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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 32]

भोपाल, शुक्रवार, दिनांक 11 अगस्त 2017—श्रावण 20, शक 1939

भाग ४

विषय-सूची

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

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 2 अगस्त 2017

क्र./396/सीसी/17/38— मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम-2007 की धारा 28(1) के अनुक्रम में सेज निजी विश्वविद्यालय, इन्दौर के प्रथम अध्यादेश क्र. 01 से 20 राज्य शासन के निर्देश 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 क्र. 01 से 20

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

**SAGE UNIVERSITY, INDORE
ORDINANCE NO.1**

Faculties and Courses Offered

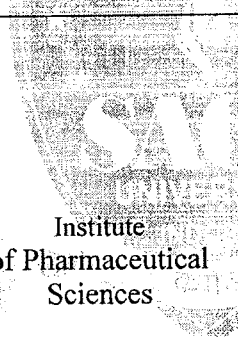
SAGE University will have following faculties offering courses as mention below:-

Two or more faculty may be grouped together to make one Faculty and / or new faculty may be constituted according to the need as and wherever required.

List of faculties:

S.No.	Faculties	Institute/Department/ School	Name of Degree/Diploma
1.	Faculty of Engineering & Technology	Civil Engineering	B.Tech./M.Tech./Dual Degree / Integrated programmes/Diploma/Ph.D. Core all Engineering subject areas will be covered however as per the recommendation of Academic Council integration of 2 or more subject areas of Engineering or new allied areas of Engineering subject will be included.
		Computer Science	
		Electronics and Communication	
		Information Technology	
		Mechanical Engineering	
		Dairy Technology	
		Bio Technology	
2.	Faculty of Management	Institute of Management Studies	B.B.A./M.B.A./Diploma/Dual Degree /Integrated Programme/ Ph.D Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Human Resource Management, Finance Management, Marketing Management, Production Management, Information Technology Management, Retail Management, Event Management Media & Mass Communication Management Health Care Management, Insurance & Investment Management, Hotel Management Cyber Law & Security Management, Digital Media Management, Aviation, Tour and Travel Management, Fashion Business Management, Construction Management Personal Management, E-Commerce Management, Brand Management Franchisee Management, Entrepreneurship Management, CSR Management Design and Communication Management, Catering Management, Corporate Finance Management, Personal Grooming Management, Beauty and Salon Management

3.	Faculty of Science	Institute of Sciences	<p>B.Sc. (Hons)/ B.Sc. /Master of Science/ M.Phil/ Ph. D.</p> <p>Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included:</p> <p>Chemistry and Applied Chemistry, Physics and Applied Physics, Mathematics and Applied Mathematics, Micro Biology, Bio-Technology</p> <p>Bio Chemistry, Forensic Science, Nursery Technology, Horticulture, Flory Culture Seed Technology, Forensic Science</p> <p>Cyber Law, Cyber Security, Food Technology</p>
		Institute of Biological Science	
4.	Faculty of Commerce	Institute of Commerce	<p>B.Com.(Hons)/ B.Com. /B.Com (Computers)/M.Com./M.Phil / Ph.D.</p> <p>Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included:</p> <p>Commerce, Banking & Finance, Taxation, Computers, Economics</p>
5.	Faculty of Arts, Humanities and Social Sciences	Institute of Arts & Humanities	<p>B.A.(Hons)/ B.A. /M.A./ M.Phil /Ph.D.</p> <p>Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included:</p> <p>Psychology, Public Admin, Social work, Geography, Hindi, Fine Arts, Sanskrit, English, Political Science, History, Sociology, Economics, Applied Economics, Vedic Science</p>
		Institute of Social Sciences	
6.	Faculty of Journalism & Mass Communication	Institute of Journalism & Mass Communication	<p>B.A. /M.A./Diploma/B.J./M.J.</p> <p>Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included:</p> <p>Journalism & Mass Communication</p> <p>Electronic Media, Printing Technology</p>
7.	Faculty of Architecture Planning & Design	Institute of Architecture	<p>B.Arch./M.Arch./B.Des./M.Des./Diploma</p> <p>Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included:</p>
		Institute of Planning	

		Institute of Design	Architecture, Planning, Fashion Design Interior Design, Product Design, User Interactive & User Experience Design, Automobile Design
8.	Faculty of Agriculture	Institute of Agriculture Sciences	B.Sc./M.Sc./Diploma/ P.hD. Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Agriculture, Soil Science, Entomology Crop Science, Post Harvest Technology, Irrigation Technology
9.	Faculty of Education	Institute of Education	D.Ed./B.Ed./M.Ed./ B.P.Ed./ M.P.Ed/B.P.E/M.P.E/PhD Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included:
		Institute of Physical Education	Education, Sports Management, Physical Education, Yoga
10.	Faculty of Pharmaceutical Sciences	 Institute of Pharmaceutical Sciences	D.Pharm/B.Pharm./ Pharm.D / M.Pharm./Integrated Programme/Ph.D. Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Pharmaceutics, Pharmacology, Pharmaceutical Chemistry, Pharmacognosy, Biotechnology Quality Assurance, Quality Control Pharma Technology, Pharma Practice Clinical Pharmacy,DRA,Pharma Management,Herbal Drug Technology
11.	Faculty of Law & Legal Studies	Institute of Law & Legal Studies	LLB/ LLM/Integrated LLB/PhD
12.	Faculty of Library Science	Institute of Library Science	B. Lib. I. Sc. / M. Lib. Sc./ PhD
13.	Faculty of Hotel Management	Institute of Hotel Management	Diploma/ Bachelor of Hotel Management/B.Sc.in Hospitality and Hotel Administration/PG Degree/ PhD Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Hotel Management, Hospitality & Hotel Administration, Food Technology Tourism Management

14.	Faculty of Performing Arts	Institute of Performing Arts	Bachelor of Performing Arts(B.P.A.)/ Master of Performing Arts (M.P.A.)/Bachelor of Visual Arts (B.V.A.) Animation & VFX & film making/ Master of Visual Arts (M.V.A.) Animation & VFX & Film making
15.	Faculty of Medical Health & Allied Sciences	Institute of AYUSH & Alternative Medicine	Bachelor Degree/ PG Degree/Diploma/Certificate/PhD Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Ayurveda, Homeopathy, Paramedical Courses, Nursing, Alternative Medicine
		Institute of Paramedical	
		Institute of Nursing	

***Specialization as per decision of academic council and appropriate relevant statutory body**

Some of the Departments may not offer all the courses. Further, new Departments/institutes and relevant courses developed and may be established after the approval of the Academic Council, and other relevant bodies of the University and approval of the Statutory bodies/Governing bodies and Regulatory Commission where ever and whatever applicable. The Scheme/Syllabus/Curriculum of the course/program, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competitive bodies of the University.

List of Vocational Certificate & Diploma Course Proposed for SAGE University, Indore
(Diploma will be of 12 months and certificate will be of 03/06 months depending upon requirement of/prescribed norms of the certificate)

Sr. No.	Name of Diploma/Certificate	Eligibility
1.	Diploma/Certificate in Auto CAD	Diploma in Engineering/Graduate in any Subject
2.	Diploma/Certificate in Diesel Engine Repairing (DDER)	10 th pass
3.	Diploma/Certificate in Electrical Technician (CET)	12 th pass(Any Stream)
4.	Diploma/Certificate in Electronic Equipment Maintenance	12 th pass(Any Stream)
5.	Diploma/Certificate in Hi-Tech Welding Technology	10 th pass

	(DHWT)	
6.	Diploma/Certificate in Industrial Safety	10 th pass
7.	Diploma/Certificate in Industrial Safety & ISO 14000 Series	10 th pass
8.	Diploma/Certificate in Inverter & UPS Repairing	10 th pass
9.	Diploma/Certificate in Mobile & Telephone Instrument	10 th pass
10.	Diploma/Certificate in Mobile and Telephone Instruments and Repairing (DMTIR)	10 th pass
11.	Diploma/Certificate in Motor & Transformer Winding	10 th pass
12.	Diploma/Certificate in Radio and TV Technician (CRTT)	12 th pass(Any Stream)
13.	Diploma/Certificate in Refrigeration and Air-conditioning	12 th pass(Any Stream)
14.	Diploma/Certificate in Stenography (Hindi/English)	10 th pass
15.	Diploma/Certificate in Stereo & CD Player Repairing	12 th pass(Any Stream)
16.	Diploma/Certificate in 'C' Programming	10 th pass
17.	Diploma/Certificate in Computer Application	10 th pass
18.	Diploma/Certificate in 'C++' Programming	10 th pass
19.	Diploma/Certificate in Client Server Technology (CCST)	10 th pass
20.	Diploma/Certificate in Computer Networking (CCN)	10 th pass
21.	Diploma/Certificate in Computer Hardware & Networking	12 th pass(Any Stream)
22.	Diploma/Certificate in Computer Programming	10 th pass
23.	Diploma/Certificate in Computerized Fashion Designing (CCFD)	10 th pass
24.	Diploma/Certificate in Computerized Financial Accounting	10 th pass
25.	Diploma/Certificate in Desk Top Publishing (CDTP)	10 th pass
26.	Diploma/Certificate to DTP with Computerized	10 th pass

	Design Development in Textile Printing	
27.	Diploma/Certificate in Java Programming (CJP)	12 th pass(Any Stream)
28.	Diploma/Certificate in Laptop Repairing (CLR)	12 th pass(Any Stream)
29.	Diploma/Certificate in Library Automation	12 th pass(Any Stream)
30.	Diploma/Certificate in Ms Office (CMO)	10 th pass
31.	Diploma/Certificate in Multipurpose Computer Technician	10 th pass
32.	Diploma/Certificate in Multipurpose Electronic Technician	10 th pass
33.	Diploma/Certificate in Object Oriented Programming Language	10 th pass
34.	Diploma/Certificate in Office Automation & Internet	10 th pass
35.	Diploma/Certificate in Software Testing	12 th pass(Any Stream)
36.	Diploma/Certificate in Web Design, Animation & Advertisement	12 th pass(Any Stream)
37.	Diploma/Certificate in Word Processing (Hindi/English)	10 th pass
38.	Diploma/Certificate in Web Designing	10 th pass
39.	Diploma/Certificate in Web Design	10 th pass
40.	Diploma/Certificate in Hospitality Management	10 th pass
41.	Diploma/Certificate in Human Resource Management	12 th pass(Any Stream)
42.	Diploma/Certificate in Personal Secretary ship	10 th pass
43.	Diploma/Certificate in Retail Management	12 th pass(Any Stream)
44.	Diploma/Certificate in Security Guards Management	12 th pass(Any Stream)
45.	Diploma in Statistical quality Control	12 th pass(Any Stream)
46.	Post Graduate Diploma in Analytical Chemistry	B.Sc. with Chemistry
47.	Diploma/Certificate in Biotechnology	12 th pass with Biology/Mathematics
48.	Diploma/Certificate in Computation Mathematics	12 th pass with Mathematics
49.	Diploma/Certificate in Accounting & Auditing	12 th pass (Any Stream)
50.	Diploma/Certificate in Banking	12 th pass with Commerce /

		Mathematics
51.	Diploma/Certificate in Banking & Finance	12 th pass with Commerce / Mathematics
52.	Diploma/Certificate in Export Procedure & Documentation	12 th pass with Commerce
53.	Diploma/Certificate in Financial Accounting (DFA)	12 th pass(Any Stream)
54.	Diploma/Certificate in Import-Export Management	12 th pass(Any Stream)
55.	Diploma/Certificate in Taxation	12 th pass(Any Stream)
56.	Diploma/Certificate in Accounting & Auditing	12 th pass with commerce / Mathematics
57.	PG Diploma in Human Rights	Graduate(Any Stream)
58.	Diploma/Certificate in Communicative & Competitive Skills	12 th pass(Any Stream)
59.	Diploma/Certificate in Communicative English	12 th pass(Any Stream)
60.	Diploma/Certificate in Spoken English	12 th pass(Any Stream)
61.	Diploma/Certificate in Television Video Production	12 th pass(Any Stream)
62.	Diploma/Certificate in Radio Jockey	12 th pass(Any Stream)
63.	Diploma/Certificate in Video Jockey	12 th pass(Any Stream)
64.	Diploma/Certificate in Audio Visual Production	12 th pass(Any Stream)
65.	Diploma/Certificate in Broadcast Journalism	12 th pass(Any Stream)
66.	Diploma/Certificate in Photography / Journalism	12 th pass(Any Stream)
67.	Diploma/ Certificate in Web & Graphic Design	12 th pass(Any Stream)
68.	Diploma/ Certificate in Interior Design	12 th pass(Any Stream)
69.	Diploma/Certificate in Fashion Design	12 th pass(Any Stream)
70.	Diploma/Certificate in Mobile Application	12 th pass(Any Stream)
71.	Diploma/Certificate in Communication Design	12 th pass(Any Stream)
72.	Diploma/Certificate in Game Design	12 th pass(Any Stream)
73.	Diploma/Certificate in Footwear Design	12 th pass(Any Stream)
74.	Diploma/Certificate in Jewellery & Accessories Design	12 th pass(Any Stream)
75.	Diploma/Certificate in Life Style Product Design	12 th pass(Any Stream)

