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# मध्यप्रदेश राजपत्र

## प्राधिकार से प्रकाशित

क्रमांक 38 ]

भोपाल, शुक्रवार, दिनांक 22 सितम्बर 2017—भाद्र 31, शक 1939

### भाग ४

#### विषय-सूची

- |     |                        |                               |                                  |
|-----|------------------------|-------------------------------|----------------------------------|
| (क) | (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) | (1) अध्यादेश,          | (2) मध्यप्रदेश अधिनियम,       | (3) संसद के अधिनियम.             |
| (ग) | (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

### अध्यादेश

### विधि और विधायी कार्य विभाग

Bhopal, the 14th September 2017

No. /210-XXI-A(Dr.).—The following Ordinance Promulgated by the President of India published in the Gazette of India Extra-ordinary, Part II, Section I, dated the 2nd September, 2017 is hereby republished for general information.

By order and in the name of the Governor of Madhya Pradesh,  
RAJESH YADAV, Addl. Secy.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

### 11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

### 12. General

Notwithstanding anything stated in this Ordinance, for any unforeseen issue arising, and not covered by this Ordinance, or in the event of differences, interpretation, the Vice-Chancellor may take a decision after obtaining necessary opinion/advice of a Committee consisting of any or all the HOIs/Dean. The decision of the Vice-Chancellor shall be final.

भोपाल, दिनांक 13 सितम्बर 2017

क्र. आर-414-सी.सी.-2017-अड़तीस.—मध्यप्रदेश निजी की (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28(1) के अनुक्रम में, अवंतिका निजी विश्वविद्यालय उज्जैन के प्रथम अध्यादेश क्रमांक 01 से 09 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्रमांक 01 से 09.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
वीरन सिंह भलावी, अवर सचिव.

## ORDINANCE NO. 1

### SHORT TITLE, SCOPE, AND COMMENCEMENT

- (1) The "Ordinances" shall be called the Ordinances of **AVANTIKA UNIVERSITY, UJJAIN, MADHYA PRADESH.**
- (2) These Ordinances shall come into force with effect from the date of the notification in the Madhya Pradesh Gazette.
- (3) The Ordinances are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 2007. If there be any difference in the provisions of the Act or the Rules and the Ordinances, the provisions of the Act or the Rules shall prevail.
- (4) Nothing in these Ordinances shall be deemed to debar the university from amending the Ordinances subsequently according to the provision of Section 29 of the Act, and the amended ordinances, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

**ORDINANCE NO. 2****FACULTIES, SCHOOLS, AND PROGRAMS OFFERED IN THE UNIVERSITY**

The University shall have the following Faculties mentioned in the column-2, Schools as mentioned in column-3 and Programs offered as mentioned in column-4.

Sl. No.	Faculty	School	Programs Offered
1.	Faculty of Art and Design	School of Design	B.Des, M.Des, Ph.D System Design Industrial Design Communication Design
2.	Faculty of Science and Engineering	School of Engineering	B.Tech, M.Tech, Ph.D Computer Science and Engg. Mechanical Engg. Electrical and Electronics Engg. Electronics and Communication Engg. Civil Engg.
3.	Faculty of Architecture and Planning	School of Architecture	B.Arch, M.Arch, Ph.D
4.	Faculty of Humanities and Social Science	School of Humanities and Social Science	BA, MA, M.Phil, Ph.D
5.	Faculty of Economics and Finance	School of Economics and Finance	B.Sc, M.Sc, Ph.D
6.	Faculty of Law and Public Policy	School of Law and Public Policy	B.Sc-LLB, BBA-LLB, LLM, Ph.D
7.	Faculty of Medicine and Health Sciences	School of Medicine	MBBS, MS, MD

The other Faculties, Schools, and Programs can be added as per the decision of the Academic Council and approval of the Governing body of the University, subject to approval of the Regulatory Commission.

## ORDINANCE NO. 3

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### ADMISSION, ENROLLMENT, AND MIGRATION OF STUDENTS

- (1) In this ordinance unless there is anything repugnant in the subject or context, **“Equivalent”** examinations mean an examination which has been conducted by ;
- Any recognized Board of Higher Secondary Education or
  - Any Indian University / Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
  - Any other foreign qualifications considered equivalent by appropriate authority.
- “Qualifying Examination”** means an examination the passing of which makes a student eligible for admission to a particular year in program of study leading to Bachelors, Masters, or Doctoral degree or Diploma or Certificate of Avantika University.
- (2) The admission of students to various programs shall be made strictly on the basis of merit.
- (3) The norms for selection at Avantika will be the sole prerogative of Admission Committee, and the decision of the Admission Committee and the Management in any of the matters concerning the admissions process and selection will be final.
- (4) Any direct or indirect attempt to influence the admission committee or its members, academic office bearers or management will result in the automatic disqualification of the candidate.
- (5) The candidate is required to check and verify the entry requirements for the program. The candidate is then expected to register online on Avantika University portal. An automated verification link will be sent to the registered email ID. The account can be activated with the link sent to the registered email.
- (6) The application for admission shall be accompanied by,
- SSC Certificate
  - HSC Certificate
  - Entrance Examination Score Card
  - Transfer Certificate
  - Nationality Certificate
  - Caste Certificate (if applicable)
  - Caste Validity (if applicable)

- Graduation Certificate (if applicable)
- Experience Certificate (if applicable)
- Application Fee (DD/ Online Transaction Receipt)

Additionally, the candidate is required to submit

- Statement of Purpose (SoP)

The SoP is one of the most important components of your application process. The SoP will allow the admissions committee to get acquainted with the student, his/her desire to study at Avantika University, and his/her future-plans to utilize learning. The SoP should also include reasons for the choice of program at Avantika University. It should include an explanation of academic interests, including their relation to the goals for undergraduate/postgraduate study.

- Self-Recorded Video (SRV)

The SRV shall be of a maximum duration of 120 seconds. It is an opportunity to help reviewers assess the student's understanding of Avantika's academic objectives in addition to the SoP. It will help them determine whether the student will be a good match for the program applying to. The video is expected to be an extension of the SoP and must exclude any personal/private information. The recording can be done using any camera or on your smartphone. It may be noted that, the content is more important than the quality of video.

