in advance of the commencement of the examination. Ordinarily the scheduled date shall not be changed. However, in any unavoidable situation, the University may change the date(s) and in such cases the decision of the university shall be final. Examinations dates can be fixed up on all weekdays including weekends & holidays by the University.
- b. Depending on the number of candidates, Registrar (Examination) shall have the authority to decide on one or more centres where the examination shall be held simultaneously.
- c. In case of multiple centres, Registrar (Examination) is also empowered to assign the candidates to different centres where they shall write the theoretical part of the examinations.

The theory examination in the same paper/course of a subject shall be held simultaneously on the same date and at the same time at all centres by means of Question papers, printed or otherwise shall be the same at every place where the examination is being held.



- e. For examinations in laboratory courses, the Registrar (Examination) shall again choose the centres where there is adequate infrastructure for conducting the examinations on the basis of suggestion received from the Director of school concerned. The candidates may again be assigned to different centres where they shall appear at the practical examination.
- f. In a laboratory examination, different candidates may be assigned different experiments or different samples or specimens on which to carry out experimental investigations. The examination may be spread over more than one day or one session.
- g. The Vice-Chancellor may set up, on the request of the, Registrar (Examination), an Examination Monitoring Committee consisting of teachers and officers to help the, Registrar (Examination) in organizing and supervising any university examination.

## 2.6 Question papers:-

- a. The Registrar (Examination) shall appoint paper setters and moderators for question papers from the respective panels recommended by the Examinations Board concerned and after obtaining the approval of Vice-Chancellor. A paper setter shall not be engaged in more than one subject/paper. A paper setter will not be the member of the Moderation board of the same subject/paper/course.  
The job of paper setting may also be automated using question banks updated on regular basis.
- b. All question papers shall be moderated by a Moderation Board before finalization and printing. The moderation shall ordinarily take place in the office of the Registrar (Examination).
- c. **Moderation board:** There shall be a Moderation board for each course of study and subject in an examination and which shall carry out the moderation of the relevant question papers.  
Each Moderation board in any subject for an examination shall be constituted as follows: (a) One Chairperson, not below the rank of Associate Professor, shall be selected for each Moderation board by the Exam Board concerned. (b) Each Moderation Board shall be constituted with at least two teachers & not more than five teachers, of whom at least one not below the rank of Associate Professor from outside the University. There shall be subject experts & selected from a panel recommended by Exam Board. (c) The Registrar (Examination) who shall be the ex-officio secretary of the Moderation Board.  
All appointments of Moderation Board shall be made by the Registrar (Examination) by obtaining approval of Vice-Chancellor. No paper setter shall ordinarily be appointed as a member of the Moderation Board.
- d. The Moderators shall be Teachers (including retired teachers) from Higher Educational Institutions/subject experts.
- e. The Moderation board shall moderate all question papers in conformity with the relevant syllabus. It shall ensure that (a) all questions are from within the syllabus, (b) the questions are of desired standard and can be answered within the stipulated time, (c) The questions cover the whole of the syllabus and are properly distributed over it, and (d) the language of the questions is clear and should not be ambiguous.





The Moderation board can change the language of, and / or modify any question or replace a question by an entirely new one, in order to satisfy any or all of the mentioned above points.

- f. The Moderation board is also assigned duty of moderating hints/ model answers of the papers suggested by the paper setter and also to assign the specific marking instruction for the answer scripts.
- g. For theory examinations (for both undergraduate & postgraduate courses), if considered necessary, two paper setters may be appointed for every paper or course for setting two independent question papers. The Moderation board shall moderate both the question paper(s). The moderated question papers are to be sealed by the Registrar (Examination) in presence of the Chairman of the Moderation Board. If two distinct question papers are set, then one of them shall be randomly selected for printing.
- h. For laboratory or practical examinations (for both undergraduate & postgraduate courses), there shall be at least two examiners at each centre of whom at least one shall be a teacher of the college or university where the examination is being held and at least one other shall be from outside the college or university. This external examiner can be from another college or any university. If the examination is conducted at the university, a teacher of the university must be one of the examiners. The examiners and Head Examiner for each practical paper or course shall be appointed by the Registrar (Examination) from the respective panels recommended by the concerned Examination Board and after obtaining the approval of Vice-Chancellor. The Head Examiner shall set up the question papers for laboratory examination according to the syllabus.
- i. After moderation, the Registrar (Examination) shall take all necessary steps to have the question papers printed by a reliable confidential agency and storing them in a secure fashion in sealed envelopes. Proof reading of the question papers before final printing shall only be done by the members of the Moderation Board who participated in the moderation of that particular paper.

In the case of examination in a centre outside the university, the university shall either deliver the question papers and other confidential material in sealed packets on the day of the examination well ahead of the scheduled time of commencement, or, when this is not feasible, send the confidential packets ahead of the day of the Examination to the head of the Regional Centre, JSOU or Treasury Officer of the local Treasury/sub-Treasury or the Officer in Charge of the local Police station or Government nationalised Bank as the case may be, for safe custody. In the latter case, the examination centre-in-charge or a responsible person deputed and authorized by the examination centre-in-charge shall take delivery of the confidential packets from the safe custody daily in accordance with the schedule of the examination and bring these packets to the examination centre under police protection.
- j. Assignments: Suitable weightages shall be given the Assignments as notified from time to time by the University. Assignment question papers shall be prepared in every academic year. One paper setter shall be appointed for every paper or course. The Moderation board shall moderate the said question paper according to existing guideline. The moderated question paper shall be in the custody of the Registrar (Examination). Before setting of assignment papers, proper care should be taken to ensure that more emphasis is given to the usefulness of assignments from effective





Teaching point of view and all-important guidelines about writing assignments / responses and submission of assignments is provided. Assignment question papers of all courses shall be sent to the study centre concerned after completion of enrolment processes. Assignment question papers of all courses shall also be available at the official website of JSOU.