76.	Diploma/Certificate in Furniture Design	12 th pass(Any Stream)
77.	Diploma/Certificate in Horticulture	10 th pass
78.	Diploma/Certificate in Nursery Development and Nursery Management & Environmental Protection	10 th pass
79.	Diploma/Certificate in early childhood education	10 th pass
80.	Diploma/Certificate in Nursery teaching	10 th pass
81.	Diploma/Certificate in primary teaching	12 th pass(Any Stream)
82.	Diploma/Certificate in Business and Commercial Law	LLB or equivalent
83.	Diploma/Certificate in Environment, Energy, and Natural Resources Law	LLB or equivalent
84.	Diploma/Certificate in Media, Law and Technology	LLB or equivalent
85.	Diploma/Certificate in International Trade and Finance	LLB or equivalent
86.	Diploma/Certificate in Tax Law	LLB or equivalent
87.	Diploma/Certificate in Tribal Lawyer	LLB or equivalent
88.	Diploma/Certificate in Cyber Law	LLB or equivalent
89.	Diploma/Certificate in Corporate Law	LLB or equivalent
90.	PG Diploma in Fitness Management	B. P. Ed. or equivalent
91.	PG Diploma in Sports Management	B. P. Ed. or equivalent
92.	PG Diploma in Sports Journalism	B. P. Ed. or equivalent
93.	Diploma/Certificate in Yoga Education	10 th pass
94.	Diploma/Certificate in Event Management	12 th Pass (Any Stream)
95.	Diploma/Certificate in Housekeeping	12 th Pass (Any Stream)
96.	Diploma/Certificate in Hotel management & Catering Technology	12 th Pass (Any Stream)
97.	Diploma/Certificate in Hotel management & Catering Technology	12 th Pass (Any Stream)
98.	Diploma/Certificate in Swar Science	12 th Pass (Any Stream)
99.	Diploma/Certificate in Dowsing	12 th Pass (Any Stream)
100.	Diploma/Certificate in Urban development & Enhancement	12 th Pass (Any Stream)

SAGE UNIVERSITY, INDORE

Ordinance No. 2

Admission of Students

Admissions in the courses which are offered by the University will be done on the basis of recommendation made by the competent authority of the university in accordance with the guidelines of regularity authorities. Provision of conducting "*Joint Entrance Examination – SAGE-JEE*" by the university shall be open to all the candidates who are eligible (fulfill the eligibility as per criterion) whereas recommended by the competent authority of the university for one or all courses. The competent authority of university may recommend admission on the basis of qualifying examination merit in accordance to the directives of regulatory body. The admission procedure will be completed as per Govt. Directives or before the commencement of the academic session or the last date of the admission decided by the Academic Council/Regulatory Bodies. However, the Ph.D. admissions shall exclusively be governed as per the Ordinance for Ph.D.

1. Preamble

"Qualifying Examination" means an examination on the passing of which makes a student eligible for admission to a particular year in a course of study leading to Bachelor's or Post Graduate Degree or Diploma or other program offered by the University.

"Equivalent Examination" means an examination which has been conducted by:

- a) Any recognized Board of Secondary Education, or
- b) Any Indian university incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
- c) Any foreign University / Board examination that have been recognized by Association of Indian Universities as equivalent to 10+2 stage qualification or Bachelor Degree Program as per the case may be.

2. Admission Procedure

The University shall follow the admission procedure to courses, specified as below as decided by the competent authority of university or State Government norms:-

- a) The University will issue the admission notification on the University's website, in newspapers, notice board of the University and in other publicity media before the commencement of new academic session.
- b) Admissions in the courses which are offered by the University will be done on the basis of recommendation made by the competent authority of the university in accordance with the guidelines of regularity authorities.
- c) The competent authority of university may recommend admission on the basis of qualifying examination merit in accordance to the directives of regulatory body.

- d) A Joint Entrance Examination (SAGE - JEE) for Admission will be conducted by the university on the basis of recommendation.

SAGE-JEE procedure and weightage as follows:

- a. There will be two entrance tests:-

1. For Under Graduate courses.
2. For Post Graduate courses.

- b. A personal interview followed by SAGE -JEE will be carried out after the written test.

- c. Final list of merit for admission will be prepared based on following criterion:-

i. Written Examination (SAGE-JEE)	-	40%
ii. Qualifying Examination marks	-	30%
iii. Personal Interview	-	30%

- e) List of candidates provisionally selected shortlisted for admission / shortlisted will be displayed on the notice board of University and University's website. Also, the students will be informed individually regarding their admission.

- f) The candidates whose results of qualifying exams are awaited can also apply, and they will be admitted provisionally. Such candidates, however, must produce the previous year's mark sheet, school/college certificate as a proof of fulfilling required eligibility criteria before the due date, failing which the provisional admission cannot be granted. The candidates so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- g) If a candidate admitted provisionally under sub clause (III) mentioned above fails has not obtained the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him/her will be cancelled.

- h) The application form may be rejected due to any of the following reasons:

- i. The candidate does not fulfill the eligibility conditions.
- ii. The candidate has been debarred on disciplinary grounds from any colleges/ University/ Institution.
- iii. The prescribed fees are not paid.
- iv. The application form is not signed by the candidate and his/her parent/guardian, wherever required.
- v. Required documents for admission are not enclosed.

- i) Enrollment will be assigned to the student by the University after verification submission of all required documents/fees.

- j) Provided that the reservation of seats and relaxation in percentage of minimum marks wherever prescribed in respect of students belonging to scheduled Castes,

Scheduled Tribes and other categories shall be as decided by Central/State Government from time to time.

- k) Admission committee will be constituted by the Vice Chancellor.
- l) Provided also that admission to program related to courses shall be as per the applicable guidelines / instructions of AICTE, UGC & other regulatory bodies & Govt. of M.P. & Directorate of Technical Education Madhya Pradesh (D.T.E. M.P.) as and where applicable.
- m) Admission rules shall be applicable for all admissions as per the norms of the statutory body & Govt. of Madhya Pradesh.
- n) A complete list of the students admitted in various courses will be submitted to the regulatory Commission in soft / hard copies within one month of completion.

3. The Admission Committee

The Dean of the Faculty in consultations with the Head of the Departments of that Faculty shall appoint the admission committees duly approved by the Vice Chancellor, for making the admissions in under graduate and post graduate courses, offered by the departments.

Each committee shall comprise of:

- a) The Head of the Department.
- b) PG Coordinator of the Department.
- c) Senior most Professor / Associate Professor / Assistant Professor in the Department; and
- d) One member from outside the Department nominated by the Vice-Chancellor.

Powers and Duties of the Committee

- a) Powers and duties of the Committee shall be to select the candidates for admission to the various programs in accordance with the approved procedure.
- b) The detailed guidelines to be followed for the admission with regard to the dates of receiving the applications, holding the admission tests, criteria for admission, order of merit shall follow the respective ordinances and will be advertised separately.
- c) After verification of the original documents, if any information furnished by the candidate in admission form, on which the candidate got admission, is found to be wrong or mismatched, then his admission will be treated as cancelled and fee deposited by him will not be refunded.
- d) The list of admissions made, together with the waiting list, shall be put up on the notice boards / website in the stipulated period.
- e) Candidates with supplementary in the qualifying examinations will get the admission provisionally and if they fail to pass the qualifying examination

the admission will stand cancelled.

4. No. of Seats

The intake offers for each program of study are approved by the Academic Council on the recommendations of the Centers/Schools concerned (Intake is the available seats to be offered for a program). As per the norms of Statuary body & Govt. of Madhya Pradesh

5. Eligibility Criteria for candidates' appearing in qualifying examination

The candidates who are appearing in the respective qualifying examination prescribed for eligibility for admission to a particular program of study are considered eligible for appearing in the entrance examination. However, in the event of their selection they are granted admission subject to their securing the prescribed percentage of marks in the qualifying examination and submission of all documents including final mark sheet of the qualifying examination. The SC/ST/OBC and Physically Challenged (Handicapped) candidates who have passed the qualifying examination irrespective of their percentage of marks are eligible to appear in the Entrance Examination.

6. Criteria for Provisional Admission

A candidate shall not be admitted to the next higher semester class unless he/she has cleared all the semesters except just the preceding semester. However in any case if the result of the previous semester examination is not declared, the candidate will be given provisional admission which will be regularized only after the declaration of the semester examination results.

A candidate discontinuing any semester may be permitted to take readmission as per rules at the beginning of the concerned semester.

The last date for seeking admission to any programme of study in the University is 14th August and no admission is permitted thereafter. However, candidates failing to join by the stipulated date owing to their results not having been declared in time are allowed to join in the next semester/academic year on a written request from the candidate and with the approval of the concerned School/Centre without their having to go through the Entrance Examination again. However those Foreign Nationals who have been selected for admission are allowed to join with a marginal delay in same academic session after considering each case on merit by the Vice-Chancellor.

7. Criteria and Procedure for Cancellation of Admission

If at any stage it is found that a candidate has got admission in the institution on the basis of false or incorrect information or by hiding relevant facts or if at any time after admission it is found that the admission was given to the candidate due to some mistake or oversight, the

admission granted to such a candidate shall be liable to be cancelled forthwith without any notice at any time during the course of his/her studies by the Director/Principal of the institution or by Competent authority. If a candidate gets his/her admission cancelled prior to 7 (seven) days before the last date of admission as declared by competent Authority, then the amount from tuition fee deposited by the candidate will be deducted as per the decision taken by Admission Committee with counseling authority and any tuition fee / other fee deposited by the candidate with the institution shall be refunded back to the candidate, after deducting as per the norms of Govt of M.P.. However, counseling fee is non-refundable. If admission is cancelled after the date as mentioned above then, no tuition fee and other fee (except Caution Money) shall be refunded back. Vacancy arising (in particular class/category/compartments) due to cancellation of admission or due to non-reporting of candidates by the stipulated date (as declared by the Competent Authority) in the Institution, shall be considered in the counseling in the following manner: - During the counseling, if seats are available, in that particular course, vacancy/vacancies arising due to above reasons, shall be added directly to existing vacancy/vacancies and shall be available for allotment

8. Registration

Registration of candidates selected for admission is made as per the scheduled fixed by the Admission Committee on Admissions and approved by the Vice Chandelleor of the University.

SAGE UNIVERSITY, INDORE ORDINANCE NO.3

Registration of Students, Academic System, Academic Calendar and Teaching Pedagogy

1. For registration / enrollment in the University course/program of study, a candidate who has successfully cleared SAGE-JEE must apply on registration form and submit the application form along with the attested copy of the mark sheet of the qualifying examination and University fees directly to University or through help centre or by post or can be applied online. Any student from India or abroad seeking admission in the University can interact online with University. The registration form will be forwarded by the head of the Institute to the Registrar of the University.
2. On receipt of the registration form at the University the candidates will be allotted a temporary registration number.

3. The registration application form will be subject to verification by the University and after due verification, the candidates will be given a permanent registration number.
4. The Validity of the registration of students for different programs will be as under -

Maximum Validity	Period
Name of program	(year)
One year Diploma / Degree and Masters Degree program	N+3
Two year Diploma / Degree and Masters Degree program	N+3
Three Year Diploma / Degree and Masters Degree program	N+3
Four year Diploma/Degree program	N+3
Integrated Post Graduate program	N+3

Note:- N = Minimum duration of the program as per regulating body

5. No person who has been convicted by a court of justice and is undergoing punishment or is under expulsion or rustication from another University shall be admitted to any program of study during the period for which the sentence is in operation.
6. A student who is registered with the University may apply for a change/correction or alteration in one's own name or surname to the Registrar of the University with a fee as prescribed by University.
- a) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of the name of the student.
- b) The application for change or correction in the name shall be made through the Head of the Institution where the student is studying and will be supported by an affidavit and proof.
- c) The fee deposited by the candidate is non-refundable.

Academic Calendar

1. Teaching Days-Each Institution, enrolling students for the Degree / Diploma / Masters course

- a) Each academic year shall be divided into two independent semesters of 6 months each. During this period, the classes will be held for 16 weeks and rest of the period shall be utilized for the examination preparation, holding practical and theory examinations, preparation and declaration of the results and finally, in the preparation and conduction of the makeup exams, if any.
- b) However, some of the courses may be conducted with annual system as the academic schedule. The teaching and examination system will follow the regulation specifically meant for such courses.
- c) Departments shall arrange all the academic activities during the semester including registration for the course, semester studies, internal evaluation, drop / withdrawal from courses, quizzes, assignments, mid semester and end semester examinations.
- d) The Dean of each Faculty shall announce the schedule for all the academic activities after getting approval from Vice-Chancellor well before the commencement of the academic semester and take all the necessary steps to follow them scrupulously. Schedule of activities shall be disseminated well in advance through website and proper media.