- (7) Avantika University shall conduct Entrance Examination, Competitive Examination, Group discussion, Personal Interview etc, depending on the program. Admission to various degree and diploma programs shall be through Avantika Scholastic Test (AST) conducted in ONLINE mode.
- (a) Candidates applying for various academic programs should have secured an aggregate of marks as prescribed by the university. A relaxation of 5% will be given for the Candidates belonging to SC/ST category.
- (b) The Candidates hailing from Jammu and Kashmir and the North-East states of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura should produce Certificate of Nativity at the time of counseling, failing which they will not be considered for admission.
- (8) The fees structure for all the programs offered shall be decided by the university from time to time.
- (9) The admission to various degree / diploma programs may be applicable to,

- (a) Candidates who have studied in Regular, Full time and Formal Education are along eligible to apply.
  - (b) Candidates should have secured an aggregate of certain minimum percentage of marks and above in their qualifying examination to be eligible to apply.
  - (c) Candidates appearing for their final degree exam / final semester exam in the current year are also eligible to apply.
  - (d) Candidates should have completed their final semester/ year exams before the selection interview at Avantika University.
- (10) For other courses involving admissions based on the marks obtained in the qualifying examinations, the merit for admission shall be determined either on the basis of ranked marks or grade obtained in the Entrance Examination conducted at the University / State level as per the norms of Regulatory bodies.
- (11) If an application for admission, as aforesaid has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary or Registrar of such Board or University as the case may be together with immigration fee as prescribed.
- (12) The University may introduce Under Graduate, Post Graduate, Doctoral, and Diploma program in a phased manner subject to the approval of various bodies.
- (13) If the change is to another school or institution, the Vice Chancellor shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:
- (a) Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
  - (b) Refund whatever, if any scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.
- (14) When the student has made all the previously mentioned payments, the Head of the Institution shall issue a Transfer Certificate.
- (15) The migration of students from the university to another may be granted on any genuine ground such as completion of studies, death of parents / near relative or on medical grounds.

- (16) The migration in professional colleges will be governed by rules and regulations of statutory bodies such as MCI, DCI, INC, IPC & AICTE.
- (17) The seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/ guidelines prescribed by the UGC and other concerned Statutory Bodies / Policy of State Government, or instructions applicable from time to time.
- (18) Every student in the university shall all times be of good behavior, show diligence in student, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the university.
- (19) When a student has been found guilty of breach of discipline within or outside the precincts of the university, or persistent absenteeism, the Vice Chancellor may, according to the nature and gravity of the offence,
- Suspend such a student from attending classes for not more than a week at a time; or
  - Expel such a student from the university; or
  - Disqualify such a student from appearing at the next ensuing examination, or
  - Rusticate such a student

Before inflicting any punishment as aforesaid, the Vice Chancellor shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

- The Vice Chancellor shall have power to suspend, for such time as may be necessary, a student temporarily from the Institution pending inquiry into his conduct in connection with an alleged offence.
- The period, during which a student remain suspended for completion of an inquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent
- A student who has been rusticated shall not be readmitted for a minimum period of two years. The other universities shall be informed of the fact of the rustication.
- The rustication of a student from university shall entail the removal of his name from the Register of enrolled students.

**ORDINANCE NO. 4****REGISTRATION OF COURSES OF STUDY AND TEACHING METHODOLOGY**

- (1) The students seeking admission to various degree programs need to subscribe to the online admission process of the university. It is mandatory for the student to appear for the Avantika Scholastic Test (AST) conducted by the university in online mode. The candidate can book the date and time slot as per his convenience. It may be noted that AST is not an entrance exam but a test to check the scholastic aptitude of the student. This test will enable both the student and university to make an informed decision regarding the choice of program intended for study. Admission to academic programs will be based on their merit in addition to satisfying specific admission criteria of the program. The minimum qualifications essential for admission to various programs of the university will be stipulated and indicated in the Admissions brochure released before the commencement of admission to various programs every year.
- (2) The academic model of university will follow a semester pattern. There will be two regular semesters in a year, each of approximately 18-20 weeks duration, including examinations, evaluation, and grade finalization. The Fall Semester will normally be from July/August to November/December and Spring Semester from January/February to May/June. There may be an additional academic semester for summer courses, known as the Summer Semester during the summer break, i.e. June-July.
- (3) The University follows a specialized credit based system named Avantika Flexible Credit System (AFCS), therefore registration at the beginning of each semester on the prescribed dates announced in the Academic Calendar, is mandatory for every student till she/he completes her/his program.
- (4) Registration is the sole responsibility of the student. Without registration, any academic activity (course / seminar / practical / term project / etc.) undergone by a student will not be counted towards the requirements of her/his degree.
- (5) On joining the University, each student is assigned to a Faculty Mentor to counsel the student on matters related to the registration process. The Faculty Mentor will discuss with the student on his/her academic performance in the previous semester(s) and suggest the number and nature of courses to be registered in the ensuing semester, within the framework of that program curriculum.
- (6) A student will be permitted to register in the next semester only if all the following conditions are fulfilled:



- (a) satisfies all the academic requirements to continue with the Program of Studies without termination;
  - (b) paid all specified fees of the university as per the payment schedule;
  - (c) cleared all University, Hostel, and Other dues (if any);
  - (d) has not been debarred from registering on any specific ground by the university.
- (7) A regular student of a degree program shall register for the appropriate number of course credits in each semester/session, which is within the minimum and maximum limits specific to that degree program.
- (8) The minimum duration that the students are generally expected to take to meet various requirements of programs offered by the university is as specified by the UGC regulations and / or as specified by other regulatory bodies.
- (9) The medium of instruction and examinations shall be English or any other language as per the requirement of the course, which would be proposed by Board of Studies and approved by Vice Chancellor, Academic Council and Governing Body of the University.
- (10) In general, a certain quantum of academic work measured in terms of Credits is laid down as the requirement for a degree program. A student earns credits by satisfactorily clearing courses and other academic activities every semester. The credits associated with a course are dependent upon the number of hours of instruction per week in that course. Similarly, the credit associated with any of the other activities is dependent upon the quantum of work expected to be put in for each of the other activity per week.
- (11) Each program contains a prescribed list of courses in a specific format, which is generally called Curriculum. The curriculum of a program contains list of courses grouped under various heads of courses as applicable to the program. The Board of Studies as appointed by the Vice-Chancellor will approve the curriculum and syllabi presented by the Chairman, which will be presented before the Academic Council for approval and subsequent implementation. A student is considered to have completed the program, if and only if, he/she has successfully cleared / completed all the necessary courses prescribed in his / her program curriculum. Students admitted into a program shall adopt a curriculum specified by the Academic Council for that Academic year. Unless otherwise stated explicitly by the Academic Council, any changes in curriculum will be applicable to the students admitted in the subsequent year and the existing batches continue to follow the curriculum prescribed at the time of their joining the program. Any change in the curriculum should be recommended by the Board of Studies and submitted to the Academic Council for approval.