Assignment answer papers shall be submitted to the study centres concerned. Since without submitting the assignment papers no examinee cannot appear in the Term end Examinations, consequently for each student has to submit the assignment papers within due time.

The dates of receiving of evaluated assignment papers shall be notified by office of the Registrar (Examination) to all the stakeholders concerned. The assignment answer papers once submitted cannot be resubmitted.

Software package shall be provided by the Registrar (Examination) for making entries of the marks of assignment papers by the concerned study centres. The marks of assignments are separately shown in the mark sheet and progress report.

The University can review the matter of paper setting and moderation time to time.

## **2.7 Holding of theory examinations: -**

- a. The examination shall be held on the dates and according to the schedule as notified previously by the Registrar (Examination).
- b. If the examination centre is in a Regional Centre/ college/ school, the Head of the Regional Centre/Principal/Head Master of the college/school shall ordinarily be the examination centre-in-charge of the examination centre. When the examination is held in a university, a person not below the rank of Assistant Professor/Officer, shall be the examination centre-in-charge. In exceptional circumstances, the Head of the Regional Centre/Principal/Head Master of the Regional Centre/college/school may depute a full time teacher of the Regional Centre / college / school to act as the examination centre-in-charge on any particular date/entire period of examinations with the permission of the Registrar (Examination).
- c. If a candidate is prevented due to any genuine reason including physical disability from personally writing the answers to questions in the answer scripts, the Registrar (Examination) may allow the candidate to employ an amanuensis, provided the following conditions are fulfilled: (a) the candidate must produce a certificate from any medical officer of a Government hospital stating the percentage & nature of his physical disability and justifying the employment of an amanuensis, (b) the academic qualifications of the amanuensis must be lower than that of the candidate, and he/she must be from a discipline other than the subject of the examination & passed the last examination not more than one year earlier. (c) The employment of the particular amanuensis must be approved by the Registrar (Examination) and (d) the same amanuensis must be employed on every day of the examination at the cost of the candidate concerned. A separate seating arrangement be made by the in-charge of concerned examination centre for a candidate employing an amanuensis. The employment of an amanuensis shall be recorded on the top sheet of the answer script by the examination centre-in-charge and the whole matter should be reported to the Registrar (Examination). Physically challenged candidates having amanuensis will get extra time for writing the answers as per state government order from time to time.

Any candidate suffering from infectious or contagious diseases likely to endanger the health of other candidates shall not be allowed to write his examinations in the general



examination halls. However, if applications are submitted by or on behalf of the candidate by his legal guardian to the Registrar (Examination) sufficiently in Advance, separate and special arrangements may be made, wherever feasible, for such a candidate.

To enable him to appear in the examination. If the use of sick bed is permitted, the candidate has to bring in bed, pillow etc., as required and as approved by the Registrar (Examination) of Examinations.

## **2.8 General discipline to the Candidates /Students:-**

- a. In no circumstances shall a candidate be allowed to appear at an examination at any other place other than the examination centre assigned to him /her by the university. He/she shall also take the examination in the particular examination hall where his / her seat has been arranged by the Registrar (Examination) of Examinations / examination centre-in-charge.
- b. No candidate shall be admitted to any examination without a proper Admit Card and the Original Enrolment Certificate cum Identity Card provided by the University. The candidate must keep with himself both these documents every day of the examination and shall produce these whenever required. If he fails to do so, he will be liable to be expelled from the examination hall.
- c. Candidates are required to sign the attendance register and prove their identity whenever required during the examination hours.
- d. Candidates are to write their assigned Roll Numbers as mentioned in the Admit Cards at the designated places on the top sheet of the main answer book and supplementary answer sheets. They are forbidden to write their names or put any other identifying marks anywhere in their answer scripts. If this rule is violated, the corresponding answer script may be cancelled at the discretion of the university authorities as delineated under relevant rules.
- e. Candidates shall use only the main answer book and the supplementary sheets, graph papers etc. provided by the university and bearing endorsement of the university authorities.
- f. No candidate shall bring with him any books, notes, papers, mobile phones and other gadgets and unauthorized materials into the examination hall. However, scientific calculators can be permitted if mentioned in the concerned question paper. Before entering the examination hall, the candidate must deposit at a place set aside for this purpose all books, notes, papers, mobile phones and other materials which are not allowed inside the examination hall. Such articles shall be left there at the candidate's own risk. Any candidate bringing in any of the forbidden materials inside the examination hall is liable to disciplinary action and punishment including expulsion from the examination hall and cancellation of the examination.
- g. During the examination hours, communications of all kinds is strictly forbidden with anybody inside or outside the examination hall except with the invigilators. Copying from another examinee's answer scripts or any other material is also strictly forbidden and is liable to disciplinary action. Obstructing other candidates from taking their examination is also a serious breach of rules.