Pedagogy

1. Teaching methods of the entire programs shall include one or more methods of teaching- Class Room Teaching, Assignments, Viva Voce, Lab Work, Seminar, Project Work, Summer Training, Field Work, Presentation, Group Discussion etc.
2. For better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching/learning will be adopted. These may include online teaching -learning, material availability, Web casting, Pod casing, Online chatting with teachers, Online Discussion forums etc.

Starting of Classes

Students promoted to second year or higher (regular or provisional) shall fill admission forms within seven days of commencement of session as declared by University. Ex students who qualify for the next class and students with break in study shall fill admission form as a fresh candidate for readmission. Regular teaching of all Courses will begin from the opening day of the Academic Session. Students will be required to fill up the continuation admission form within three days from the date of the declaration of the registration or within seven days of the reopening of the University, whichever is later. Ex-students and those having a break in studies will have to apply like fresh students for the readmission.

SAGE UNIVERSITY, INDORE
ORDINANCE NO.4
Residence of Student

The University Premises has Hostel facility for students. The Condition for providing residence facility is as under:-

1. GENERAL

- a. These rules may be called the rules for Hostels of the SAGE University, Indore (M.P.).
- b. These rules shall be applicable to all the Hostels of the University

2. ADMISSION

- a. Application for admission to hostel shall be made on the prescribed form to be obtained from hostel office/office of the DSW on payment of fees as prescribed. The application form filled should reach hostel/DSW office before the prescribed date.
- b. Incomplete or wrongly filled application forms shall not be considered.
- c. Each applicant for admission shall furnish a character certificate from the Head of the institution last attended along with application.
- d. After an applicant has been admitted or readmitted he/she may be allotted a seat in a room by the Hostel warden.
- e. Each resident of hostel shall take admission in the hostel in the beginning of the new session after producing certificate of clearance of previous years dues along with pre requisite fee for admission in hostel.
- f. Ex Students, dropout students and students who are no more regular students of University shall not be admitted in the hostel without special permission of Vice Chancellor.
- g. The parents of the students shall submit a pass-port size colored photograph of the local guardian, duly signed by both (parent and guardian), to the hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.
- h. 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 of taking admission in other course in the university his/her admission in the hostel shall be considered a fresh.
- i. Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct, re-admission in the university shall not be considered.
- j. Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases, student may be permitted to stay on payment of special charges to be decided by the competent authority.

- k. Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
- l. Music systems/radio/T.V. may allow in the rooms under special provision with permission of hostel warden.
- m. Students shall cooperate in keeping the Hostels and its surroundings clean by not disposing of garbage and waste materials here and there but using dustbins at designated places.
- n. Hostellers shall be responsible for the security of their own property. They must not leave their room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.
- o. In case of any emergency during the night, the hostellers shall contact the hostel warden for help.

3. FEES, RENTS & OTHER CHARGES

- a. Hostellers shall pay a monthly rent as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every student readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the University. All fees are applicable from the start of the session for full academic year if students seeks admission in midsession.
- b. Every student admitted or readmitted to the hostel shall pay caution money refundable at the time of completion of the course/degree.
- c. In case, the study course is not completed within the stipulated period and the hosteller 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 provided to the students who are required to prolong their stay on account of repeat examination.

4. CANTEEN

- a. The facility of mess /canteen shall be provided by the University on payment basis; Cooking is strictly prohibited in the hostel.
- b. Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.

5. HOSTEL ROOM AND ALLOTMENT

The following priority is fixed for providing accommodation in the University Hostel.

- (a) Undergraduate boys/girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls.
- (b) Physically Handicapped Students.
- (c) SCs / STs / OBCs Students.

- (d) Students pursuing professional courses that require longer hour of practical or fieldwork shall have priority over others.
- (e) Local students (staying within 15 kilometers from the campus), research scholars and married students shall not be allowed due to space limitation in the hostel.
- (f) All students residing in the hostel shall be required to submit an undertaking as per Proforma approved by Dean Student welfare.

6. ATTENDANCE

- a. Attendance shall be taken in hostel every evening at any scheduled time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows-
- b. Attendance time for girls during summer -19: 00 h and for winter 18: 00 h.
- c. Attendance time for boys - 21: 00 h.

7. HOSTEL MANAGEMENT COMMITTEES

There shall be Hostel Management Committee, Standing committee for Hostellers Discipline and a Hostel Committee 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, which may be extended by the Vice-Chancellor for another year.

(a) Hostel Management Committee

The Committee shall comprise

- | | |
|---|------------|
| (i) Dean Student Welfare | - Chairman |
| (ii) Chief Wardens and all Wardens | - Member |
| (iii) One Student's representative from each Hostel | - Member |
| (iv) One Dean nominated by the Vice-Chancellor | - Member |

(b) Hostel Disciplinary Committee

There shall be a Hostellers Disciplinary Committee to deal with students indiscipline and misconduct defined in the Hostel ordinance:

- | | |
|--|------------|
| (i) Dean Student Welfare- | - Chairman |
| (ii) One Dean nominated by the Vice-Chancellor | - Member |
| (iii) Warden of concerned hostel | - Member |
| (iv) Chief Proctor | - Member |

(c) Hostel Committees

There shall be a Hostel Committee in every hostel nominated / elected by the warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel. The Committee shall consist of the following-

- | | |
|---|------------|
| (i) Hostel Warden | - Chairman |
| (ii) One hostel student representative approx. for 20-25 members. | - Member |

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- (iii) One hostel Prefect and one-Associate Prefect for - Member various functions like food, health and extracurricular activities.

8. MISCONDUCT & INDISCIPLINE

- a. Gambling of any kind use of liquor/drugs and smoking etc. is strictly prohibited in the hostel and campus.
- b. Guests of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-determined place during designated time.
- c. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels and University Campus.
- d. 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.
- e. Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
- f. No hosteller will sub let his/her seat to any other student and will not permit any guest to stay in the room. If found guilty of violating rules may be levied and rusticated from the Hostel.
- g. In exigencies all hostellers 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.
- h. Hostellers shall not give shelter to any outsider, anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the University.
- i. No meeting shall be held in the hostel premises without the prior permission of the warden.
- j. No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W.
- k. Hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel. A breach of this rule shall be severely dealt with.
 - a. Note: For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instructions given from time to time. For matters common to all, the hostellers or students, the display shall be on the Notice Board of the Dean of Students Welfare Hostel Office. No separate notice would be sent to them.

9. DISCIPLINARY ACTION

- a. Every hosteller 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 in any way.
- b. 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.
- c. Resort to any form of strike by the hostellers 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.
- d. Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action.
- e. Depending upon the gravity of the misconduct committed by the hosteller matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.
- f. In case the situation in the hostel deteriorates to a level that requires protection, the **Chief Proctor** in consultation with DSW/Warden may call the security to get the Hostel vacated by the Hostellers. Such action taken however shall be brought to the notice of the Registrar/Vice-Chancellor in writing.
- g. Any hosteller found guilty of indiscipline, defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 1000/- and/or instant removal or expulsion or rustication from the hostel/university.
- h. Anti ragging committee will be formed as per the UGC guidelines
- i. No student shall be permitted to appeal against the decision of 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.
- j. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

SAGE UNIVERSITY, INDORE**ORDINANCE NO.5****Conduct of Examination****1. Preamble**

This Ordinance describes regulations laying down conditions for appearing in an examination for a course/programme of the University.

- a) Regular candidate mean a person who follows a regular course of study in the university institution or University teaching department (UTD) and seeks admission to an examination of the university.
- b) Ex-student candidate means a person who was admitted to an examination as regular candidate of this university and was not declared successful [there at] or was not able to appear in the examination though admission card was issued to him by the university and seeks admission again to the same examination;
- c) Failed candidates means a student who could not get minimum marks to clear a subject or exam;
- d) Enrolment means the period for which a candidate's registration is valid;
- e) Attested means signed and verified by an officer;
- f) Forwarding officer means a person authorized by the registrar of the university.

2. Admission of various categories of students to university examination

- a) No candidate shall be permitted to appear in the University examination unless He/she is duly registered/enrolled with the University & had paid all dues.
- b) The Registrar of the University or the Head of the Institution can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property and all the articles or if the conduct of the students has been unsatisfactory.
- c) An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned Head of Department who will forward it to the designated center after verification.
 - i. An Ex-student shall offer the subjects or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer a different subject or paper.
 - ii. An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
- d) Examination centre will be declared for courses conducted by the University in consultation with Vice Chancellor and all examinee shall appear at the

examination centre to write their exams.

- e) A regular candidate will submit his/her application form with prescribed examination fee to the Head of Institution/Head of the University Teaching Department or the School of Studies, who will forward the forms, so as to reach the Registrar on or before the last date prescribed for the purpose by the University authorities. For each application, the Head of the Institution / Head of the University Teaching Department or the School of Studies shall certify that the candidate:-
- i. Possesses the minimum qualification for appearing at the examination to which he seeks admission.
 - ii. He/she is of good conduct.
- f) The Head of the University Teaching Department or the School of Studies or the Head of the Institution concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.
- g) No candidates shall be allowed to take the annual/term-end/semester examination unless he/she has-
- i. Attended at least 75% of lectures/Practicals delivered. However, the Vice Chancellor and concerned Director/HOD of the teaching department or school of teaching can condone the attendance up to 15% on reasonable ground.
 - ii. Paid all the due fees and -
 - A. Obtained "No Dues" Certificates from the concerned Department/College.
 - B. Fulfills academic requirements to appear in the examination applied for.
 - C. Received in-plant trainings prescribed by the Principal/Head/Director.
- h) Admission of regular candidate to an examination of the University no student shall be admitted to an examination of the University as regular candidate unless he/she:-
- i. Has been enrolled as a student in the University Teaching Department or constituent School of Studies/Colleges in accordance with the provisions of the Ordinance.
 - ii. Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
 - iii. A Regular candidate migrating from another University or Board of Secondary Education should submit his/her original migration

- certificate along with his/her enrolment application form on the scheduled date for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University from time to time.
- iv. The controller Examination may issue a duplicate admission card on payment of fees as prescribed by the University to an examinee on his application for Loss of original admit card on recommendation of the Director/ Head of teaching department/ School of studies if he is satisfied with the reasons given by the applicant.
- v. Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/paper.
- i) In computing the attendance for fulfillment of the condition regarding Execution of a regular course of study:-
- i. Attendance at lectures delivered and practical, if any, held during the academic session, and shall be counted.
 - ii. Attendance at any lecture delivered or in practical held within fourteen days preceding the first day of written examination which shall be treated as preparation leave, shall not be counted, until unless extra classes/seminars or assignments are declared by the Head of the Institution for the period.
 - iii. Attendance at NCC/NSS Camp & Sports event during the session shall be taken as full attendance at lectures/Practical on the day of such camp and the day of journey to such camp.
 - iv. Participation as a member of a College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance from the day of start of journey to day of return.
 - v. For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding Fifteen(15)percent i.e. up to Ten (10) percent and a further five (5) percent of the total number, of lectures delivered and practical's held in each subject may be condoned by the Director/HOD of constituent Institution and by the Vice Chancellor respectively on production of satisfactory evidence by the student.
- j) Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the University.
- i. Submit an application for an admission to the examination in the prescribed form duly filled, through the Head of the Institution/Head of the University Teaching Department or School of Studies indicating the subject/subjects in which he desires to present himself for the

examination.

- ii. Pay along with the application the fee prescribed for the examination concerned.
- k) Admission of an Ex-Student candidate to an examination of the University -
No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination:-
The statement of marks (in original) obtained by him in the said qualified examination issued by the University together with an attested copy thereof, or In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a Certificate from the HOD/Dean of the constituent College, last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.
- l) An ex-student candidate for an examination shall:
Submit through the forwarding officer i.e. the HOD/Principal of the college wherein he has pursued a regular course of study, and application for admission to the examination in the prescribed form along with examination fee on or before the last date notified by the university by specifying Whether he is a entitled candidate for the examination and the subject paper or subjects and or papers in which he desires to appear for the examination.

3. Examination Fee:

The examination fees for various courses under semester systems. Annual examination pattern will be decided by the University from time to time. The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants. The decision of Board of Governance will be final in all regards.

4. Conduction of Examination

- a) All arrangements for the conduct of examination to be held by the University shall be made by the Examination Controller in accordance with such directions as may be issued by the Board of Management of the University.
- b) The Examination Controller shall prepare and duly publish a Time Table/ programme for the conduct of examination specifying the date of each Examination and the last dates by which applications and fees for the examinations shall be submitted by the intending examinees.
 - i. The Examination Controller in consultation with Vice Chancellor and Heads of the Institution shall appoint Superintendent and Assistant Superintendents, if any, for the examination center and along with instructions/guidelines for successful conduction of examination as per

ordinance.