- (12) The courses can be various types as necessitated by the program and as approved by the regulatory bodies. Each course will be normally identified by a unique Course Code of alpha-numeral characters. The alphabets reflect the discipline and the level to which the course belongs. The numerals indicate the year and a running serial number.
- (13) A course syllabus is a document that explains what a student is going to learn in that course. Each course shall have a course code, course title, course type, level of study, session details, course abstract, course objectives, course outcomes, course modules with content and deliverables at the end of each module, course end deliverable, the typical assessment and evaluation modes, list of text and reference books.
- (14) Each course shall be divided into 4 to 5 modules, and is conducted in sessions. Each session will be of 3-hour duration. The sessions will be divided into EXPOSURE AND PRACTICE. The Exposure session will have, Pre-session (Think and Create), In-session (Confront and Do) and Post Session (Practice and Learn).
- (15) The Credit System for defining and categorizing Courses is the E-P (Exposure-Practice) framework.
- (16) This Credit Structure is used to define various types of courses to provide for the appropriate pedagogy and methods of evaluation. The flexibility required to accomplish the course learning objectives and outcomes can be provided for, while retaining a common framework for Credit allocation. More importantly, it is necessary to have a transparent, credible, and robust system for planning, delivery and evaluation of each course of the diverse study programs of the University.
- (17) The minimum credit requirement for the completion of a program for students admitted is clearly specified in the program curriculum. Further, the student must meet the course and credit distribution also as specified in his curriculum, to become eligible for the degree. The curriculum will consist of appropriate credit distribution across various disciplines of study the student need to undergo as per the regulatory norms.
- (18) A course having an "F" grade will be considered as a backlog and it should be re-registered in the subsequent semester, when it is offered. If a student opts for Grade Improvement then the course should be re-registered.
- (19) A student can add or drop from the registered courses within the first 3 instructional days from the commencement of a regular semester, subject to the availability of resources and the minimum / maximum number of credits required to be registered in a semester. Only those courses that stand registered at the end of Add / Drop process will be

considered as final for that semester. The courses thus dropped will not appear in the Semester Grade Sheet of the student.

- (20) If a student feels that his/her performance in the first continuous assessment of a registered course is not satisfactory, the student can withdraw his/her Course Registration from the course. The University will announce suitable days for carrying out Course Withdrawal. Course Withdrawal will be open to students for three instructional days.
- (21) Some courses may have specific prerequisites to be met before a student can register for the course. Generally, the student is expected to have cleared all the prerequisite courses at the time of Course Registration.
- (22) In order to maintain high standards and academic excellence, all students must attend every lecture, tutorial, studio, field work, laboratory, practical classes and all other such curricular sessions as prescribed by the program requirements.
- (23) To account for approved leave of absence (for instance, representing the university in State/National/International Competitions/Events/Conferences, etc.) and/or other contingencies like medical emergencies, the attendance requirement shall be a minimum of 75% of the classes conducted.

## **ORDINANCE NO. 5**

### **CONDUCT OF EXAMINATION AND OTHER RELATED MATTERS**

- (1) Notwithstanding anything contained in this Ordinance, The Academic Council has the right to revise, amend or modify the Ordinances from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, and University Authorities. In case of a dispute, the decision of the Academic Council will be final and binding. In case of difficulty in application of any of the clauses of the Ordinances specified above, the Vice Chancellor shall have all powers to amend/modify/remove the difficulty in the relevant Ordinance.
- (2) The Head of Academic Administration shall be principal authority of the university, bestowed with the full responsibilities of arranging and conducting the university examinations, fair and free from any malpractice and within the prescribed time schedule.
- (3) All arrangements for the conduct of examinations to be held by the university shall be made by the Head of Academic Administration, in accordance with the rules and regulations framed by the university from time to time.
- (4) The schedule of examination for all the programs shall be prepared as per the guidelines set by Board of Studies and Academic Council.
- (5) A student is expected to maintain 100% attendance in all courses to maintain high standards and academic excellence. However, to account for approved leave of absence (for instance, representing the university in State/National/International Competitions/Events/Conferences, etc., organizing events/ seminars/ workshops/ technical/ cultural festivals/ competitions, NSS and NCC camps) and/or other contingencies like medical emergencies, a maximum of 25% attendance might be condoned. The attendance percentage will be calculated from the 'date of registration' into a course to one day before the start of the exam component.
- (6) Students who are absent due to prolonged illness or any other valid reason from the classes beyond the 25% absence shall be advised to request for 'Break of Study' on medical grounds for a semester. This may result in extension of minimum time-period of completion of the program.
- (7) The assessment is incorporated into daily practice and programs use creative ways to incorporate it into curriculum and instruction. The course lead with the support of course

associates decide on the collection, interpretation, and the use of assessed data. The student learning outcomes, which play a major role in this exercise, indicate comprehensively and in detail what students must learn as a result of their experience, viz., knowledge, skills and attitudes that are specific to the program.

- (8) Academic malpractice shall be viewed seriously and punished appropriately in order to discourage students from indulging in such activities. A Committee constituted by the University shall enquire all such cases and recommend appropriate action.
- (9) Opportunities exist for students to complement and enhance their learning experience by crediting additional courses in diverse areas. Students who are academically sound can devote their extra time in each semester by taking additional courses as permissible for each program.
- (10) The performance of a student in a course shall be assessed through a series of Continuous Assessment (CA) Components and Course End Assessment (CEA) as per the requirements and nature of the individual courses. The CA may consist of closed book or open book examination, quizzes, portfolio generation, assignments, problem solving, programming, prototyping, field work, projects, and any other innovative assessment practices followed by faculty. The CEA will be in the form a jury evaluating the Course Project/s.
- (11) All examinations other than the CEA will be conducted by the concerned school or a centralized arrangement among schools. The Academic Administration section will conduct the CEA centrally with external experts invited for assessment.
- (12) All students who have registered for a particular course are eligible to write the CA and CEA for that course, provided he/she is not debarred from writing the exam due to one or more of reasons listed below,
  - Shortage of attendance
  - Acts of indiscipline
  - Withdrawal of a registered course
- (13) The university follows a Letter Grading System. The Semester-wise academic performance evaluation of every registered student is done through various modes of assessments. The cumulative performance in all assessments in a course registered by a student is awarded a letter grade. The letter grades indicate a qualitative assessment of the student's performance and carry a quantitative (numeric) equivalent called the Grade Point.