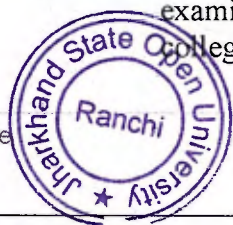




- h. If any candidate is detected, either during the examination or afterwards to have used or tried to use unfair means at any stage during the examination or is in breach of any examination rules, suitable disciplinary action shall be taken against him as per relevant rules. The resulting punishment may include expulsion from the examination hall, cancellation of his examination, debarment from subsequent university examinations cancellation of Registration and/or any other appropriate punishment which the university deems fit as per relevant rules. In all such cases the candidate shall have no claim to any refund of the fees paid.
- i. The doors of the examination hall shall be opened fifteen minutes before the scheduled time announced for the commencement of examination.
- j. A candidate shall be alerted five minutes before the scheduled start of the examination, by which time they must take their assigned seats in the examination hall as marked by the roll numbers on the Admit cards.
- k. Any candidate reporting late after the commencement of the examination shall take his seat only with the permission of the examination-in-charge. Such a candidate shall not be allowed any extra time after the scheduled hours of the examination. However, no candidate shall be admitted or given a question paper after one hour from the start of the examination.
- l. No candidate shall be allowed to go out of the examination centre within one hour of the start of the examination. No candidate shall be allowed to leave the examination centre before the close of the examination without submission of the question paper and answer book. He/she must leave the question paper and his answer book behind if he goes out of the hall temporarily for any genuine reason.
- m. No candidate can finally leave the centre before submitting his/her answer script. At the close of the examination the candidate shall remain in his/her seat till an invigilator collects the answer script from him. However, if he submits his answer script before the close of the examination, he/she shall leave the hall immediately afterwards. But he/she must leave the question paper. No candidate shall remain in the examination hall or reenter it after finally submitting his answer script.
- n. Time alarm shall be given to the candidate at every hour after the commencement of the examination and fifteen minutes and five minutes before the end of the examination.
- o. In case of need or help, the candidate shall draw the attention of the invigilator by raising his hand or standing up in his/her seat. He/she shall maintain silence while he is in the examination hall.
- p. In all cases not covered by the rules mentioned above, the examination centre-in-charge shall take appropriate decisions in consultation with Registrar (Examination) of examinations and the decision of Registrar (Examination) there on shall be final.

## 2.9 Rules for the Guidance of the examination centre-in-charge:-

- a. In the case of a university, a senior teacher, preferably of the rank of a Professor, and the Principal/Head Master in the case of a college/school shall respectively be the examination centre-in-charge for any examination being held in a university or a college/school. However, in exceptional circumstances the Principal/Head Master





may delegate the function of the examination centre-in-charge to another full time teacher of the college/school with the permission of the Registrar (Examinations).

- b. The examination centre-in-charge shall be responsible for strict supervision and efficient conduct of the examination according to the rules laid down for this purpose.
- c. The examination centre-in-charge must be present at the centre of the examination at least three quarters of an hour before the scheduled time for the commencement of the examination. If question paper packets are stored in local Treasury or Police Station, He shall make arrangement for procuring question paper packets from safe custody under proper security.
- d. After procuring or receiving the confidential packets of the question papers from safe custody on the day of the examination, the examination centre-in-charge shall open the confidential packets in the presence of the invigilators in a safe and private room at least fifteen minutes but not earlier than half an hour before the commencement of the examinations and shall arrange for the proper distribution of question papers and blank answer scripts among the examinees in the examination halls with the help of the invigilators. The distribution of question papers can be started after the warning bell at five minutes before the scheduled start of the examination. In case the examination is taking place in a single hall, the question paper packet shall be opened in the examination hall by the invigilators in the presence of the examination centre-in-charge.
- e. The examination centre-in-charge shall affix his/her stamped facsimile signature & examination centre code at the appropriate place on the blank main answer books before distribution. The main answer book and the supplementary sheets must also bear the signature of the invigilator with date. Unused answer books and supplementary sheets must not be signed by anybody.
- f. No candidate shall ordinarily be allowed to appear at any examination unless he/she can produce his Admit card and the Enrolment Certificate cum Identity Card in original.
- g. The examination centre-in-charge shall distribute the seats of the candidates allotted to his centre among different examination halls as required. The seats should be numbered according to the roll numbers in the Admit Card. The seats should be so arranged that there is sufficient space between any two neighboring seats so that no copying or consultation can take place between examinees during the examination. The seat plan must be displayed prominently in the Examination Centres.
- h. In no circumstances shall the examination centre-in-charge allow any candidate to write the examination at any place except the designated centre and examination hall according to his roll number on the Admit Card. He/she shall also make special arrangements, as far as feasible, for differently disabled persons or candidates suffering from infectious diseases.

The examination centre-in-charge shall arrange for the doors of the examination hall to be opened, fifteen minutes on all days before the scheduled time announced for the commencement of examination.



- j. Any candidate reporting late after the commencement of the examination shall take his seat only with the permission of the examination centre-in-charge. Such a candidate shall not be allowed any extra time after the scheduled hours of the Examination. However, no candidate shall be admitted or given a question paper after more than one hour after the start of the examination.
- k. No candidate shall be allowed to go out of the examination hall within the first hour of the start of the examination. He/she must leave the question paper and his/her answer book behind if he/she goes out of the hall temporarily for any genuine reason.
- l. No candidate can finally leave the hall before submitting his answer script. At the close of the examination the candidate shall remain in his seat till an invigilator collects the answer script from him. However, if he submits his/her answer script before the close of the examination, he/she shall leave the hall immediately afterwards. No candidate shall remain in the examination hall or re-enter it after finally submitting his answer script.
- m. The examination centre-in-charge shall arrange for time signals to be given to the examinees at the end of each hour of the examination and at fifteen and five minutes before the end of the examination.
- n. The examination centre-in-charge shall be responsible for drawing up the invigilation schedules and for making other essential arrangements for holding of the examinations in his centre. There shall be at least two invigilators for in every examination hall. If there are more than forty examinees in a Examination Hall, an extra invigilator must be engaged for every extra thirty students or fraction thereof.
- o. The examination centre-in-charge shall arrange with the help of invigilators to record the attendance and signatures of the examinees in the given attendance sheets in each day or each session of the examination.
- p. No candidate shall be allowed to bring with him any books, notes, papers or other similar materials inside the examination hall. He shall also not be allowed to bring inside the examination hall mobile phones or any other electronic devices for communicating with persons outside the hall. However, scientific calculators may be permitted to be used if this is explicitly mentioned in any question paper. Before entering the examination hall, the candidate must deposit at a place set aside for this purpose all such forbidden items at the candidate's own risk.
- q. During examination hours, communications of all kinds are forbidden between the candidate and any other person except the invigilators, copying from another examinee's answer script or from any other material is also strictly forbidden. The examination centre-in-charge along with the invigilators shall ensure that these rules are obeyed by the examinees. Examination Centre-in-Charge should arrange to set up electronic and CCTV surveillance both inside and outside the examination halls as per guidelines of the UGC/State Government.
- r. If any candidate is found to be breaching any of the above rules, the examination centre-in-charge shall take appropriate steps as given in the next paragraph.