- ii. The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer sheets sent to him and shall render to the University office a complete account of used and unused question papers and answer sheets.
- iii. The Superintendent shall supervise the work of invigilator working under him and shall conduct the examination strictly according to the instructions issued to him by the University.
- iv. The Superintendent of the Examination shall, whenever necessary send a confidential report to the Examination Controller about the conduct of Examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination, being held at the center as may be considered necessary. Along with any other matter which he thinks it to be brought to the notice of the University. He shall also be responsible for maintenance and submission of report to the central record and accounts officer of the University of the account of advance money received and expenditure incurred in connection with the conduct of the examination.
- v. The Centre Superintendent shall have the power to expel an examinee, from examination on subsequent days, on any of the following grounds:
 - i. That the examinee created a nuisance or serious disturbance at the Examination Centre.
 - ii. That the examinee shows a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.,
 - iii. If necessary, the Superintendent of examination may get police assistance where a candidate is expelled from examination the Examination Controller should be informed immediately.
 - iv. Unless, otherwise directed, only teachers of Institutions, University Teaching Departments shall be appointed as invigilators by the Superintendent, provided that a teacher of the subject of the written examination at any session may not be an invigilator at such session of the examination.
- c) It shall be duty of the invigilator and the Superintendent/ Asst. Superintendent of the examination to ensure by all means that the examinee appeared at the examination is the person allowed by the concerned authority to write examination and not a imposter.
- d) The University may change the examination centre of the examinees irrespective of Institution to which they belong anytime if it deems proper without assigning any reason thereof.

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- e) In case of accidents/physically handicapped/ serious illness which makes an examinee unable to write his/her exams, he may be allowed to take help of an assistant to write answer sheet on his dictation. Such assistant shall be with lower academic qualification of the exam he is about to write. Such examinee shall apply to Controller of Examination along with necessary documents in support of his/her demand and documents relating to assistant proposed. Controller of Examination may permit examinee after verification of application and approval of Vice Chancellor.
- f) The University may from time to time appoint Supervisor or Flying squad to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the supervisor pointing out breach of rules or procedure, the Vice-Chancellor may take appropriate action as may be necessary including postponement cancellation, wholly or in part, of the examination at the Centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- g) The Vice-Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
- h) The Vice-Chancellor may issue such General Instructions for the guidance of the Examinee Centre Superintendent, Tabulators, Collators, as he consider necessary for the proper discharge of their duties.
- i) Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter, or modify procedures about the conduct of Examination.
- j) The Results Committee for each faculty shall consist of the following members:-
- Where Success is a Tradition*
- i. Dean of respective faculty
 - ii. Head of Department/School of Studies
 - iii. Chairman of respective Board of Studies
 - iv. Member nominated by Vice Chancellor
 - v. One Faculty of concerned department/Examination Controller
- Member Two members shall form a quorum.

The term of the Results Committee shall be one academic year. The function of the Results Committee shall be as follows:

- k) Results of examinations shall be declared after scrutiny of the committee i.e. Result committee after satisfaction that valuation of the answer sheets is done properly and results are prepared as per scheme of examination.

- a. In case of complaints are received regarding results or committee itself found discrepancies the committee shall scrutinize complaints and suggest remedies.
- b. If answer sheets of any one or all candidates are lost in transit or damaged due to some natural calamities average mark will be provided on the basis of their marks in other subjects.
- l) To decide case of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centers, Tabulators, Collators, Co-coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
- m) To exercise such other powers as the Board of Management may delegate to it from time to time.
- n) The Vice-Chancellor shall appoint Tabulators and Collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examinations.
- o) If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Examination Controller.
- p) Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Examination Controller who shall place the matter before the Board of Management.
- q) Except as otherwise decided by the Board of Management, the examination answer books shall be destroyed or otherwise disposed of after three months from the date of declaration of the result or declaration of revaluation results which ever is later.
- r) The Registrar will publish the results of the University examinations as passed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Head of Institutions of different faculties. If any tabulation error or errors in the process of calculation of computerization is discovered in the results so declared, the Vice-Chancellor shall have the power to rectify the same as soon as possible.
- s) No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of commencement of examination.
- t) Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for not more than twice for a maximum period of five minutes each.
- u) A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book

will be supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the examination controller by the Superintendent.

- v) The superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner:
- w) The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with the date and time.
 - i. The statement of the examinee and the invigilator shall be recorded.
 - ii. The examinee shall be issued a fresh answer book marked "Duplicate Using Unfair Means" to attempt answer within the remaining time prescribed for the examination.
 - iii. All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initialed shall be sent to the examiner by the Registrar/Controller Examination by name, in a separate confidential sealed registered packet marked "UFM or Un Fair Means" along with the observations of the Superintendent.
- x) The material so collected from the examinee together with both the answer books, viz. the answer books collected while using unfair means and the other supplied afterward, will be sent to examiner by the Registrar/Controller examination for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
- y) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year.
- z) Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by Controller of Examinations to Two Examiners (other than the one who initially valued it) The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks. If the revaluation marks deviate 20% more from the initial valuation, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases the marks awarded by the fourth examiner shall be final.
- aa) The cases of unfair means at the examination as reported by the centre Superintendent along with the report of the examiner shall be examined by

a Committee to be appointed by the Board of Management every year. The Committee shall consist of:

- i. One member of Board of Management, one of the Deans of Faculties, and one teacher, who is appointed in Academic Council nominated by the Board of Management.
 - ii. One student who in the academic session immediately preceding was a member of any Board of Study, nominated by the Vice-Chancellor.
 - iii. The Board of Management shall appoint one of the members included under (i) to be the Chairman of the Committee.
 - iv. The committee shall after examining the cases, decided the action to be taken in each and report to the Board of Management all cases of the use of unfair means together with the decision of the committee of each case.
- bb) The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators shall be decided by the Board of Management from time to time, deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.
- cc) All the records of examinations and results will be maintained by the University for three years from the date of results of the concerned examination.

5. Award of Credits and Grades

Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council and the Board of management. Only approved course can be offered during any semester.

A student shall be continuously evaluated for his/her performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic council and Board of Management of the University.

6. Payments/Remuneration for Examination Work

- a) The rates of remuneration for all purposes for paper-setters/examiners/ staff shall be as per decision of Board of Management of University.
- b) The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
- c) In case of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time.
- d) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the

Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

7. General Conditions

- a) No candidate shall appear in more than one degree examination or for the Master's degree in one and the same academic year.
- b) A candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of concerned chairman, Board of Studies and Dean of the Faculty may be admitted with the permission of Vice Chancellor to the next higher examination of the University for the degree provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
- c) No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination, shall not be admitted to any examination during the period for which the sentence is in operation. Candidate may be allowed if he/she fulfills requirements to appear in exam as special case.
- d) Notwithstanding anything contained in the Ordinance relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases (such as diligence follows part of the candidate and that it would be a great hardship to the candidate if his application is rejected), allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of seven days mentioned in the forgoing paragraph.
- e) The University shall issue an admission card in favor of a candidate, if:-
 - i. Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the Examination until he is issued an admission card for appearing in the theory examination.
 - ii. The admission card issued in favor of candidate to appear at an examination may be withdrawn if it is found that:-
 - A. The candidate was not eligible to appear in the examination.
 - B. Any of the particulars given or documents submitted by the candidate in or along with the application for enrolment admission to a college, Teaching Department or School of Studies or an examination is to be found false or incorrect.
 - iii. In case if the applicant loses or destroys admission card by mistake, the Registrar may on the recommendation of HOD/Principal/Superintendent

Exams, grant permission to issue a Duplicate admission card on payment of fees prescribed by the University. Such card shall show in a prominent place the ward "Duplicate Card",

- f) A candidate shall not be allowed to enter in the examination hall unless he produces the Admission Card before the Superintendent of the Examination Centre or the invigilator and satisfies his/her identity.
- g) In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and shall obey his instructions.
- h) In the event of a candidate disobeying the instructions of the Superintendent or showing indiscipline conduct or insolent behavior towards the Superintendent or any invigilator, the concerned candidate may be excluded from appearing that day examination, and if he/she persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the Centre.
- i) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in a manner prohibiting the authorities in the discharges of their duties, the Superintendent may expel the candidate from the centre and may take police help.
- j) If a candidate, brings any dangerous weapon within the premises of the examination centre he may be expelled from the centre and /or handed over to the police by the superintendent.
- k) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall any material connected with the examination or failure of an examinee to hand over his answer-book to superintendent /invigilator or taking away his own answer book or walks out of the examination hall, the Board of Management or the committee appointed for the purpose by the Board of Management may cancel the examination of the candidate.
- l) The Board of Management may cancel the examination of a candidate and /or Debar him from appearing in an examination of the University for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering with the University records including the answer books, marks-sheet, result charts, degree, diplomas etc.
- m) The Board of Management may cancel the examination of a candidate and/or

debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.

- n) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
- o) A candidate whose result has been declared may apply to the Registrar for re-totaling and rechecking of any of his/her answer books in the prescribed for within 30 days of declaration his result. Provided that no candidate shall be allowed to have the answer books of more than two papers revalued. Provided also that, no revaluation shall be allowed in case of scripts of practical, field work, sessional work, tests and thesis submitted in lieu of paper at the examination.
- p) Such application must be accompanied by fees as prescribed by the University.
- q) The result of the re-totaling/revaluation shall be communicated to the candidate.
- r) A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee as prescribed by the University.
- s) A person who is under sentence of expulsion or rustication from a University Teaching Department/School of Studies or college or from the University or is debarred from appearing at examination of the University for any period of time shall not be granted a Migration Certificate during the period for which the sentence is in operation.
- t) Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-Marks list, Migration Certificate, Degree Certificate.
- u) Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time-being in force along with copy of FIR with police for loss of certificate that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.
- v) The names of first ten successful candidates in each final examination leading to degree who obtain first division shall be declared in order of merit, as per provisions of concerned ordinance.
- w) The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall nowhere be added in grand total.

8. a. Wherever in the course of the study dissertation is to be submitted for part fulfillment of the degree student shall submit dissertation in 3 Copies in bound form duly forwarded by Supervisor and Head of the concerned department.
- b. A panel of examiner shall be submitted separately for each subject by concern dean of Faculty consisting of 6 examiners from outside the University of minimum Associate professor rank or equivalent.
- c. The candidate shall present his research work in front of Head of Department, external examiner and internal examiner.

SAGE UNIVERSITY, INDORE
Ordinance No- 6

Rules, Regulations & Disciplinary Action against Students

1. Preamble

Every student in the University shall at all times be of 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 institutions of which he/she is a student and of the University.

- a) When a student has been guilty of breach of discipline within or outside the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution 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 -
 - i. Suspend such a student from attending classes for not more than a week at a time and/or
 - ii. Expel such a student from his institution and/or
 - iii. Disqualify such a student from appearing at the next ensuing examination; or
 - iv. Rusticate such a student.

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

The Head of the institution concerned 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 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.

The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled student.