- (14) The letter grade awarded to a student for his/her performance in a course can be based on either the Absolute Grading or the Relative Grading concept. The university will follow an Absolute Grading System. The letter grades and their equivalent grade point are given in Table 1.

**Table 1: Letter Grades with Grade Points and Range of Marks**

Marks	Letter Grade	Grade Point	Meaning
100-96	A+	10.00	Exemplary
95-91	A	9.50	Outstanding
90-86	A-	9.00	Excellent
85-81	B+	8.50	Very Good
80-76	B	8.00	Good
75-71	B-	7.50	Satisfactory
70-66	C+	7.00	Average
65-61	C	6.00	Below Average
60-50	C-	5.00	Critical
49-00	F		Failure (Need Remedial)
—	FR		Fail, due to shortage of Attendance, or penalized for Malpractice in examinations
—	N		Not Complete
—	S		Satisfactory
—	U		Unsatisfactory
—	AU		Audit
—	T		Transfer Credits
—	EX		Exempted

- (15) The Letter Grade (A+, A, A-, B+, B, B-, C+, C, C-, F, and FR) indicates the level of academic performance, assessed on a decimal (0-10) scale. A student is declared to have passed / cleared a course, if he / she has earned any one of the following grades: 'A+, A, A-, B+, B, B-, C+, C, C-' as per the university norms.
- (16) The Earned Credits refers to the credits assigned to the course in which a student has obtained either 'S' grade, or any one of the letter grades 'A+', 'A', 'A-', 'B+', 'B', 'B-', 'C+', 'C', 'C' (but not 'F', 'FR', 'U' and 'N').

- (17) The 'F' grade denotes failure in a course due to very poor performance. The grade 'F' will be awarded, if the student fails to clear a course due to their poor performance during the semester in a course which reflects on the total marks. A grade 'F' carries 'Zero' grade point and to clear the course, the student will be allowed to appear for a Supplementary Assessment. The student is also allowed to re-register for the course in a subsequent semester and complete the same with a performance grade.
- (18) The 'FR' grade denotes failure in a course due to shortage of attendance, or the student is penalized for malpractice in examinations. A student who obtains 'FR' grade in any course should necessarily re-register for the course in a subsequent semester and complete the same with a performance grade.
- (19) All the 'F' (other than the courses for which an improved grade is obtained by the student in the supplementary assessment) and 'FR' grades secured in any course stay permanently on the grade card.
- (20) The letter grade 'N' is a placeholder which denotes Not-Complete performance in any course due to absence during CEA, due to some unavoidable circumstances like bereavement in immediate family or major illness. The 'N' gets converted to an appropriate regular letter grade after the Supplementary Assessment. In case the student does not avail the Supplementary Assessment, this will be converted to a 'F' grade.
- (21) The letter grade 'S' and 'U' are awarded for the University Mandatory Learning Courses. The 'S' grade denotes satisfactory performance and completion of a course. The requirements for receiving 'S' grade for the University Learning Courses, will be clearly stated in the course/session plan. The 'U' grade denotes unsatisfactory performance and the student is expected to mandatorily complete the course for the degree to be awarded.
- (22) The letter grade 'AU' is awarded in a course that the student opts to register for Audit. It is not mandatory for the student to go through the entire regular process of evaluation in an audit course. However, the student should satisfy the minimum attendance requirement and complete the minimal level of evaluation as stipulated in the course plan by the Course Instructor, failing which that course will not be listed in the Grade Sheet. The student does not earn credits for the Audited course.
- (23) The letter grade 'A+' grade stands for exemplary achievement, whereas the letter grade 'C-' stands for marginal performance and is the minimum passing letter grade

- (24) An 'F' grade obtained in a subject, and a new grade attained for the subsequent repeat, will be both reflected in the transcript. Both grades will also be counted in the computation of SGPA and CGPA.
- (25) The letter grade 'T' is awarded for courses taken from approved student exchange programs. They will be excluded from the CGPA computation. However, they will be counted toward the academic unit requirement for graduation, and reflected in the transcript.
- (26) Students are not allowed to repeat any subjects taken except those with 'F' grade.
- (27) The overall performance of a student will be measured by two indices: SGPA which is the Semester Grade Point Average and CGPA which is the Cumulative Grade Point Average.
- (28) The performance of a student in a semester is indicated by a number (SGPA). The SGPA is a weighted average of the grade points obtained in all the courses registered by the student during the semester. SGPA for a semester is computed as follows:

$$\text{SGPA} = \frac{[\sum (\text{Course Credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}{[\sum (\text{Course Credits})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}$$

- (29) The CGPA indicates overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as SGPA, considering all the courses. CGPA is computed as follows:

$$\text{CGPA} = \frac{[\sum (\text{Course Credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades}}{[\sum (\text{Course Credits})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades}}$$

- (30) The SGPA and CGPA are calculated to TWO DECIMAL PLACES. Both SGPA and CGPA are calculated as follows at the end of every semester and indicated in the Grade Sheet.
- (31) The students will be issued a Grade Sheet at the end of each semester. This Grade Sheet will be an accurate log of course activity of a student in each semester and hence all courses registered (including those courses that are awarded 'F', 'N', 'S', 'U',



substituted, re-registered, audited, grade improvement courses, transfer credits) will be listed semester-wise along with the grade points earned (performance and other grades), course credits, SGPA, CGPA, etc. This will reflect the performance of a student during the specific semester. The overall performance of a student in all semesters since joining the program will be shown in a Consolidated Grade Sheet. A Consolidated Grade Sheet will be issued to a student upon his/her successful completion of the program or along with the Degree Certificate. The Consolidated Grade Sheet will indicate only the CGPA, and not SGPA.