s. As soon as a candidate is detected adopting unfair means or cheating during the examination, the examination centre-in-charge, with the assistance of the invigilators shall take appropriate steps as delineated in the University rules of governing the conduct of Examinations.

t. If a candidate is found to be copying from any material, the material should be seized and the answer script of the candidate should be confiscated. The candidate should be asked to sign the seized material and a statement from the candidate should be taken and recorded. The seized material and the answer script, the recorded statement of the candidate and the reports on the incident by the invigilators and the examination-in-charge should be put in a packet and sealed and sent to the Registrar (Examination) for further disciplinary proceedings. The candidate may be issued a fresh Answer Script to continue with the examination if he desires to do so. However, this does not prevent the University authority to impose punishment on him for his transgressions.

If the candidate refuses to cooperate with the examination centre-in-charge, he may be expelled from the examination hall at the discretion of the examination centre-in-charge. A report as to the circumstances of expulsion shall also be sent to the Registrar (Examinations).

u. If a candidate is caught trying to copy from another examinee's answer script, or trying to communicate with another examinee, his/her seat should be moved so that he becomes unable physically to continue with his activity. If he refuses to move or continues to try to copy from or communicate with other examinees, he may be summarily expelled from the examination hall by the examination centre-in charge. In such an eventuality, the examination centre-in-charge shall file a report about the incident and the said report shall be sent to the Registrar (Examinations).

v. If a candidate possesses mobile phones in the examination hall, these would be seized along with the answer script, a statement recorded from the candidate and the seized material along with the reports of the invigilators and the report shall be sent to the Registrar (Examinations). If the candidate refuses to cooperate with the examination centre-in-charge, he/she may be summarily expelled from the examination hall. In this case, a report on the expulsion shall also be sent to the Registrar (Examinations). The candidate may be issued a fresh Answer Script to continue with the examination if he desires to do so. However, this does not prevent the University authority to impose punishment on him for his transgressions.

In all other cases of breach of discipline by any examinee, the examination centre-in-charge shall take such appropriate action as he/she deems fit, including expelling the candidate from the examination hall. In all such cases, he must send a report to the Registrar (Examination) dealing with the breach of rules and the subsequent action taken by him/her to preserve discipline.

The examination centre-in-charge may authorize the invigilators to take suitable action, as suggested above, for any breach of discipline within the examination hall except for the expulsion of the candidate from the examination hall.

If there is large scale adoption of unfair means in an examination centre which the examination centre-in-charge and the invigilators are unable to prevent, the examination centre-in-charge shall also report this to the Registrar (Examination).

The university can also send inspection teams, formed by the Registrar (Examination) in consultation with the Vice-Chancellor, to examination centres to see whether the examination is being conducted properly. In case of either the examination-in-charge or the university visiting team reporting large scale violation





of rules in the examination, the university may cancel the examination at the centre where these large-scale violations took place. At the end of the examination of each paper, the examination-in-charge with the help of the invigilators shall check the answer books of all the candidates against the attendance list and get these arranged serially according to Roll number, packed and sealed with duly filled in pre-printed top sheet provided by the Registrar (Examination) for each packet. The sealed packets of answer scripts shall be dispatched in a manner and to an address as instructed by the Registrar (Examination).

After the completion of the examination, the examination centre-in-charge shall also send to the Registrar (Examinations) the following documents:

- i. The attendance sheets signed by the candidates in each paper.
- ii. Daily absentee statement.
- iii. A statement showing the distribution of main answer books and supplementary sheets on each day and each paper of the examination and the surplus remaining on each case.
- iv. A question paper account, showing the number of question papers received, number distributed among candidates, number inside the sealed packets of the answer scripts and the surplus number.

After the completion of the examination, all surplus materials are to be returned to the Registrar (Examinations).

w. The University may give further instructions for specific examinations to the examination centre-in-charge: -

- i. If the examination cannot be started at the scheduled time for any genuine reason, the Registrar (Examinations) must be informed immediately and subsequent steps may be taken as per the instructions of Registrar (Examinations).
- ii. In case of any emergency or in all cases not covered by the above provisions, the examination centre- in charge shall take action in consultation with Registrar (Examinations) as he deems fit in order to run the examination smoothly and to preserve the sanctity and the credibility of the examination process.

## **2.10 Rules for the Guidance of Invigilators: -**

- a. There shall be at least two invigilators in every examination hall having up to 40 examinees. The number of invigilators may be increase as per earlier guidelines.
- b. The invigilators shall be in charge of the examination hall assigned to them subject to the supervision Registrar (Examination) centre-in-charge. They shall be present in the examination hall during the hours of the examination. They shall not use mobile phones inside the examination hall.
- c. An invigilator shall report to the examination centre-in-charge at least half an hour before the start of the examination and receive from him/her an adequate number of question papers, main answer books, supplementary answer sheets and other material such as graph papers, maps etc. Required for his examination hall. All these are his personal responsibility during examination hours.