- b) All students pursuing a course of studies at the University Teaching Departments 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 to time.
- c) Any violation of the code of conduct or 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.
- d) The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render himself liable for disciplinary action against him:-
 - i. Disobeying the teacher or misbehaving in the class;
 - ii. Quarrelling or fighting in any University building or in the campus among them;

- iii. Quarrelling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus.
 - iv. Satirizing or writing or slogans or any material making of skeletons or figures on any wall or portions of any building within the campus which is not authorized by the university administration.
 - v. Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teachers, officers or employees of the University.
 - vi. Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline.
 - vii. However, all cases of indiscipline within hostel premises shall be dealt by the warden concerned. To deal with such incidents the warden shall have all the powers prescribed for the proctor in this ordinance.
- e) There shall be Proctorial Board consisting of a Proctor and such number of joint proctor as the Board of Management may decide from time to time.
- f) The Proctor and joint Proctor shall be appointed by Vice-Chancellor from amongst the teachers of the University ordinarily for period not exceeding two years at a time.
- g) Power and duties of Proctor
- i. The Proctor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University, he may also take action in matters which come to his knowledge and which in his opinion call for disciplinary action.
 - ii. The Proctor may delegate any of his powers to joint Proctor. In the absence of the Proctor the senior most Joint Proctor shall act as Proctor and shall have all such Powers to Proctor.
 - iii. In the opinion of Proctor, the act of indiscipline requiring action if it is not of a serious nature, he may hold a summary inquiry and shall have power to impose the penalties.
 - iv. If in the opinion of Proctor, the breach of discipline is of a serious nature he may refer the case for investigation of the Board, Proctor and Joint proctor or any two Joint Proctors shall constitute the quorum for sittings of such investigation.
- h) There shall be a Discipline Committee consisting of the following
- i. Chief Proctor-Convener
 - ii. Dean, Student Welfare
 - iii. Professor in charge of student Union
 - iv. Proctors
 - v. Warden of the Hostels & Joint Wardens
 - vi. President of Student Society (if any)
 - vii. Two other students nominated by Vice-Chancellor
- D. 1

- viii. One of the Proctor will be nominated by the Chief Proctor as Secretary of the Discipline Committee.
- i) The Discipline Committee shall ordinarily convene meeting once in each academic year and it shall review general situation regarding discipline in the university and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline committee for giving its opinion regarding the action to be taken.
- j) All punishment awarded to the students shall be recorded in a register to be maintained by the Proctor. The Register shall be permanent record of the university and shall contain such details as may be prescribed and approved by Board of Management.
- k) Certificate regarding Character and Conduct of student of the University Teaching Departments may be issued to him by the Proctor. However, in the case of a student who has been awarded punishment three or more times by the proctor himself or on the recommendation of the Proctor, the fact the he was so penalized shall be mentioned in the certificates of character and conduct to be issued by the Proctor. The Certificates of Character and Conduct issued by the Proctor shall be the only valid Certificates of the University in that regard.
- l) If the Proctor finds that in any incident of disturbance or breach or peace, certain persons who are not in the rolls of the University are involved or are likely to be involved he may send recommendation 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 the other administrative authorities as the Vice-Chancellor may deem fit. So, the notification issued under this paragraph in force entry into the campus of person/debarred from entering the campus shall be an act of criminal trespass and shall be dealt with accordingly,
- m) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

SAGE UNIVERSITY, INDORE
Ordinance No- 7

Curriculum Related Rules & Regulations

Regulation for Award of Stipends, Scholarships, Fellowships, Awards, Prizes & Medals

1. Preamble

SAGE University, Indore will adopt Yearly / Semester Choice based credit System (CBCS). The Curriculum for each Program will be prepared by the Board of studies of concerned faculty as per the Choice based credit System (CBCS) and approval will be taken from Board of management and will be as per the norms of regulating body of that particular program and will be intimated to M.P. Private University Regulating Authority.

2. Measurement of Credits

Number of credit per subject (Theory, Practical, Tutorial, Project etc) Credits are calculated based on the formula

$$CR = [L + T + (P/2)]$$

Where

- a) CR=No. of credits of a subject
- b) L= No. of Lecture hours per week
- c) P=No. of Practical hours per week
- d) T=No. of Tutorial hours per week

Minimum No. of Credit required completing the program will as per the Choice based Credit System (CBCS).

3. Syllabus Requirement

- a) **Mandatory Learning Courses:** These are courses that must be completed by the student at appropriate time.
 - i. **Project Work:** Project work may consist of Major and Mini Project work offered by parent department.
 - ii. **Practical Training:** The student may complete the training before the beginning of the next Semester.
- b) **Course Structure**
 - i. Foundation Course (FC)
 - ii. Departmental Core Courses (DC)
 - iii. Elective Courses (ELE)
 - iv. Program specific electives (PSE) and open electives
 - v. Projects (Mini and Major) 8-12 Credits
 - vi. Mandatory Learning Courses
- c) **Contact Hours and Credits**
The norms for course credits are as follows:
 - i. Lectures/Tutorials - One hour per week is assigned one credit
 - ii. Practical - 02 hour session per week is assigned one credit

For example, a Theory course with a L-T-P schedule of 2-1-0 will be assigned 3 credits.
A laboratory practical course with a L-T-P schedule of 0-0-2 will be assigned 1 credits

This university shall give awards with a view to augmenting academic interest and activities among the students. The fellowship, scholarship, medals and stipends will be awarded every year on the basis of results of annual examinations, subjects to the provisions here in.

- a) The university shall invite the applications through an advertisement in the institute or through notice boards/ newspapers for the awards to be made, in the month and time to be fixed by the Board of Management.
- b) All award of Research, Scholarships, Fellowship and other scholarships shall be made on the recommendation of the Academic Council by the Board of Management.
- c) The duration and value of the Scholarship instituted by the University will have the following conditions:-
 - i. The fellow/ scholar will do whole time research work under an approved guide on a subjects approved by the University.
 - ii. The fellow/ scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during the period. He may, however, undertake teaching assignments of not more than ten hours a week in the institution, where he is working without accepting any remuneration.
 - iii. The leave conditions for the fellow/ scholar will be decided by the Board of Management of the University.
 - iv. The scholar shall not join any other course or appear in any examination after commencing work under the scholarships.
 - A. Provided that on the recommendation of the guide the Vice-Chancellor may permit the scholar to join any other course and appear in an examination thereof.
 - B. Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problem of research without supplicating for a degree.
 - C. Unless permitted by the guide to work for a specified period at some other place, the scholar shall be required to attend the institution, where he is to work, on all working days.
 - v. If any information submitted by the 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.

- A. If at any time it appear to the University that the progress or conduct of the scholar has not been satisfactory, the scholarship/fellowships may be suspended or withdrawn.
- B. The scholar/ Fellow shall be required to pay the fees prescribed by the University.
- vi. If two or more candidates are eligible for the award of Scholarship, the scholarship shall be divided equally between the candidates concerned.
- vii. A scholarship holder shall not combine any other course of study with the course for which the award is made.
- viii. The payment of Scholarship shall be made only, on receipt of scholar's receipted bills duly countersigned by the Head of the Institutions where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the institute regularly in that month and certified by HOD.
- ix. The withdrawal of scholarship shall be done in accordance with the procedure that may be laid down by the University.
- x. A scholarship shall be cancelled in the Final Year if the Scholarship holder fails to secure at least 60% marks in the previous examination of the concerned Master's Degree of Arts, Science, Life Science and Commerce and 65% marks in Management and Engineering.
- xi. If scholarship holder was unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the month of March and April shall be paid only if the Head of the Institution certify that the scholar diligently studies for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the final examination, if the scholar passes the Previous examination with the requisite marks in the succeeding year in the first attempt.
- xii. A scholarship holder shall at all times be of good behaviour and observe all rules of discipline.
- xiii. A scholarship shall be liable to termination if-
- A. The scholarship-holder discontinues studies during the middle of a session; or
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 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.
- B. The order of termination by the Board of Management Shall be final.

- xiv. University Gold & Silver medals shall be awarded only on the basis of the results at annual examinations leading to degree or extracurricular activity participant for representing University.
- xv. University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Board of Management from time to time.
- xvi. Any dispute arising out of the provisions of this Ordinance or any of the matters requiring an interpretation on decision shall be referred to the following committee. The Committee will send its recommendation to Chancellor for approval. Chancellor has power to approve or reject the recommendation of Committee.
- A. The Vice Chancellor Chairman
B. One Nominated Members of Board of Management
C. One Nominated Member of Chancellor
- xvii. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Directors of the Schools. The decision of the Vice Chancellor shall be final.

SAGE UNIVERSITY, INDORE

Ordinance No- 8

School Of Open and Distance Learning & Continuing Education

School of Open and Distance Learning & Continuing Education shall be established with an objective to reach the unreached. The department shall offer all such courses / programs of study which will enable learners to progress in their chosen path of career and also earn a livelihood. The teaching learning pedagogy shall endeavor to use various innovative education delivery models in order to provide quality education to the learners who may be located in different locations.

1 Courses/Programmes

Various Courses/Programs of study shall be offered at all levels (Certificate, Diploma and Degree) as per the demand of students and market needs. The courses/programs shall follow the norms prescribed by the concerned regulatory body from time to time.

2 Admissions

2.1 Minimum qualification for admission to various courses/programs shall be prescribed by the University and/or regulatory body in this regard from time to time.

2.2 Admissions may also be granted to various courses/programs as per the recommendation of the Department of Recognition of Prior Learning.

3 Duration of The Program *When Success is a Tradition*

The duration and extended registration validity of various courses/programs shall be defined by the University and shall be as per the norms laid down by concerned regulatory body in this regard from time to time.

4. Medium of Instruction

The mediums of instruction shall be English or Hindi.

Notwithstanding anything stated in this ordinance, for any unforeseen issues arising and not covered by this ordinance or in the event of differences of interpretation, the decision of the Chancellor shall be final and binding.

SAGE UNIVERSITY, INDORE

Ordinance No- 9

School of Interdisciplinary Sciences

School of interdisciplinary sciences shall offer various courses and programs which are interdisciplinary in nature and will be useful to shape the personalities, character, health, values and confidence of students.

1 Short Term Courses

The School of Interdisciplinary sciences shall offer following courses/programs including but not limited to

- a. Functional/Spoken English
- b. Personality Development
- c. Foreign Languages
- d. Interview Preparation-Resume Writing
- e. Leadership and Motivation
- f. Translator
- g. Team Building
- h. Career Counseling
- i. Aptitude
- j. Stress Management
- k. Soft Skills



2 Admissions

2.1 Minimum entry qualification for admission to various courses/programs shall be as prescribed by the university in this regard from time to time.

2.1 Admissions may also be granted to various courses /programs as per recommendation of the department of recognition of prior learning.

3 Duration of The Program

The duration of various courses shall be different and shall be defined by the university as per the training period required to impart the skills.

4. Medium of Instruction

The mediums of instruction shall be English or Hindi. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising and not covered by this ordinance or in the event of differences of interpretation, the decision of the Chancellor shall be final and binding.

SAGE UNIVERSITY, INDORE

Ordinance No- 10

Conditions for Grant of Award of Fellowships, Scholarships, Stipend, Medals And Prizes

1. The award of fellowships, free-ships, research and other scholarships, stipends, awards and medals etc. shall be made by the Governing Body on the recommendation of the Sponsoring Body.
2. The policies, conditions and procedure for fellowships, free-ships, research and other scholarships, stipends, awards, medals etc. shall be as prescribed in this regard by the university from time to time.
3. The award of fellowships, research and other scholarships shall be made subject to the following conditions.
 - a. The fellow/scholar will do full time research work under and approved guide on a subject approved by the research and recognition 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/she engage himself/herself in any profession or trade during that period. He/she may, however, undertake teaching assignment of not more than nine hours a week in the institution, where he/she will work at the stipend as decided in the rules.
- c. The fellow/scholar shall not join any other program of study or appear for 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 where he/she shall work, on all working days.
- e. If any information submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.
- f. If any time it should appear to the Director AUD that the progress or conduct of the fellow/scholar has not been satisfactory as recommend by guide, the fellowship/scholarship may be suspended or ~~withdrawn~~.
- g. The fellow/scholar may avail leave, in a special case, as allowed by the Vice-Chancellor for a period not exceeding three months during the tenure of the award of fellowship/scholarship on the recommendation of the guide.
- h. The fellow/scholar shall be required to pay the fees prescribed by the University.
- b. Any other policies related to scholarships, fellowships, free-ships, stipends, awards, medal etc. shall be as prescribed by the University from time to time.

SAGE UNIVERSITY, INDORE**Ordinance No- 11****Co-Operation and Collaboration with Other Universities/ Institutions & Industry**

SAGE University shall collaborate with top global industries to provide practical oriented University education, focused on developing skill based competencies to the youth by being responsive to the market needs. Industrial participation will be encouraged through establishment of innovation labs, in-service training centers, Center of Excellence and active industrial participation in all aspects of curricula design, placements internships etc.

The university will provide hands on practical training coupled with strong knowledge base. 'Production Oriented Labs' will be set up in collaboration with industry partners. Application oriented hands on training will be imparted to the students thorough integrated on the job training, industrial training, lab work, exercises, simulations and practical in industry workshop. The university will make available to the students industry trainers, mock stores, industrial machinery etc. interaction with industry will also result in teacher training. The university will focus on applied research and undertake joint and collaborative research project advocacy with any organization in India or overseas for promoting innovative models of training and skill development.

To provide an enabling environment for progressive advancement of technical and vocational training in the state, SAGE University shall enter into MoUs with universities across the globe for curricula development, knowledge transfer, faculty exchange, faculty training, student exchange, design and development of labs and workshops, infrastructure development and capacity building.

The collaboration with international universities will enable sharing of best practices across the globe in curricula development and skills thereby creating a world class university.

For international collaborations, university will follow norms prescribed by regulatory bodies as applicable from time to time.

SAGE University, Indore
Ordinance No. 12
Four Years Degree Program

1. Name of Program

Four Years Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program like B.Tech., B.Pharm., B.Des., B.Sc.(Ag), B.A.M.S, B.H.M.S. and others shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

2. Name of Faculty and Board of Studies

Name of Faculty and Board of Studies will be as per the selection of Course which will come under the Four Year Degree Program.