- (32) The requirements for graduation are as follows:
- Successful completion of the prescribed academic unit requirement as set out by the course curriculum.
  - A minimum CGPA of 5.00 is required at the end of the final semester of study.
- (33) The criteria for satisfactory academic standing in any given semester are:
- maintaining a minimum CGPA of 5.00.
  - completing at least 75% of the normal credit workload.
- (34) Students with poor standing will be subjected to the following performance review:
- Academic Warning – if the CGPA falls below 5.00 for any given semester.
  - Academic Probation – if the CGPA falls below 5.00 for the following semester.
  - Academic Termination – if the CGPA falls below 5.00 for the 3rd consecutive semester, or at the end of the final semester of study. A letter of termination will be issued.
- (35) Appeal against termination on the grounds of extenuating circumstances may be made, subject to the following rules:
- the appeal must be submitted to the relevant School by the end of the first week of a semester;
  - normally only one appeal is allowed per candidature.
- (36) A student shall be declared to be eligible for the award of the concerned degree/diploma if she/he has:
- fulfilled the Minimum Credit Requirements for the award of the Degree/Diploma
  - secured of minimum CGPA of 5.00 in the concerned Program at the end of the Semester in which she/he completes all the requirements for the Degree/Diploma
  - no dues to the University, Departments, Hostels, Library, and any other such centers/departments of the University
  - no disciplinary action pending against her/him.

- (37) The award of degree must be recommended by the Academic Council, for approval and for further recommendation to the Governing Body.
- (38) The award of Class in all programs would be based on the CGPA in the concerned program at the end of the Semester in which she/he completes all the requirements for the Degree.
- (39) Classes will be awarded as per the following scale:
- CGPA from 8.50 and above shall be declared as First Class with Distinction
  - CGPA from 7.00 to 8.49 shall be declared as First Class
  - CGPA from 6.00 to 6.99 shall be declared as Second Class
  - CGPA from 5.00 to 5.99 shall be declared as Pass Class
- (40) Though, under Letter Grading System, there is no absolute conversion of SGPA/CGPA into percentage of marks, the University shall, for purposes of comparison with other degree awarding Institutions / Universities, or, if required by any Regulatory Body, issue an 'Equivalence Scale for Conversion of SGPA/CGPA'. However, the equivalence certificate will be issued to a student only on specific request for the same.
- (41) Credit Transfer is possible for a student moving from one program to another relevant program within the university, or getting re-admitted into the same program. Credit Transfer is possible for the courses and the credits completed by the student can be transferred to the new program, subject to the other parameters such as course contents and credits etc.
- (42) A similar procedure shall be adopted during the time of admission of candidates from other universities into various eligible programs of Avantika University, subject to the condition that those universities are recognized and approved for credit transfer by Avantika University.
- (43) The minimum period of study (n) a student is expected to study to complete the academic program is stipulated by the university. However, if a student has few backlog courses yet to be cleared even after the completion of the above said time limit, the student will be permitted to complete all the course and credit requirements specified in the curriculum, with an additional grace period of three years from the year of joining the university under that program (n+3). Under no circumstances, the period of study shall be extended beyond (n+3) period and thereafter his/her studentship stands cancelled automatically. No separate intimation in this regard will be sent to the student.
- (44) A Provisional Certificate will be issued to eligible students after successful completion of the course and credit requirements as specified in the program curriculum. The

degree will be conferred on the student during the subsequent convocation. The degree certificate will indicate the relevant branch and specialization if any in, in which the student has graduated along with Minor/ Honors if earned by the student.

- (45) A provision of Supplementary Assessment (scheduled during the inter-semester break) shall be available to such students only, who intend to clear 'F', 'N', and 'U' grade. The student is expected to inform the Dean of his School and justify the reasons for taking Supplementary Assessment.
- (46) Students who have failed in one or more courses ('F') and /or have secured 'C-' Grade in one or more courses, may avail the benefit of the Supplementary Assessment to pass/improve their grades. Such students shall submit the application form to the Academic Administration Office of the University.
- (47) For students who have once failed (F) in any course, and/or, had secured a 'C-' grade in the course(s), a maximum of C+ grade only will be awarded in subsequent Supplementary Assessment irrespective of their performance.
- (48) If the student fails in courses attempted in the Supplementary Assessment, the student will be awarded 'F' grade in the course(s) and will have to re-appear for the examination to be conducted as scheduled in the following semester end.
- (49) The Summer Term is a special provision to enable students who have failed in courses, or have secured low grades, in the previous semesters to repeat the course(s), on offer, at an accelerated pace, but with same rigor and completeness of the Course Plan and Evaluation Scheme for the Course as prescribed in the concerned Program Ordinances Curriculum. The total number of contact hours for the courses remains the same as that during the regular semesters, and therefore the courses run at accelerated pace. Extra classes will be conducted during the Summer Term to provide for the time required to complete the coursework. The evaluation and grading patterns also remain the same as during the regular semesters.
- (50) Registrations for a Summer Term, may be made open to students of some Schools and scheduled as per the Academic Calendar.
- (51) The Schools will announce the Courses on offer for Registration on the prescribed dates. The student cannot request for a specific course to be offered.
- (52) Students should register for the course(s), subject to conditions mentioned in following clauses, and on payment of prescribed fee per course. A student can register for Courses up to maximum of 12 credits.

- (53) The students, who are registering for Summer Term must submit a completed Summer Term Registration Card, checked and verified by the Academic Administration office. The Registration Card will contain the list of failed and/or lower graded course(s) for which the student is registering.
- (54) The courses credited elsewhere, in Indian or foreign University/Institutions/Colleges by students during their study period at the University may count towards the credit requirements for the award of degree. The credits transferred will reduce the number of courses to be registered by the student at the University.
- (55) Students can earn external credits from Institutions of National Importance and other Indian or foreign Universities/Institutes/Colleges with which the University has an MOU (and that MOU must have a specific clause for provision of credit transfer by students).
- (56) Credits for courses taken from approved student exchange programs will be excluded from the CGPA computation. However, they will be counted toward the academic unit requirement for graduation, and reflected in the transcript. Credits transfer can be considered only for the course at same level, i.e., UG, PG, etc.
- (57) A student must provide all details (original or attested authentic copies) such as course contents, number of contact hours, course instructor /project guide and evaluation system for the course for which he/she is requesting a credits transfer. He/she shall also provide the approval or acceptance letter from the other side. These details will be evaluated by the concerned Board of Studies before giving approval. These academic bodies will then decide the number of equivalent credits the student will get for such course(s) in the University. The complete details will then be forwarded to Vice Chancellor for approval.
- (58) The maximum number of credits that can be transferred by a student shall be limited to 50% of the minimum credit requirements specified for the award of the degree.
- (59) Credit Transfer shall be allowed for Online Courses as approved by the concerned Board of Studies.