- d. The invigilator shall move into his assigned examination hall at least fifteen minutes before the start of the examination and ensure that the examinees take their allotted seats by the warning time signal five minutes before the start of the examination. He/she should also ensure that no examinee has any books, notes papers mobile phones and other forbidden material with him. However, examinees are allowed to use scientific calculators if this is explicitly mentioned in the concerned question paper.
- e. The main answer books can be distributed amongst the examinees after they take their assigned seats. No answer book shall be left on an unoccupied seat/desk. The question paper may be distributed after the warning time signal five minutes before the start of the examination.
- f. A candidate who reports late after the scheduled start of the examination can only be admitted if permitted by the examination-in-charge. He/she shall not be allowed any extra time after the scheduled hours of the examination. However, no candidate shall be admitted to the examination after the lapse of an hour after the start of the examination.
- g. The invigilator shall take the attendance record of the candidates by collecting their signatures in the attendance sheets. While collecting their signatures, the invigilator shall ensure that each candidate has in his/her possession his/her Admit Card and Enrolment Certificate cum Identity Card. In case the candidate fails to produce any one or both the documents, the matter shall immediately be reported to the examination centre-in-charge for suitable action. The invigilator shall also check whether the candidate has correctly entered his/her Roll Number and Registration / Enrolment Number at the appropriate places on the top sheet of the main answer book. He/she should also put his signature at the allotted place on the cover page of the answer book.
- h. Supplementary answer sheets, graph papers, maps etc. are to be supplied to a candidate as and when required. All these must be countersigned with date by the invigilator before being handed over to the examinee. The invigilator should also ensure that the candidate writes his/her Roll Number & Registration/Enrolment Number on all these loose papers.
- i. The invigilator shall ensure that all loose sheets, graph papers etc. are properly stitched /stapled and attached to the main answer book before the end of the examination. The candidate is not to be allowed to take away any of the loose sheets, graph papers, maps etc., whether used or unused outside the examination hall.
- j. No candidate shall be allowed to go out of the examination hall within the first hour of the start of the examination. He/she must leave the question paper and his/her answer book behind when he/she goes out of the hall temporarily for any genuine reason.
- k. No candidate can finally leave the hall before submitting his/her answer script. At the close of the examination the candidate shall remain in his/her seat till an invigilator collects the answer script from him. However, if he/she submits his/her answer script before the close of the examination, he/she shall leave the hall immediately afterwards. No candidate shall remain in the examination hall or re-enter it after finally submitting his/her answer script.





- l. It shall be the duty of the invigilator to ensure that the examinations are conducted as per rules and examinees do not adopt any unfair means during the examination. In the case of any examinee is detected adopting unfair means, the invigilator can take appropriate measures to deal with the situation, as per guidelines given in Ord. 10 (CUE) Section (16), except for the expulsion of the candidate, for which the examination centre-in-charge must be informed immediately.
- m. After the examination is over and all the answer books collected, the invigilators shall ensure that the number of answer books distributed and returned by the candidates tallies exactly with the number present in the hall.  
Undistributed main answer books, supplementary sheets and other material are to be returned to the examination centre-in-charge.
- n. After the examination is over, the invigilators shall help the examination centre-in-charge in arranging the answer scripts according to the Roll numbers in the filled in pre-printed attendance sheet and after that these answer books should be packed in accordance to properly filled in pre-printed top sheets.
- o. No change in the invigilation duty shall be allowed without the prior sanction of examination centre-in charge.

#### **2.11 Evaluation of Answer scripts in Theory Examinations: -**

- a. After each day of examination at various examination centres, the sealed answer packets shall either be collected by representatives of the Registrar (Examinations) or dispatched by the examination centre-in-charge to the Registrar (Examinations) in the manner desired by the Registrar (Examinations).
- b. If there are a large number of candidates, multiple numbers of examiners, as recommended by the concerned Exam Board, shall be appointed by the Registrar (Examinations) by obtaining the approval of Vice-Chancellor. In the case of multiple examiners for a particular paper or course, a Head Examiner shall also be appointed by the Registrar (Examinations) on the recommendation of the Exam Board concerned and after getting approval from Vice-Chancellor.
- c. The answer scripts shall be distributed amongst the examiners by the Registrar (Examinations) or Head Examiner. The examiners shall be given a date by which they must examine the answer scripts allotted to them and return the marked answer scripts in sealed packages along with the award list and other documents to the Head Examiner. The answer scripts shall be marked according to the instructions based on the answers/ hints (with allocation of marks) as suggested by the paper setters and finally moderated by Moderation Board. Alternately, if the authorities so desire, the answer scripts may be marked through the spot evaluation procedure, in which all examiners of a paper or a course assemble at the university or a designated place on a given date or dates and examine the answer scripts under the supervision of the Head Examiner. After examination, the examiner shall submit his examined answer scripts in a sealed packet along with the award lists and other documents to the Head Examiner. In case of any correction in the marks awarded in the answer script or in the award lists, the corrections must be initialized with date by the examiner concerned.





- d. There shall be in general four copies of each award list in a theory examination. The examiner shall submit all the filled in four copies along with the answer scripts. One copy shall be retained by the Head Examiner and shall forward the other three copies to the Registrar (Examinations). The Registrar (Examinations) shall retain one copy of the award list confidentially within the safe custody in the department of Registrar (Examinations) and shall forward the other two copies to the two manual tabulators or to the confidential agency entrusted with the tabulation.
- e. In case of wide spread complaints about any question or questions being set from materials outside the syllabus or about errors in the question paper, the Registrar (Examination) shall, with the consent of the Vice Chancellor, convene a meeting of the concerned Board of moderator, to discuss the matter and make its recommendations. These recommendations have to be approved by the Vice-Chancellor /Academic Council. The approved recommendations shall then be communicated to the individual examiners and the Head Examiner for evaluation of answer scripts.

## 2.12 Guidelines for conducting Laboratory or Practical Examinations: -

- a. Practical examinations shall be held at different centres, as designated by the Registrar (Examination). As mentioned earlier, there shall be at least two examiners at each centre, with at least one from that particular centre where the examination is being held and at least another from any other college or any other university, as the case may be. The number of examiners may be more depending on the number of examinees on any particular date. The external examiners shall not be teachers who have taught at that particular centre.
- b. The assessment of performance of each candidate in the examination and the evaluation of answer scripts shall be carried out jointly by all the examiners.
- c. The award lists and the answer scripts shall be signed by all the examiners. In case of any correction in the marks awarded in the answer script or in the award lists, the corrections must be initialized with date again by all the examiners.
- d. After the completion of the examination and the evaluation of the answer scripts, the award lists are to be submitted to the Registrar (Examination).
- e. There shall be in general four copies of each award list in an undergraduate laboratory examination. The examiners shall submit all filled in four copies. The internal examiner shall retain one copy and forward the other three to the Registrar (Examination). The Registrar (Examination) shall retain one copy of the award list and shall forward the other two copies to the two manual tabulators or to the confidential agency entrusted with the tabulation.