3. Duration

Schedule Period of Program completion: 4 Years

Maximum Period of Program completion: 7 Years

4. Eligibility

Eligibility for Admission

- a) Minimum qualification for admission to the first year of Four Year Degree Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
- b) Candidates who have qualified the Diploma course in related course of program from M.P. Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to first semester of this Program, Although, Minimum qualification for direct admission to second year of this program termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh or Central Government or any other competent authority.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.2)

6. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

7. Fee Structure

- a) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
 - b) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c) Fees, once paid, and if student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System - Examination (As per Ordinance No 05) Curriculum & Related Regulations: (As per Ordinance No 07)

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Four year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than four academic years and not more than seven academic years. A student shall be declared eligible for the award of the Four year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- c. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d. The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

SAGE University, Indore

Ordinance No. 13

Three Years Degree Program

1. Name of Program

Three Years Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The programs like BBA, B.Sc., B.Com., B.A., BCA, LLB, BVA, BPA and others shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

2. Name of Faculty and Board of Studies

Name of Faculty and Board of Studies will be as per the selection of Course which will come under the Three Year Degree Program.

3. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

4. Eligibility

Eligibility for Admission

- a) Minimum qualification for admission to the first year of Three Year Degree Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.2)

6. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

7. Fee Structure

- a) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- b) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- c) Fees, once paid, and if student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations (As per Ordinance No 07)



9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- c) Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

SAGE University, Indore
Ordinance No. 14
Two Years Degree Program

1. Name of Program

Two Years Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The programs like B.Ed., and others shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

2. Name of Faculty and Board of Studies

Name of Faculty and Board of Studies will be as per the selection of Course which will come under the Two Years Graduate Program.

3. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

4. Eligibility

Eligibility for Admission

- a) Minimum qualification for admission to the first year of Two Years Graduate Program shall be pass in the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.2)

6. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

7. Fee Structure

- a) All the fees categories including Program fee and the examination fee shall be

determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

- b) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- c) Fees, once paid, and if student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations (As per Ordinance No 07)

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Two year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical,

implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.

- c) Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

SAGE University, Indore
Ordinance No. 15
One Year Degree Program

1. Name of Program

One Year Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance)
The programs like B.J.(after graduation), B.Lib.I.Sc.(after graduation), and others shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

2. Name of Faculty and Board of Studies

Name of Faculty and Board of Studies will be as per the selection of Course which will come under the One Year Degree Program.

3. Duration

Schedule Period of Program completion: 1 Years

Maximum Period of Program completion: 4 Years

4. Eligibility

Minimum qualification for admission to the first year of One Year Graduate Program shall be pass in the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.2)

6. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

7. Fee Structure

(a) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined

in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

(b) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(c) Fees, once paid, and if student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System - Examination (As per Ordinance No 05)

Curriculum & Related Regulations: (As per Ordinance No 07)

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the one year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than one academic years and not more than four academic years. A student shall be declared eligible for the award of the one year Degree Course, if he/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- c. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d. The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

SAGE University, Indore**Ordinance No. 16****Three Years Post Graduate Degree Program****1. Name of Program**

Three Years Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) The programs like MCA, and others shall be offered under this Ordinance. subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

2. Name of Faculty and Board of Studies

Name of Faculty and Board of Studies will be as per the selection of Course which will come under the Three Year Degree Program.

3. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

4. Eligibility

Eligibility for Admission

- b) Minimum qualification for admission to the first year of Three Years Post Graduate Program shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects-individually) conducted by any University recognized by UGC and State Government Authorities.

- c) Candidates who have qualified the Graduate Degree in related course of program or equivalent shall also be eligible for admission to first semester of this Program, Although. Minimum qualification for direct admission to second year of this program termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh or Central Government or any other competent authority.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.2)

6. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

7. Fee Structure

- e) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- f) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- g) Fees, once paid, and if student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- h) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: (As per Ordinance No 07)

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year Post Graduate Degree Course if he fulfills the academic regulations, pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Three year Post Graduate Degree Course, if He/she fulfill the entire requirement set by Regulatory Authorities. The minimum Teaching Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Present it is 75% in theory and practical separately. During dissertation phases, the candid must carry out a sufficient amount of dissertation work to the satisfaction of committee approved by the Director, which shall evaluate the dissertation work as the standard norms.

11. General Instructions

- e) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- f) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- g) Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- h) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

SAGE University, Indore
Ordinance No. 17
Two Years Post Graduate Degree Program

1. Name of Program

Two Years Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The programs shall be M.Tech., MBA, M.Sc., MA, M.Com., M.J., M.Des., M.Ed., M.Pharm., LLM, M.Lib., MPA, MVA, Master courses of faculty medical health and allied sciences and others shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

2. Name of Faculty and Board of Studies

Name of Faculty and Board of Studies will be as per the selection of Course which will come under the Two Year Degree Program.

3. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

4. Eligibility

Eligibility for Admission

- d) Minimum qualification for admission to the first year of Two Years Post Graduate Program shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.2)

6. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

7. Fee Structure

- i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be

determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

- j) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- k) Fees, once paid, and if student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- l) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No-05)

Curriculum & Related Regulations (As per Ordinance No 07)

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Two year Post Graduate Degree Course if he fulfills the academic regulations, pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

Where Success is a Tradition

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- i) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- j) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.

- k) Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- l) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

SAGE University, Indore
Ordinance No. 18
One Years Post Graduate Degree Program

1. Name of Program

One Years Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The programs like M.J.(after B.J.), M.Lib.(after B.Lib./B.Lib.I.Sc.) and others shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

2. Name of Faculty and Board of Studies

Name of Faculty and Board of Studies will be as per the selection of Course which will come under the One Year Degree Program.

3. Duration

Schedule Period of Program completion: 1 Years

Maximum Period of Program completion: 4 Years

4. Eligibility**Eligibility for Admission**

- e) Minimum qualification for admission to the first year of One Years Post Graduate Program shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.2)

6. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

7. Fee Structure

- m) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities

Regulatory Commission.

- n) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- o) Fees, once paid, and if student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- p) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: (As per Ordinance No 07)

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the One year Post Graduate Degree Course if he fulfills the academic regulations, pursued a course of study for not less than one academic years and not more than four academic years. A student shall be declared eligible for the award of the One year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Where Success is a Tradition
Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- m) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- n) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- o) Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- p) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

SAGE University, Indore
Ordinance No. 19
Doctor of Philosophy (Ph.D.)
(Ordinance as per UGC Regulation 2016)

The Ordinance shall be called "Ordinance" Governing Doctoral Degree. The ordinance will be governed on such rules & regulations as per approval from Board of Management of the University framed in accordance of regulations /norms laid by UGC from time to time.

1. Eligibility for Enrolment for Doctor of Philosophy (Ph.D.)

- a) A candidate for enrollment for the degree of Doctor of Philosophy must, at the time of application, hold Master's degree with at least 55% marks or an equivalent grade of University / Deemed University or any other University incorporated by any law for the time being in force and recognized by the University (Five percent marks will be relaxed for SC/ST and Handicapped candidates). As per prevalent directions from state Govt.
- b) A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his Master's degree. Provided that research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done Master's degree, shall be decided by the Academic Council.

2. Availability of seats.

Depending upon availability of supervisor/Co-supervisor the number of seats shall be decided, provided that

- a) A Supervisor shall not have at any point of time, more than 08 Ph.D. Scholars as supervisor and 06 Ph.D. Scholars as co supervisor in case of a Professor and 06 Ph.D. Scholars as supervisor and 05 Ph.D. Scholars as Co-supervisor in case of others, in any university in India and abroad. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.
- b) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.

3. Admission Procedure

- a) The admission shall be made by the University, through an entrance test by the Admission Board of the University following the norms prescribed by the UGC New Delhi.
- b) Candidate who have qualified the UGC/CSIR/DST/National/State level Examination/SLET/NET/M.Phil. shall be admitted directly without the entrance test.

- c) Candidates who have been awarded teachers fellowship by statutory bodies for doing Ph.D. degree shall also be admitted directly without the entrance test.
4. In response to an advertisement by University desirous candidate must apply for Entrance test leading to registration for Ph.D. degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.
- His/her Qualification and experience;
 - Proposed subject/discipline along with the relevant faculty in which he/she proposes to work.
 - Marksheet of Qualifying Examination (Marksheet of Higher secondary, Marksheet of Bachelor degree and Qualifying PG Examination Marksheet)
 - Address, Contact number, mobile number, email- id and other contact details.
5. **Entrance Test-** An entrance test for admission to Ph.D. programme shall be conducted for each subject separately.
- The entrance test should comprise of one multiple choice objective type question paper of 100 questions having total 100 marks and to be answered in maximum 2 hours. The questions should cover concerned post graduate syllabus. There will no negative marking and the candidates must score minimum 50 marks (45% for SC/ST non creamy layer/physically handicapped) to qualify the entrance test.
 - The eligible candidates shall have to appear in an interview. The interview committee (Departmental Research Committee) **DRC** shall consist of
 - Dean of concerned faculty – Chairman
 - Chairman Board of Studies of concerned subject member
 - Head of department/school of study member
 - One senior professor nominated by Vice ChancellorThree members shall form quorum of meeting
6. The functions of the DRC shall be to scrutinize the application of the candidates, to discuss the probable topic of research and to allocate supervisor/co supervisor to eligible candidates.
7. Eligible candidates after recommendation of DRC and subsequent approval of Vice Chancellor shall be eligible to attend course work for 6 months to study
- Following subjects for 3 months.
 - Research Methods and Methodology
 - Computer application
 - Statistical method of data analysis
 - Literature review on the selected topic under allocated supervisor for 3 months
8. If found necessary, course work may be carried out by Doctoral candidate in sister departments/institutes either within or outside the university for which due credit will be given to them.

9. After completion of 6 months of course work successfully a test shall be conducted by the University for subjects incorporated in 7 (a) for 3 hours and for 100 marks. The question paper may have long answers questions for 60 marks and short answers questions for 40 marks.
10. Review of literature shall be evaluated for 100 marks.
11. A candidate should be declared to have passed the examinations if he/she secures 50 marks separately in each paper (45 marks for SC/ST/handicapped candidate).
12. If candidate fails in only one paper, he/she may appear in next subsequent examination in that paper for one more time to pass. If he fails again he/she will be declared unfit for Ph.D. programme.
13. Setting of questions paper for the course work examination and evaluation of the review of literature should be done by qualified examiner as approved by Vice Chancellor.
14. Candidate desirous to appear in entrance test and course work shall deposit requisite fee as decided by the University from time to time. Separate fee shall be charged for attending course work classes.
15. Minimum 75% attendance is compulsory to write course work examination. The attendance of course work and attendance recorded by supervisor during review of literature may be taken together for this purpose.
16. After completion of review of literature by candidate supervisor shall forward the same in bind form in 3 copies to dean faculty of concerned subject along with certificate of attendance in form of percentage attendance.
17. Successful candidate after passing the course work examination shall prepare and submit the synopsis on the selected topic in 5 copies forwarded by supervisor along with an application for registration in Ph.D. programme with required fees. The candidate should appear and present his proposed research work in front of Research Degree Committee (RDC).
18. The RDC shall comprise of
 - a. Vice Chancellor or his nominee
 - b. Dean of the concerned faculty
 - c. Chairman Board of Study of concerned subject
 - d. One subject expert from outside the university nominated by Vice Chancellor.
 - e. External examiner and 2 other members shall form the quorum of the meeting.
19. The RDC should examine suitability of the topic and recommend for registration of candidate to Ph.D. programme if found eligible. If RDC does not recommend/ approve the topic of research proposed by the candidate, he may change the topic of research and prepare a new synopsis and present it in the next RDC meeting. Provided that if candidate fails to present or satisfy RDC for the second time his case may be rejected.

20. The university should notify the list of successful candidate of entrance test, course work examination DRC interview and RDC interview within 15 days of examination.
21. Successful candidate recommended by RDC for registration may be registered for Ph.D. programme on depositing requisite fee within 15 days of the RDC or late with the permission of Vice Chancellor. However the date of registration shall be the date on which the candidate have deposited the registration Fees.
22. As far as possible, the allotment board shall allot the preferred place of research work and the preferred supervisor and co-supervisor, if any and shall also approve the proposed title of the thesis(however, the candidate may change title of his/her thesis, after prior approval by Research Degree Committed(RDC). The candidate may, however, be allowed to take another chance for allotment in next admission process if he does not want to change the preferences in the first instant.
23. On the request of the supervisor, Vice Chancellor may permit him to be present as an observer during the oral presentation of his candidate.
 - a. No. T.A and D.A shall be payable to candidate and supervisor for attending the Research Degree Committee meeting.
 - b. The meeting of Research Degree Committee (RDC) shall be held in the University office twice a year. The committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor submitted under section 18 of this Ordinance, and recommend the eligibility of the person for the appointment as supervisor/ co-supervisors. The committee shall also prepare a list for approved supervisors/co-supervisors, along with their specializations as per provision of this Ordinance. This list shall be available with the Registrar.
 - c. After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor/s (if any), and place of research work, the candidate shall be registered for Ph.D./degree from the date on which the candidate had deposited the registration fee and other fees mentioned in para 7 of this Ordinance, at time of admission, and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the Registrar, and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) where laboratory work is involved during his research tenure in the UTD/college/institute from which the application form was forwarded.
 - d. If the RDC makes any change only in the title of the thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC itself. The letter of registration shall be issued mentioning the approved title.