**ORDINANCE NO. 6****CONDITIONS FOR AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, MEDALS, AND PRIZES**

- (1) Avantika University shall offer various scholarships, fellowships, tuition fee waiver schemes, teaching and research assistance to a selected few meritorious, needy, and deserving students. This is an effort to make contemporary education affordable and reachable, and encourage academic excellence. The scholarships are instituted to recognize excellence in academics and sports, and support students from economically weaker sections.
- (2) The quantum of scholarship and the number of scholarships are subject to revision and amendments from time to time. The changes shall be updated accordingly, and will be available on the website. The value and duration of scholarships instituted by the university shall be laid down by the Board of Management in consultation with the Academic Council.
- (3) The approval of awardees of fellowships, scholarships, medals, and prizes as per the specific regulation(s) and/or ordinance(s) belonging to the specific endowment will be given by the Board of Management on the recommendation of Avantika Awards Committee (AAC) consisting of,
  - (a) The Vice Chancellor (Chairperson)
  - (b) Nominee of the Chancellor
  - (c) Deans of All Schools
  - (d) Chief Finance and Accounts Officer
  - (e) The Registrar (Member Secretary)The Vice Chancellor may involve additional experts from within or outside the university, if deemed necessary.
- (4) The award of fellowships, research and other scholarships shall be made subject to the following conditions.
  - (a) The fellow / scholar will do whole time research work under an approved guide on a subject approved by the Committee.
  - (b) The fellow / scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend etc from any other source during the tenure of the award nor shall he engage himself in any profession or trade during that period. He may, however, undertake teaching assignment of not more than ten to

twelve hours a week in the university.

- (c) The fellow / scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship / scholarship program.
  - (d) Unless permitted by the guide to work for a specified period at some other place, the fellow/ scholar shall be required to attend the school or lab where he is expected to work, on all working days.
  - (e) If any information submitted by the fellow / scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.
  - (f) If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow / scholar has not been satisfactory, the fellowship / scholarship may be suspended or withdrawn.
  - (g) The fellow / scholar shall be required to pay the fees prescribed by the university.
- (5) Post-Graduate scholarship instituted by the university shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Dean of the School in the subject of study.
  - (6) The scholarship shall be tenable from the 1st August if the scholarship-holder join the college within one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the college.
  - (7) The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Dean of the School, where the candidate studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution regularly in that month.
  - (8) The drawl of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
  - (9) A scholarship-holder shall not combine any other course of study with the course for which the award is made.
  - (10) A scholarship shall be cancelled in the succeeding year, if the scholarship-holder fails to secure a CGPA of 8.5 in the previous examinations.
  - (11) If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the last two-months shall be paid only if the Dean of School certifies that the scholar diligently studies for the examination but was unable to take the examination for reasons beyond control.

- (12) A scholarship-holder shall at all times be of good behavior and observe all rules of discipline.
- (13) A scholarship shall be liable to termination, if;
- (a) The scholarship-holder discontinues studies during the middle of a session or
  - (b) The scholarship-holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.
  - (c) The Vice Chancellor shall pass the order of termination be final and binding.
- (14) The University shall award Medals and Prizes with a view to augment academic interest and activities among the students. Gold and Silver medals shall be awarded every year on the basis of final grades, subject to the provisions hereinafter appearing.
- (a) The quantum of gold or silver to be used for medal shall be such as approved by the Governing Body and permissible under the Central Gold Control Act.
  - (b) The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.
  - (c) If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body – shall lay down the manner in which the excess expenditure is to be met.
  - (d) The University Gold and Silver medals shall be awarded only based on the results at University examinations.
  - (e) Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 04 following as have secured (i) First division in the case of a Bachelor's degree examination and (ii) First division in the case of a Master's degree examination, for award of Gold and Silver medals.
  - (f) A gold and a silver medal shall be awarded for each of the programs in all disciplines to successful candidates as mentioned below,
    - i) A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest CGPA from among the candidates appeared at the undergraduate programs offered by the university.  
Provided that the candidate has passed all semester examinations of the consecutive years in single and first attempt.

- ii) A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest CGPA from among the candidates appeared at the postgraduate programs offered by the university.  
Provided that the candidate has passed all semester examinations of the consecutive years in single and first attempt.
- iii) The Avantika Awards Committee (AAC) shall select the candidates for the awards of medals and prizes.
- (15) The Governing Body in concurrence with the sponsoring body accept donations for creation of endowment fund for the award of Fellowships, Scholarships, Stipends, Medals, Prizes, etc of the recurring nature.
- (16) Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in para 04 may be withheld, suspended or cancelled :-
- (a) If, in respect of a year no candidate is found eligible for the award under the provision of para 04 above.
- (b) If the Vice Chancellor finds, after considering a report of the Dean of School, that eligible student concerned is not worthy to receive the award on account of a serious charge against him / her, like gross Misconduct etc.
- (c) If the Governing Body is satisfied that the conduct of the examination concerned at one or more of the schools was not proper.
- (17) The inscriptions on the medals shall be as prescribed by the University.



**ORDINANCE NO. 7****DISCIPLINARY ACTION AGAINST THE STUDENTS**

- (1) Every student in the university shall demonstrate good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the university.
- (2) When a student has been guilty of breach of discipline within or outside the premises of university, on persistent idleness or has guilty of misconduct, the Dean of the School at which such student is studying should inform the Vice Chancellor/ Registrar. The Vice Chancellor, depending upon the nature of gravity of the offence student may,
  - (a) Suspend such a student from attending classes for more than a week at a time or expel such as student from the university.
  - (b) Disqualify such a student from appearing at the next ensuring examination or rusticate such a student.
  - (c) Before inflicting any punishment as aforesaid, the student concerned shall be given an opportunity of personal hearing and record the reason of inflicting the punishment in writing.
  - (d) The Vice Chancellor shall have powers to suspend for such time as may be necessary a student temporarily from the university pending inquiry into his conduct about the alleged offence.
  - (e) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
  - (f) The rustication of a student from the university shall entail the removal of his name from register of enrolled student.
- (3) All students pursuing a academic program at the university shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rule and regulations of the university framed and notified from time.
- (4) Any violation of the code of conduct of breach of any rule or regulation of the university by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- (5) The following acts shall constitute acts of gross indiscipline and any student indulging in any of them shall be liable for disciplinary action against him.