## 2.13 Rules for the Guidance of the Head Examinees: -

- a. In the case of multiple examiners in the examination of any paper or course, or for laboratory examinations being held simultaneously at multiple centres, the Registrar (Examinations) shall appoint a Head Examiner for that paper or course on the basis of the recommendations of the Exam Board concerned.



- b. The Head Examiner of any paper shall issue guidelines, as received from the Registrar (Examinations) for the uniform evaluation of answer scripts by different examiners and shall also ensure that the guidelines are followed.
- c. When there are multiple examiners for a theory paper or for a laboratory examination held at multiple centres conducted by different examiners, the individual examiners are to submit the evaluated answer scripts to the Head Examiner.
- d. The Head Examiner shall have the answer scripts scrutinized by scrutinizers as advised by the Registrar (Examinations).
- e. After scrutiny, the Head Examiner shall randomly re-examine at least 10% of the answer scripts evaluated by each examiner in a theory paper in order to ensure that the answer scripts have been correctly evaluated according to his instructions. If he finds that any particular examiner has not marked the answer scripts according to the instructions issued, or the grading has been erroneous and/or non-uniform, he/she can re-examine any number of answer scripts evaluated by that particular examiner as he feels necessary.  
The same procedure shall be followed for the Practical Examinations. The award lists shall be suitably corrected by the Head Examiner if the marks originally awarded by the examiner of a theory paper are changed on re-examination by the Head Examiner. All corrections introduced in the answer scripts and the award lists must be initialled by the Head Examiner.
- f. The Head Examiner shall submit the award lists and other documents to the Registrar (Examinations) after concluding his re-examination of the answer scripts. He/she shall also send a report to the Registrar (Examinations) about the performance of individual examiners working under him in the evaluation of answer scripts. The report shall be treated as confidential and shall be placed before the Board of Studies concerned, which may help for the preparation of the panels of examiners for the next examination.

#### 2.14 Scrutiny of Answer scripts: -

- a. All answer scripts after evaluation shall be scrutinized by a scrutinizers. The Scrutiny shall ordinarily take place at the space of Head Examiner or at a suitable place determined by the Registrar (Examinations).
- b. Scrutinizers shall be appointed by the Registrar (Examinations) in consultation with the Head Examiner. The names of the scrutinizers may be recommended by the Exam Board concerned.
- c. Head Examiner shall provide all the copies of marks award lists to the scrutinizers, the examined answer scripts concerned and the relevant question papers.
- d. The scrutinizers shall scrutinize the scripts according to the instructions provided by the Registrar (Examination). Scrutiny is not a re-examination or a review of answer scripts. The Committee shall ensure in particular that no answer or any part thereof has been left unmarked and that the candidate has not been given credit for answering more than the required number of questions and that the marks awarded against different answers have been correctly added up and properly entered in the award lists.

If there is any discrepancy, the scrutinizers shall take appropriate action. If the discrepancy is due to wrong totalling, the Committee shall make the necessary



corrections with the knowledge of the Head Examiner and if necessary to the Registrar (Examinations). If the discrepancy requires the assessment of any unmarked

question, the Head Examiner/concerned examiner shall mark the unmarked questions. In case of any other type of discrepancy, Head Examiner shall take appropriate action (if necessary to the Registrar (Examinations) may be informed).

All corrections in the answer scripts and the award lists must bear the initials with date of the scrutinizers or the examiner, as the case may be, at the appropriate places.

- f. The Head Examiner shall submit a scrutiny report to the Registrar (Examinations).

#### **2.15 Tabulation:-**

- a. After the scrutiny of answer scripts, the award lists shall be used to tabulate the results of the examinations.
- b. If the tabulation is done manually, there shall be at least two tabulators appointed by the Registrar (Examinations). Each tabulator shall be given one copy of each award list for tabulation. They will tabulate the results independently and these two copies of tabulation sheets shall be compared to eliminate any possible errors. This job shall be done by the person other than 1st or 2nd tabulators. The tabulators can use electrical or electronic devices including computers for tabulation.
- c. The Registrar (Examinations) may also engage a competent confidential agency for carrying out the tabulation work with proper computer software. The criteria for the eligibility of any confidential agency for tabulation and other examination related work shall be suggested by the Registrar (Examinations) and approved by the Vice-Chancellor/ Finance Committee. The confidential agency should have proper experience in similar kind of job in any similar kind of reputed educational institution. In this case, the agency doing the tabulation must have the tabulation done independently through two separate data entries and compare the two to avoid any possible errors in the data entry. One or more persons from his/her department may be deputed by the Registrar (Examinations) to supervise the data entry and to ensure that no errors creep into this operation.
- d. The format of the tabulation sheets shall be designed by the Registrar (Examinations) who shall also issue necessary instructions to the tabulators for proper tabulation.
- e. In manual tabulation, each tabulator shall submit a report on the number of candidates, number of absentees, number of passes and the number of failures pointing out the borderline cases. For computerized tabulation by a confidential agency, the agency shall also submit a similar report.
- f. Immediately after the tabulation is over, the tabulation sheets/ tabulation register shall be submitted to the Registrar (Examinations).