- e. If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 months time. The dean of the School shall examine the revised synopsis and if he is satisfied that the changes suggested by the RDC have been incorporated in the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Registrar.
- f. If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the RDC.

24. Fees

Registration fee for Ph.D programme is to be paid to the University at the prevalent rates as announced by the University from time to time. The total programme fee must be paid before submission of Ph.D. thesis.

25. Research Centre

A candidate may pursue his research work for Ph.D degree in the University Teaching Department in the subject concerned,

Or

At a Research centre i.e. an organization of National or International repute (NIIT/IIT/Other academic institutions of national importance/Research Organizations of Government/reputed corporate establishment with established R&D Laboratories etc), recognized as a research centre by the Academic Council: Provided that a M.O.U. shall have to sign between the University & the Institute/ Organization.

- a) After the M.O.U., the candidates may also be allowed by RDC to pursue research work at an industry of international repute, actively involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D centre and shall be recognized for this purpose by the BOM of the University.
- b) A candidate permitted to work in such Industry as stated in above Paragraph, having MOU with the University, shall be required to take at least one supervisor/co-supervisor from the industry, such supervisor/co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate Professor of the University.
- c) Candidate may also be permitted to work by RDC in research establishment of repute like CSIR labs/ DRDO Labs or Labs of repute established by Central Government and after MOU signed by the University with such establishment.

- d) A candidate permitted to work in such Research Establishment, stated in above Paragraph, shall also be required to take at least one supervisor/co-supervisor from the Establishment. Such supervisor/co-supervisor should be scientist/Director of the R&D centre not below the rank of Associate Professor of the University.

26. Supervisor/Co-supervisor

- a) The person recommended as supervisor/co-supervisor to guide the research scholar must be:

- i. The Professor in the University Teaching Department who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

OR

An Associate Professor or Reader in the University Teaching Department who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute

OR

An Assistant Professor or Lecturer in the University Teaching Department who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute and has at least five years experience.

OR

A Director/Scientist/professor/or an equivalent cadre in an organization of National/International repute not below the rank of an Associate professor of the University, working as regular employee and who has published at least five papers in peer reviewed standard journals of repute.

- ii. Provided that the persons who have been recognized as supervisor/co-supervisor shall be eligible to supervise and register under him/her even after their superannuation.
- iii. Provided also that the teacher in any college, which is now a constituent unit of this University and who has been recognized as supervisor/co-supervisor if they comply the requirement laid down for recognition as supervisor/co-supervisor.
- iv. Provided further that a person who is himself registered for Ph.D. degree of the University shall not be eligible to act as supervisor or member of any committee mentioned in this Ordinance.

A person, who wants to get himself/herself recognized as a supervisor/co-supervisor, shall apply in the prescribed Performa, duly forwarded by Head/Principal/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

27. Change of Supervisor

Only under special circumstances, the candidate may be allowed to change the supervisor by the Vice Chancellor on the recommendation of the committee, constituted by the Vice Chancellor for this purpose. No change in the topic of research will be permitted due to change of supervisor.

28. Six monthly report

The University shall obtain every six month a record of attendance, receipts of fee paid and progress report of the work of Research Scholar from his supervisor as per Appendix 4 which shall be scrutinized by the Dean of the Faculty.

Those candidates who fail to deposit fees the Vice Chancellor on the recommendation of the Dean of the Faculty may order the removal of the name of the scholar from the list of those registered for the PhD. Degree.

29. Summary of thesis and appointment of examiner

- a) The candidate shall submit ten copies of the summary of the thesis together with a list of research papers published or accepted for publication (in the peer reviewed standard journals of repute, as approved the University from time to time, through his/her supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.
- b) The supervisor shall submit to the Registrar, in a sealed cover a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University. At least half of the name should be from outside the state. Name can also be include from outside the country. Another panel of at least six examiners, actively engaged in the concerned area of research and not below the rank of Associate Professor of a University Teaching Department or college Professor, , from outside the jurisdiction of this University, shall be submitted by the Dean of Faculty in which the candidate is pursuing PhD.
- c) In case the candidate related to the supervisor, then the first panel of examiners shall be obtained from Head, University Teaching Department of the subject concerned, or a senior professor nominated by Vice Chancellor.
- d) The Vice Chancellor shall appoint two examiners out of two aforesaid panels, submitted by the supervisor and Dean, respectively. The consent of examiners shall be obtained by sending them the summary and list of publication.

Note: The summary of thesis shall be sent by post/ air mail/ email.

30. Pre Submission Defense Committee

- a) Prior to submission of the thesis, the candidate shall prepare a draft thesis and shall submit it in Soft and Hard copy in the prescribed format of the University.
- b) However prior to the submission of draft PhD. thesis and PSDC meeting, the candidate shall publish at least two research papers in the peer reviewed standard journal of repute, as approved by the University from time to time, in which the candidate is the sole author or of there are coauthors, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him if any shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.
- c) The candidate shall make a Pre- Submission Defense, based on that draft thesis, in the University Teaching Department in the subject or any place in the University premise fixed by the University for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor, to the University in the proforma given in Appendix 5.

31. Submission of thesis

- a) After getting an approval from PSDC as mentioned in para 15, the candidate can finalize his/her thesis.
- b) The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be typewritten only on one side of pages. It may then be photocopied (only on one side of the pages) for producing multiple copies.
- c) Submitted thesis will be accepted with the satisfactory Plagiarism report as decided by the Competent authority of the University
- d) The Candidate shall submit the thesis to the University as follows:
 - i. Three hard bound copies of the thesis, and
 - ii. Soft copy in the form of CD (in there copies)
- e) In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given
 - i. Thesis should be forwarded by Head of the Department
 - ii. The thesis must be accompanied by a declaration from the candidate as per (Appendix 2) that the thesis embodies his/her owe work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
 - iii. The certificate from the Supervisor together with Co-supervisor, if any, as per Appendix 3.

Note: (i) The Candidate shall also remit with the thesis, prescribed fee as the examination fee as prescribed by the University.

(ii) The no dues certificates from the place of work and the University library must be submitted along with the thesis.

32. Evaluation of thesis and viva-voce examination

- a) On receipt of the thesis, required fee and no dues certificates, the thesis shall be sent to the two examiners already consented
- b) The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:
 - i. It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of fact. In either case. It should evince the candidate's capacity for critical examination and sound judgment.
 - ii. It must be satisfactory in point of language and presentation of the subject matter.
- c) The examiners shall categorically recommend in the prescribed Proforma (Appendix 07) acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spelt out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies. The examiner must also give a list of at least ten question; he wishes to be asked at the viva-voce examination.
- d)
 - i. The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
 - ii. The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another examiner from the panels of examiners.
 - iii. If one examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third examiner, drawn from the panel of examiners as constituted at para 15 (b) by the Vice Chancellor, without the reports of earlier examiners, The third examiner shall be asked to give his/her opinion and his opinion shall be final.
 - iv. In case both the original examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third examiner, and the third examiner accepts the thesis for the award of the Ph.D. degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the Supervisor, Co supervisor (if any) and one of two

- examiners(as per para 14(b)), selected by the Vice Chancellor, who have accepted the thesis for the award of the Ph.D degree. In case the candidate is related to the supervisor, then the Vice Chancellor shall appoint Head of Studies/Institution/Chairman Board of studies of the subject concerned to act as viva-voce examiner, in place of the Supervisor.
- v. The Supervisor/ Head University Teaching Department/Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date for viva-voce. The date fixed for the viva-voce shall be informed to the candidate and the Registrar. Provided that in special circumstances Vice Chancellor may appoint alternate viva-voce examiner from the panel of examiners, if both the external examiners are not in a position to conduct the viva voce examination.
- vi. The viva-voce examination shall be conducted at the University Teaching Department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar in confidential cover.
- vii. The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested person present in open viva. After the presentation of the research work the Board shall ask question together with those questions, which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall replay only those question which are permitted by the external examiner.
- viii. In case the recommendations of the viva-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.
- a) If the examiners recommend that the candidate be asked to revise/improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than

six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.

The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to candidate.

- b) In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/ she carried out the work.
- c) The resubmitted three copies of the thesis must make clear mention about revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

In case a candidate is asked to revise the thesis under clause 17 iv.c and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall rejected. If he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva voce examination as per provision of clause 17 iv.d of the Ordinance.

In case a candidate is asked to further revised the thesis by the third examiner, as per provisions laid down under para 17 iv.c, above thesis shall stand rejected. Second time revision is not permitted in any case an if so, the thesis shall automatically stand rejected.

Note- Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by Dean of the Faculty. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

33. Appearing in other examination

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree, (except Certificate/Diploma course of languages, research methodology, statistics, and computer courses).

34. Publication of thesis

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was thesis approved for award of the Ph.D. degree of the University.

35. Award of Ph.D.

After the successful viva-voce, the Vice Chancellor shall have powers to issue Notifications for the award of Ph.D degree to the candidate and the matter shall be

reported to the Board of Management for their approval in its forthcoming meeting. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the institution where the research work was carried out; the third will be returned to the supervisor. Following the successful completion of the evaluation process an announcement of the award of Ph.D. the University shall submit a soft copy of the Ph.D thesis to UGC within a period of thirty days for hosting thesis in INFI NET accessible all University/Institution.

36. Reports of examiners

After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fee prescribed by the University. The Reports will not disclose the identity of the examiners.

37. Withdrawal of degree

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree. Those candidates who have applied for registration but have not been registered before this Ordinance comes into force, shall be governed by the provision of this ordinance i.e. they will have to fulfill all the requirement, as laid down in this ordinance.

म. प्र. विश्वविद्यालय, इन्दौर

CHANCELLOR
SAGE UNIVERSITY, INDORE

Appendix-1
PROFORMA FOR SYNOPSIS

1. Title of the thesis
2. Introduction : Giving purpose of research(in about 200 word)
3. A brief review of the work already done in the field.
4. Noteworthy contributions in the field of proposed work.
5. Proposed methodology during the tenure of the research work.
6. Expected outcome of the proposed work.
7. Reference in standard format.
8. List of published papers of the candidate.

Signature of the Supervisor

Signature of the Candidate

Date:

Signature of Co supervisor (if any)

Date:

Appendix-2
DECLARATION BY THE CANDIDATE

I declare that the thesis entitled

.....

Is my own work conducted under the supervision of

Dr.....

(Supervisor/Co-Supervisor) at

.....

(Center)

.....
Approved by Research Degree Committee. I have put in more than 240 days of attendance with supervisor at the centre.

I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the candidate

Date:..... Place:.....

Appendix3
CERTIFICATE OF THE SUPERVISOR

This is to certify that the work entitled..... Is a piece of research work done by Shri/Smt./Ku..... Under my/our Guidance and Supervision for the degree of Doctor of Philosophy of SAGE University Indore (M.P) India. I certify that the candidate has put in an attendance of more than 240 days with me.

To the best of my knowledge and belief the thesis:

- i. Embodies the work of the candidate himself/herself.
- ii. Has duly been completed.
- iii. Fulfill the requirement of the ordinance relating to the Ph.D degree of the University; and

Signature of the Co-Supervisor

Date:.....

Signature of the Supervisor

Date:.....

Appendix-4
CONFIDENTIAL PROGRESS REPORT

Six monthly progress report of the research work done for the period from.....
..... To of the
research scholar.

1. Name of the research scholar
2. Subject
3. Topic registered for Ph.D Degree
4. Name of the Supervisor
5. Name of Co-supervisor(if any)

Description of the guidance on the topic period with dates the Candidates has been with the guide for research work (It may also indicate the date of leave availed by the candidate during the above period). Remarks of the supervisor on the work done by the candidate on topic.

Fees paid vide receipt No

Date.....

Date:.....

Place:.....

(Signature of Head of institution where
the candidate was registered for Ph.D
degree)

Signature of the Supervisor

Date:.....

Place:.....

Address:.....

.....

.....

Appendix – 5
FORWARDING LETTER OF HEAD OF INSTITUTION

The Ph.D thesis entitled

.....

.....

Submitted by Shri/Smt./Ku

Is forwarded to the University in three copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name.....Seal.....

Date:.....

Place:.....



(Signature of Head of institution where
The candidate was registered for Ph.D
degree)

Signature of the Supervisor

Date:-.....

Place:.....

Address:.....

.....

Appendix – 6
EXAMINERS REPORTS ON Ph.D. THESIS

Title of thesis.....
.....
.....

Name of candidate Shri/Smt./Ku

Subject:.....

Faculty.....