- (a) Cheating in academics by making use of unauthorized study aids in class or on an examination and committing acts of plagiarism, i.e. submitting material that in part or whole is not entirely one's own work without attributing those portions to their correct source.
  - (b) Any unlawful alterations in academic assignments, records and documents or forging signatures of authorization or falsifying information on official academic documents, viewing or altering computer records, or modifying computer programs or systems.
  - (c) Consumption or possession of alcohol, illegal drugs, and smoking on campus.
  - (d) Possession of dangerous weapons.
  - (e) Disruption of teaching, learning, administration, research, hearing procedures, or any other activities of the university.
  - (f) Damaging University property, stealing, destroying, defacing, or concealing library materials/academic tools with the intention of depriving other students from using them.
  - (g) Providing deliberate assistance/abetment in any prohibitory behavior as stated above will also result in punitive action.
  - (h) Disobeying the teacher or misbehaving in the class
  - (i) Quarreling or fighting in the university campus, with a university employee or any employee of the university canteen, mess or any other public utility functioning in the campus.
  - (j) Stirring or writing or slogans or any material, making of skeletons of figures on any wall or portion of any building within the campus which is not authorized by the university administration.
  - (k) Behaving in the university campus or outside in a manner which is indecent or which is meant to annoy or hurt the teacher officers or employees of the university.
  - (l) Any other act which the disciplinary committee may determine and Vice Chancellor may accept as an act of gross discipline.
  - (m) However, all cases of indiscipline within hostel premises shall be dealt by the warden concerned.
- (6) There shall be Avantika Disciplinary Committee (ADC) comprising of,
- The Registrar
  - Program Coordinators of all Years
  - One Faculty from each School
  - Chief Warden of the Hostel
  - Two representatives of Student's Council

- (7) All punishment awarded to the students shall be recorded in a register to be maintained by the Registrar. The register shall be permanent record of the University and shall contain such details as may be prescribed and prospered by Board of Management.
- (8) If the Registrar finds that in any incident of disturbance or breach of peace certain persons who are not in the roles of the university are involved or are likely to be involved he may send to the Vice-Chancellor that the university campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice-Chancellor a notification shall be sent to the District Magistrate and other administrative authorities as the Vice-Chancellor may deem fit. The notification issued under this paragraph shall enforce the entry into the campus of a person debarred from entering the campus and it shall be an act of criminal offence and shall be dealt with accordingly.
- (9) The discipline committee shall ordinarily be convened in an academic year and it shall review general situation regarding discipline in the university and make suggestion in this regard. Any specific case of indiscipline may also be referred to the discipline committee for giving its opinion regarding the further action to be taken.
- (10) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of difference of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of the Disciplinary Committee. The decision of the Vice Chancellor shall be final and binding on all concerned.
- (11) As per the UGC norms, the university shall set up an Anti-ragging Committee with the following members
- The Registrar
  - Program Coordinators of all Years
  - Deans of all Schools
  - Chief Warden of the Hostel
  - Two representatives of Student's Council
- This Committee will frequently monitor, promote and regulate healthy interaction with the Fresher's, Junior Students, and Senior Students.
- (12) Ragging is banned at Avantika University. Any direct or indirect involvement of any student in such activities is strictly prohibited within or outside the campus.
- (13) Ragging involves causing physical and/or mental trauma to a person as a result of physical abuse, manhandling, using abusive language or gestures or forcing others to perform acts that may cause physical/mental trauma or damage.
- (14) Ragging is a social, cultural, and psychological menace.
- (15) Students are urged to keep up the glorious tradition of MIT Group of Institutions, and thereby Avantika University, and not indulge in any activity that may be construed as or amounts to ragging.
- (16) Students indulging in such activity are liable to legal action as per the directive from the Honorable Supreme Court of India.
- (17) All students are directed to bring the duly signed and stamped anti-ragging affidavits for enrollment. The formats of affidavits can be found at

## **ORDINANCE NO. 8**

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### **CONDITIONS OF RESIDENCE OF THE STUDENTS**

- (1) These rules may be called the rules for Hostels of the Avantika University and shall be applicable to all the Hostels of the University
- (2) The application for admission to hostel shall be made on a prescribed form available at the hostel office or on the university website. The duly filled application form should reach hostel office before the prescribed date. Incomplete or wrongly filled application form shall not be considered. The application should be made at the start of academic year or end of previous year as per the communication from hostel office.
- (3) A student who has resided in the hostel and seeking readmission for the next year also has to apply with clearance of all dues of previous year, if any.
- (4) No students who have failed or dropped out in the examination or warned for any action shall be readmitted to the hostel.
- (5) The parents of the student shall wherever possible submit details of a local guardian with pass-port size colored photograph, duly signed by both (parent and guardian), to the hostel office at the beginning of every academic year. This will enable the hostel officials to identify the person in case he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.
- (6) The hostel room along with the furniture shall be allotted to the applicant on a first-cum-first serve basis. Any specific requirement of hostel room can be considered subject to availability and not as right. The students should strictly reside only in the hostel rooms allotted to him/her by the Hostel office. The students shall not allow any guests in their rooms without the prior permission of the Warden.
- (7) No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the Warden. The Warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons. Similarly, the student shall not give shelter to any outsider; anyone found guilty shall be severely punished.
- (8) All rooms are provided with bed, bed sheets, pillow and pillow covers, mattress, side table, study table, wardrobes, bookshelf, chairs, internet connection port, mug, bucket, and other essentials. Laundry room with washing machines, dryers and drying area are available. The students shall be responsible for all the belongings in their room, and should ensure that there is no damage to the same.