#### **2.16 Finalization and Declaration of Results: -**



- a. The results shall be finalized by the Registrar (Examinations) with the approval of Vice-Chancellor. Before finalizing the Registrar (Examinations) shall send the result statement to the Exam Board concerned.
- b. Grace marks may be awarded if necessary. The process of awarding grace marks will be as per the Examination Rules.



- c. In the annual system, the results shall be published within three months of the conclusion of the examination, while in the semester system, the results shall be published within two months of the conclusion of the examination.
- d. Once the results are approved for publication, Progress Reports, mark sheets & Certificates shall be prepared for individual examinee.
- e. When the tabulation has been carried out manually, the tabulators, with the supervision of the Registrar (Examinations), shall prepare the Progress Reports, mark sheets & Certificates. If a confidential agency has carried out the tabulation, they shall be entrusted with the preparation of the Progress Reports, mark sheets & Certificates. Progress Reports & mark sheets shall be signed by the Registrar (Examinations) or by an officer in his department who has been deputed by him to do so with the permission of the Vice Chancellor. Certificates shall be signed by Vice-Chancellor. Before the Progress Reports, mark sheets and certificates are signed by the appropriate authority these should be verified for correctness of entries by personnel of Department of Registrar (Examinations).

## 2.17 Review of answer scripts:-

- a. If a candidate is dissatisfied with the marks in any paper or course, he/she can apply for a re-evaluation of his/her answer script for that paper or course subject to the following conditions.
- b. He/she can only ask for a review of up to 50% of the theory papers he/she had appeared, provided that he has obtained pass marks or qualifying marks in the rest of the theory papers.
- c. The candidate must apply within fifteen days of the issuance of the progress report/ mark sheets by submitting the proper filled in application form along with the requisite fees, as decided by the university from time to time and an attested copy of the progress report/ mark sheet.
- d. There shall be no review of marks obtained in a Practical, viva voce examination including dissertation, marks obtained in the internal assignment and assessment.
- e. If a candidate does not satisfy all the conditions mentioned in the previous paragraphs, his application for review of answer scripts shall be rejected. An application for review, if admitted, automatically means that the marks originally awarded to the candidate in the answer paper under review by the regular examiner stands cancelled and the marks obtained in the review shall be his marks in that paper or course.
- f. There shall be a Review Board for each examination in each subject in both undergraduate and postgraduate examinations for reviewing the answer scripts submitted to it by the Registrar (Examinations).
- g. The Review Board for any subject in an examination shall consist of the (a) the Chairman of the relevant Exam, who shall be the Chairman of the Review Board, (b) three experts not belonging to the university to be appointed by the Registrar (Examinations) from the panel suggested by the Exam board with approved of Vice-Chancellor .



- h. The Head Examiners of the corresponding paper/s. No person, who has originally examined the answer scripts can be a member of the review board constituent review Board must be approved by Vice-Chancellor.
- i. The meetings of the Review Board shall ordinarily take place in the department of the Registrar (Examinations), where the re-examination/review of the answer scripts shall be carried out.
- j. The marks awarded by the Review Board shall be considered to be the final marks obtained by the candidate in that paper or course.
- k. The review results shall be finalized by the Registrar (Examinations) & Director of School of Studies concerned with the approval of Vice-Chancellor before being published. Review results should be published within 45 working days from the last date of the receipt of review applications.
- l. All applicants shall be informed of the results after review. If the marks of a candidate change after review, he shall have to surrender his original progress report/mark sheet /Certificate before receiving his revised progress report/mark sheet/ Certificate. If this is not done, the candidate shall not be allowed to appear in any further university examination, nor shall he receive from the university the Degree/Diploma/Certificate concerned.

**2.18 Disciplinary Proceedings against candidates adopting unfair means in an examination:-**

- a. The results of all candidates against whom reports have been filed by the Examination centre- in-Charge for adopting unfair means in the examination shall be withheld initially.
- b. A Disciplinary Committee for each examination shall be constituted by the Vice-Chancellor consisting of (a) the Registrar (Examination) (b) Director of School of Studies concerned (c) two officers of the university nominated by the Vice-Chancellor.
- c. The Registrar (Examination) shall convene meetings of the Disciplinary Committees and ask the students accused of adopting unfair means to appear before the concerned committee. The Disciplinary Committee shall give the accused student a fair hearing and shall be assisted by the concerned invigilators and the Examination-in Charge &/or any person related to the incident. The Disciplinary Committee can also use any documentary records including CCTV coverage in its proceedings.
- d. If the student is found guilty of any violation of examination rules, he shall be punished accordingly.
- e. If the transgression is minor and it is concluded that the student could not benefit from his violation of rules, he/she may be let off with a warning and/or a fine.
- f. If the student is found guilty of more serious charges like copying, cheating, getting help from outside or disturbing the examination etc., he/she may be subjected to any or some of the following punishments: (a) his/her examination in a particular paper may be cancelled, (b) his/her whole examination may be cancelled (c) his/her examination may be cancelled and in addition, he may be debarred from appearing in subsequent examinations for a specified number of years, and (d) he/she may be





permanently debarred from pursuing any further studies in the university/ cancellation of registration/enrolment.

The appropriate disciplinary action for different types of malpractices shall be given in the examination rules:-

- g. The punishment awarded shall fit the seriousness of the transgression. A student shall be given all opportunity to present his/her side of the case before the Disciplinary Committee.
- h. All punishments recommended by the Disciplinary Committee have to be approved by the Vice Chancellor to become effective. Disciplinary action should be reported to the Executive Council.