- (9) The student residing in hostel shall not be allowed to keep any furniture other than the one provided by the university in their rooms without prior permission of the Warden. Music system/ TV are not allowed in the in the individual rooms. Use of any electrical appliances other than the room fixtures are strictly prohibited.
- (10) Students going outside the campus in the designated time shall obtain prior permission from the hostel office. In any case, the students are not allowed to go outside the campus from 8:00 pm to 6:00 am.
- (11) The student shall be responsible for the security of their own property. They must not leave their room / box unlocked in their absence. It is the responsibility of the student to ensure that the room is properly locked whenever they venture outside. Luxury items are strongly discouraged and the university is not responsible for security of the same.
- (12) No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event to taking admission in other program in the university his/her admission in the hostel shall be considered afresh.
- (13) The hostel rooms shall have to be vacated at the end of the academic year, with all furniture and fixtures. In exceptional cases student may be permitted to stay on payment on special charges to be decided by the Hostel Management Committee.
- (14) The student residing in hostel shall pay the prescribed fees per semester for which they have been admitted or readmitted. Late fees shall be charged after the date fixed to deposit the fees notified by the university. A student, if admitted after beginning of the session, shall pay the university dues and hostel fees from the commencement of academic year.
- (15) In case, the study course is not completed within the stipulated period and the student is required to extend his/her stay in the hostel for completing the course he/ she may be allowed to continue his/ her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel fees in multiples of a semester. This facility however shall not be providing to the students who are required to prolong their stay on account of repeat examination.
- (16) Every student admitted to the hostel shall pay a refundable security deposit as specified from time to time. The said deposit shall be refunded at the time of leaving the hostel on completion of the academic program.
- (17) The facility of mess / canteen shall be provided by the university on payment basis; cooking is strictly prohibited in the hostel. The student shall be required to pay semester wise mess charges in advance as notified by the university. /

- (18) Attendance shall be taken in hostel every evening at a pre-designated time. Any absence without prior information to Warden, at the time of attendance is an offense. The Warden is fully authorized to deal with any attempt of proxy or wrong entry in the attendance register.
- (19) There shall be a committee named Avantika Hostel Management Committee (AHMC), appointed by the Vice Chancellor, for the help of the Warden for smooth running of the hostel. The term of the committee shall be one year. The AHMC shall comprise of,
- (a) Head – Student Services
  - (b) House Masters
  - (c) Chief Warden
  - (d) All Hostel Wardens
  - (e) One/Two Students from each hostel
  - (f) Medical Officer
  - (g) Sports Officer
- (20) In cases of any unforeseen event or incidents of disturbance, students are requested to immediately contact the Warden.
- (21) In case of exigency, all the students shall vacate their room at given order/time by the Vice Chancellor/Registrar for any reason whatsoever and hand over the charges of their rooms to the Warden failing which Warden shall be authorized to break open the locked room. The university shall accept no responsibility for the private property of the concerned students found in the rooms.
- (22) The student shall cooperate in keeping the hostels and their surroundings clean by disposing of garbage and waste materials in dustbins at designated places. The water and electricity shall be used prudently and efficiently to avoid wastage.
- (23) The students shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular or unnatural.
- (24) The students shall maintain decorum and dignity, and shall not create any nuisance. Consumption of alcohol, smoking, eating non-vegetarian food is strictly prohibited within the campus. Gambling of any kind and use of drugs is strictly prohibited in the hostel and campus. Pornographic literature and exotic posters/ displays etc. are strictly not permitted in the hostels.

- (25) The students are strictly prohibited to keep firearms with them. No pets are permitted inside the hostels.
- (26) Guests of the opposite sex shall not be entertained in the hostel. The hostel students however may be permitted to meet their relatives at pre-permitted places during the designated time.
- (27) No meeting shall be held in the hostel premises without the prior permission of the Warden. No notice can be exhibited on a notice board or circulated to the hostel students unless it has been signed or countersigned by the Chief Warden. The students shall not cause damage or interfere in any manner with the notice board of the hostel.
- (28) Resort to any form of strike by the students without following the legally provided remedial channels/procedures/shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/university.
- (29) The Warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of Good Samaritan.
- (30) Any indiscipline or misconduct committed by a student or a group of students shall be brought to the notice of AHMC for taking appropriate action. Depending upon the gravity of the misconduct committed, the matter shall be brought to the notice of the Registrar or Vice Chancellor who may pass order in writing for taking appropriate action.
- (31) In case the situation in the hostel deteriorates to a level that requires protection, the Registrar in consultation with the Chief Warden may call the security to get the hostel vacated.
- (32) Any student found guilty of ragging, indiscipline, defiance of order, rowdy behavior or any other misconduct is liable to be fined, suspended from the hostel, or expelled/rusticated from the hostel/university. There shall be no ragging in whatsoever manner. A breach of this rule shall be severely dealt as per the prevailing laws and can lead even to rustication.
- (33) No Student shall be permitted to appeal against the warden to any authority other than hostel management committee. If the appeal is against the decision of the hostel management committee, it should be made to the Vice-Chancellor and his order shall be the final.

**ORDINANCE NO. 9**

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**COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND INSTITUTIONS**

- (1) The University shall be signing MoU with national as well as global universities and institutes for multi-level cooperation and collaboration.
  - (2) The Co-operation/collaboration shall be for,
    - (a) Reviewing the curricula of various academic programs at Avantika and giving constructive feedback on the same.
    - (b) Guiding Avantika in developing the academic infrastructure comprising of studios and labs like Fab Lab, Design Center, Maker Lab and similar initiatives of Avantika.
    - (c) Sharing the education pedagogy of project based learning, and experiential learning to Avantika and training/ fine tuning the Avantika team towards the same.
    - (d) Orientation and training of faculty from Avantika towards the concept of project based learning through boot camps, specific programs/ modules, tailor-made sessions and like-wise.
    - (e) Establishing faculty to faculty relationship through collaborative projects, research projects to further enhance faculty and student mobility.
    - (f) Mutual exchange of students and faculty for UG, PG, and PhD programs.
    - (g) Twinning programs, Joint programs, and Dual programs at Bachelors, Masters, and Doctoral level.
    - (h) Collaborative Research Projects and Academic Programs along with Joint supervision of PhD programs.
    - (i) Conduct of joint International Conferences, Seminars, and Workshops.
    - (j) Any other activity of mutual interest and with mutual consent.
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