#### **2.19 Miscellaneous Provisions:-**

- a. A student can ask for a certified photocopy of his answer script by depositing the required fees within a time specified by the Registrar (Examination) to Public Information Officer of the University. The Registrar (Examination) department shall provide the PIO with the certified photocopy of the answer script after masking the names/signatures of the examiners, Head Examiners, Reviewers etc. In the answer script, so that their identities are not revealed.
- b. All answer scripts of any examination are to be preserved by the Registrar (Examination) for 3 months from the date of publication of results or till the end of any legal or administrative proceedings about the examination, whichever date is later. All answer scripts of earlier examinations shall be disposed of in the manner as decided by the Vice Chancellor.
- c. All paper setters, examiners, Head Examiners/Coordinators, scrutinisers, tabulators, external members of the Moderation Boards and Review Boards shall be paid remuneration for their work at rates to be decided by the University from time to time. Travelling Allowance and Daily Allowance shall be paid to all persons connected with conducting any university examination as per university rules.
- d. The university may also pay the institutions being used as examination centres an "examination centre fee" to defray their expenditure in conducting the examinations.

#### **2.20 Evaluation:-**

##### **a. Evaluation of Student Performance**

The successful completion of a course/programme of study by a candidate for the award of degree/diploma/certificate will be determined on the basis of the performance of student enrolled in the relevant course/programme in the manner laid down in this ordinance.

- i. The University will follow the credit-based system of evaluation where each credit is equivalent to 30 hours of study. For any certificate level course students are required to earn 16-20 credits, for a diploma course the credit required for successful completion of program is 32-36. For Post Graduate Diploma/Advanced Diploma minimum credits required to be completed will be 48-52, for Bachelor's Degree and Master's Degree the requirement of





minimum credits for successful complete completion of any programme shall be 96-108 Credits and 64-72 Credits respectively.

- ii. For Master's Degree the minimum period required for completion of a programme is two years and maximum period shall be five years. The minimum and maximum period required for completion of Bachelor's Degree Programme shall be three years and six years. PG Diploma can be completed within a minimum period of 18 months and maximum of 4 years and for a

Certificate program the student will have to pass all the prescribed courses over a minimum period of 6 months to a maximum of 2 years. Diploma can be completed in 1 year and maximum of 3 years.

- iii. The University will follow semester system of examination. Each semester will be of six months duration. The performance of the students will be evaluated after the end of each semester.

## 2.21 Methods of evolution:-

Unless specified otherwise, the performance of a student enrolled in a course/ programme will be assessed:

- a. Continuously on the basis of the evolution of the assignments submitted by him/her, wherever applicable;
- b. On the basis of semester-end/term-end examination conducted at the end of the minimum duration prescribed for the concerned course/programme;
- c. Through participation in practical sessions/hands-on training as specified by the programme/course of study. 75% of attendance in practical sessions shall be made compulsory.
- d. The University may also prescribe for course/programme, wherever appropriate, execution of specific projects whose successful completion shall be taken into account in the overall assessment of performance of students; and
- e. Wherever desirable, the University may also prescribe field work, seminars, workshop or any other techniques/methods for assessment to determine the levels of performance of students pursuing different courses/programmes.

## 2.22 Assignments: -

- a. A student pursuing a programme of study shall be required to submit minimum one assignment for each 2- credit course in all programmes, wherever applicable.
- b. The Assignments may be either marked by tutors' counsellors. The instructions to candidates about the nature and type of assignments and schedule for its submission shall be prescribed in the relevant programme guide and/ or in the course itself.
- c. 25% weightage shall be assigned to assignments in each course.



- d. Minimum pass mark required to clear assignment in each course shall be 35% or P (Pass) Grade in a 10-point scale for the purpose of evaluation.

### 2.23 Term End Examination: -

- a. The term end examinations for various courses/programmes will ordinarily be held in the months of June and December every year. Students will be free to appear at any of these examinations either for specific courses or for whole programmes provided that the minimum period of study prescribed for the relevant course/programmes has been completed.
- b. Minimum 70-75% weightage shall be assigned to term-end examination in each course in any programme of study offered by the University.
- c. Minimum pass mark required to clear term-end examination in each course shall be 35% or P (Pass) Grade in a 10-point scale for the purpose of evaluation.
- d. Results for the term-end examination shall be declared within one month of the last day of examination.
- e. University shall conduct online examination and other tests, as and when required, in the manner as may be laid down by the UGC Regulations.

### 2.24 Practical Examination:-

- a. Practical examination shall be conducted by qualified and experienced examiners, having domain knowledge in the relevant course/programme and who are not ordinarily involved in conducting counselling sessions in the same Study Centre.
- b. Practical examination shall be conducted at Study Centres having adequate infrastructure/equipment necessary for the conduct of tests.
- c. There may be provision for practical component in any course or may be separate Stand-alone courses having practical components only.
- d. For the purpose of evaluation there may be separate components for viva-voce and guided/un-guided experiments.
- e. 25% weightage shall be assigned to semester-end/term-end practical examination in each course, wherever applicable.
- f. Minimum pass mark required to clear practical examination in each course shall be 35% or P (Pass) Grade in a 10-point scale for the purpose of evaluation.
- g. The examiners for the term-end practical examination shall be appointed by the University out of the database generated by it.

### 2.25 Project Work: -

- a. Project examiner and supervisor shall be appointed by University.

Project work shall commence after the approval of the synopsis for the Project.

Copy of the original synopsis approval letter and originality certificate duly signed by the student and countersigned by the supervisor shall be attached with the final report.



- d. Evolution of the project report shall be conducted at the Study Centre.
- e. Last date for submission of project report for the June examination shall be 31<sup>st</sup> May and for the December term-end examination the last date for submission of project report shall be 30<sup>th</sup> November.
- f. For the purpose of evolution, project work for a four-credit course or more shall have two components: namely, evaluation of project report and conduct of viva-voce.
- g. 25% weightage shall be assigned to project work, wherever applicable.
- h. Minimum pass mark required to clear project course shall be 35% or P (Pass) grade in a 10- point scale for the purpose of evolution.

**2.26** In case of any situation arising which is not covered by these Ordinances or in case of any doubts or difficulty as to the interpretation of these Ordinances, the matter shall be referred to the Vice-Chancellor, whose decision, consistent with the Act, the Statutes shall be final.