#

1. Thesis is recommended for the Award of Ph.D degree Yes/No

##

2. The thesis be revised on the Lines.....
Detailed below.....

3. The thesis be rejected(Please write Yes/No, as the case may be)

#

Thesis requiring only minor revision/s should also be covered in the category and suitable remarks detailing minor revision/s required, is/are to be enumerated. ##
Thesis requiring only major revision/s should be covered in this category and suitable remarks detailing the major revision/s required is/are to be enumerated

DETAILED REPORT

(The examiner is requested to attach detailed report in four copies, covering also the following points)

(a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.

(b) It must be satisfactory in point of language and presentation of the subject matter.

Date :

Place :

(Signature of the Examiner)

Full Name & Address

.....
.....
.....

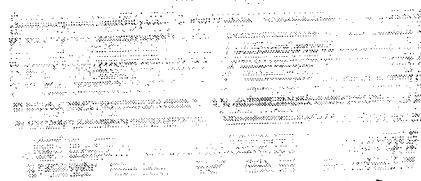
Appendix – 7

PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE

This is to certify that vide notification no
 Dated..... Of this University, the Board of Management has decided that
 the degree of Ph.D. in(Subject) be awarded to

The title of Ph.D thesis is

The Ph.D degree has been awarded in compliance of the "University Grants
 Commission (minimum standards and procedure for award of M.Phil/Ph.D. degree)
 Regulation, 2009"



Registrar

Date:

SAGE University, Indore
Ordinance No. 20
Master of Philosophy (M.Phil)
(Ordinance as per UGC Regulation 2016)

The Ordinance shall be called "Ordinance" Governing M.Phil Degree. The ordinance will be governed on such rules & regulations as per approval from Board of Management of the University framed in accordance of regulations /norms laid by UGC from time to time

1. Eligibility criteria for admission to the M.Phil. programme:

- a. Candidates for admission to the M.Phil. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

- b. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

2. Duration of the Programme:

M.Phil. programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years.

3. Admission to M.Phil

Admission procedure for M.Phil programme is similar to P.hD Programme mention in point no. 3 of ordinance 19.

4. Availability of seats

- a. The seats will be decided by the University authority for subject separately.
- b. A professor as Supervisor may have three (3) M.Phil students apart from 8 students of P.hD Course.
- c. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. apart from six (6) Ph.D. scholars.
- d. Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil apart from four (4) Ph.D. scholars.

5. Course Work: Credit Requirements

The credit assigned to the M.Phil. course work shall be a minimum of 08 credits and a maximum of 16 credits.

- a. The course work shall be treated as prerequisite for M.Phil. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for M.Phil. degree.
- b. All courses prescribed for M.Phil. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

- c. All candidates admitted to the M.Phil. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- d. Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the Institution/College.
- e. A M.Phil. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.
- f. In response to an advertisement by University desirous candidate must apply for Entrance test leading to registration for M.Phil degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.
 - e) His/her Qualification and experience;
 - f) Proposed subject/discipline along with the relevant faculty in which he/she proposes to work.
 - g) Marksheet of Qualifying Examination (Marksheet of Higher secondary, Marksheet of Bachelor degree and Qualifying PG Examination Marksheet)
 - h) Address, Contact number, mobile number, email- id and other contact details.
6. **Entrance Test-** An entrance test for admission to M.Phil. programme shall be conducted for each subject separately.
 - a. The entrance test should comprise of one multiple choice objective type question paper of 100 questions having total 100 marks and to be answered in maximum 2 hours. The questions should cover concerned post graduate syllabus. There will no negative marking and the candidates must score minimum 50 marks (45% for SC/ST non creamy layer/physically handicapped) to qualify the entrance test.
 - b. The eligible candidates shall have to appear in an interview. The interview committee (Departmental Research Committee) DRC shall consist of
 - i. Dean of concerned faculty – Chairman
 - ii. Chairman Board of Studies of concerned subject member
 - iii. Head of department/school of study member
 - iv. One senior professor nominated by Vice Chancellor

Three members shall form quorum of meeting
7. The functions of the DRC shall be to scrutinize the application of the candidates, to discuss the probable topic of research and to allocate supervisor/co supervisor to eligible candidates.
8. Eligible candidates after recommendation of DRC and subsequent approval of Vice Chancellor shall be eligible to attend course work for 6 months to study

- a. Following subjects for 3 months.
 - i. Research Methods and Methodology
 - ii. Computer application
 - iii. Statistical method of data analysis
- b. Literature review on the selected topic under allocated supervisor for 3 months
9. If found necessary, course work may be carried out by Doctoral candidate in sister departments/institutes either within or outside the university for which due credit will be given to them.
10. After completion of 6 months of course work successfully a test shall be conducted by the University for subjects incorporated in 7 (a) for 3 hours and for 100 marks. The question paper may have long answers questions for 60 marks and short answers questions for 40 marks.
11. Review of literature shall be evaluated for 100 marks.
12. A candidate should be declared to have passed the examinations if he/she secures 50 marks separately in each paper (45 marks for SC/ST/handicapped candidate).
13. If candidate fails in only one paper, he/she may appear in next subsequent examination in that paper for one more time to pass. If he fails again he/she will be declared unfit for M.Phil. programme.
14. Setting of questions paper for the course work examination and evaluation of the review of literature should be done by qualified examiner as approved by Vice Chancellor.
15. Candidate desirous to appear in entrance test and course work shall deposit requisite fee as decided by the University from time to time. Separate fee shall be charged for attending course work classes.
16. Minimum 75% attendance is compulsory to write course work examination. The attendance of course work and attendance recorded by supervisor during review of literature may be taken together for this purpose.
17. After completion of review of literature by candidate supervisor shall forward the same in bind form in 3 copies to dean faculty of concerned subject along with certificate of attendance in form of percentage attendance.
18. Successful candidates after passing the course work examination shall be admitted in M.Phil programme as per order of merit declared by the University for the concerned subject.
19. Fees

Registration fee for M.Phil programme is to be paid to the University at the prevalent rates as announced by the University from time to time. The total programme fee must be paid before submission of M.Phil. dissertation.
20. General ordinances for the examination no. 5 rules regulation and disciplinary action against students no. 6 shall be applicable.

भाग 4 (ग)
अन्तिम नियम
प्रथम परिनियम
उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 2 अगस्त 2017

क्रमांक /396 /सीसी/17/38- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम-2007 की धारा 26(1) के अनुक्रम में सेज निजी विश्वविद्यालय, इन्दौर के प्रथम परिनियम क्र. 01 से 56 राज्य शासन के निर्देश के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है। संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे।

प्रथम परिनियम क्र. 01 से 56

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

STATUTE -1

Short Title, Commencement and Jurisdiction

1. The "Statutes" means the Statutes of the SAGE University, Indore, Madhya Pradesh. Hereafter, the University means SAGE University.
2. These Statutes shall come into force with effect from the date of the approval by the regularity commission.
3. These Statutes are prepared in the light of the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinium 2007 and the amendments thereafter. If there be any difference in the provisions of the Act, Statutes, Ordinances and Rules and Regulations, the provisions of the Act shall prevail.
4. Nothing in these Statutes shall debar the University from amending these Statutes and / or providing subsequent Statues according to the provision of Section 26 of the Act. The amended/subsequent statues, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

The Jurisdiction for Legal Matters

All matters pertaining to any act/law shall be the subject of the jurisdiction of Indore, Madhya Pradesh.

STATUTE -2**Definitions**

In these Statutes unless the context otherwise requires:

1. 'Act' means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007", as amended from time to time.
2. 'Academic Council' means the Academic Council of SAGE University.
3. 'Academic Year' means a period of twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
4. 'Administrative Officer'(AO) means an officer looking after the day-to-day administrative work of the SAGE University
5. 'Board' means, the Board of Management of the SAGE University.
6. 'Board of Studies' Means the Board of Studies of the subject in faculties.
7. 'Chancellor' means Chancellor of SAGE University.
8. 'Pro Chancellor' means Pro Chancellor of SAGE University.
9. 'Chief Finance and Account Officer' means the Chief Finance and Account Officer of SAGE University.
10. 'Convocation' means the convocation of the University.
11. 'Course(s)' means prescribed area(s) or course(s) of study or programme(s) and/or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
12. 'Dean of Faculty' means the academic head of the Faculty.
13. 'Decided by the University / University may decide / Decision of the University' means as decided by the Vice-chancellor with the approval of appropriate authority.
14. 'Department' means Department of Studies / School of Studies / Centre of Studies of SAGE University.
15. 'Employee' means any person working on the payroll of the University.
16. 'Endowment Fund' means Endowment fund of university an investment fund set up by University / Individual / Group of persons / Body for the purpose of establishing the Chair, award of fellowships etc. as laid down in the respective Statutes/Ordinances/ Regulations.
17. 'Faculty' means the Faculty of the University headed by the Dean where course(s) of study of similar nature or programme(s) and / or any other component(s) are taught leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
18. 'Fee' means the collection made by SAGE University from the students by whatever means it may be called.
19. 'Governing Body' means the Governing Body of the SAGE University constituted as per act.

20. 'Higher Education' means study of curriculum or course for knowledge beyond 10+2 level.
21. 'National Assessment and Accreditation Council' means an statutory body of autonomous institution of the University Grants Commission, situated at Bangalore.
22. 'Ordinances' means Ordinances of SAGE University, Indore.
23. 'Other Backward Classes' means, the communities, castes and tribes notified by the State Government from time to time.
24. 'Pro-Vice-Chancellor' means, Pro-Vice-Chancellor of SAGE University.
25. 'Qualification' means Degree or Diploma or any other qualification awarded by SAGE University, Indore.
26. 'Registrar' means the Registrar of SAGE University, Indore.
27. 'Regulatory Commission' – means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007.
28. 'Regulatory Council' - means the All India Council of Technical Education established under the All India Council of Technical Education Act, 1987(52 of 1987), the Bar Council of India constituted under Section 4 of the Advocates Act, 1961 (25 of 1961), the Council of Architects established under the Architects Act, 1972 (20 of 1972), the Pharmacy Council of India constituted under the Pharmacy Act, 1948 (8 of 1948), the National Council of Teachers Education established under the National Council of Teachers Education Act, 1993 (3 of 1993), Government of India, the Indian Council of Agriculture Research established as a registered society under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India or any other Central or State Government for laying down norms and conditions for ensuring standards of higher education from time to time as the case may be.
29. 'Regular Education' means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
30. 'Rules and Regulations' means the Rules and Regulations framed by the Board of Management of the University for its Governance.
31. 'Scheme and Curriculum' means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
32. 'Scheduled Caste' means the Scheduled Castes notified under Article 341 of the Constitution of India.
33. 'Scheduled Tribes' means the Scheduled Tribes notified under Article 342 of the

Constitution of India.

34. 'School of Studies' means an institution maintained by SAGE University as a place of higher learning and research in the campus.
35. 'Sponsoring Body' in relation to SAGE University means Truba Education Society, Bhopal, a Registered Society under Madhya Pradesh Societies Act, 1973.
36. 'State Government' shall mean, the Government of the State of Madhya Pradesh.
37. 'Teacher' means, teaching member of the University as defined by the UGC.
38. 'The Act' means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Act 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time.
39. 'The University' means SAGE University established and incorporated by under State Act.
40. The terms 'he', 'him' and 'his' include the feminine gender also.
41. 'UGC' means University Grants Commission, a statutory body set up by the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of Higher education in India, established in November 1956.
42. 'Vice - Chancellor' means the Vice - Chancellor of SAGE University.
43. 'Visitor' as prescribed in the Act 2007, means the Visitor of SAGE University, i.e. His Excellency, the Governor of the State of Madhya Pradesh.
44. Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Act.

STATUTE -3

Seal of the University

1. The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University, subject to further change or amendment as deemed necessary from time to time.
2. The University shall have the right to adopt its Flag, Anthem, Emblem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, provided these are not prohibited by the State or the Central Government.
3. It provides recognition to universities in India and disbursed fund to such recognized university, institutions and colleges.

STATUTE-4**The Objectives of the University**

The University shall have the following objectives in addition to those described in Section 3 of the Act:

1. To provide quality teaching, training and instructions in the perspective of Higher Education and make necessary provisions for advancements, research and dissemination of knowledge.
2. To create highest degree of intellectuals that contribute to the development through their skills and abilities.
3. To establish State of the Art facilities for high quality education and training.
4. To develop advanced and holistic environment for teaching and research.
5. To develop programmes that offer continuing education for the inmate students, faculty, working professional and community at large.
6. To establish Schools of Excellence and, modern research centers in some selected new and emerging disciplines. To become a Centre of Excellence for higher education, research, consultancy and provide sharing of knowledge and applications.
7. To establish a pro-active and dynamic governing structure incorporating the best practices of the excellent Universities of the world and also the norms suggested by UGC / AICTE / State and Central Government and similar organizations.
8. To impart education at diploma, graduate, post graduate, doctoral and post-doctoral levels along with excellent certification and academic distinctions in the University.
9. To comply with regulations, acts and recommendations made by various authorities including that of State and Central Governments.
10. To provide opportunities in placement and entrepreneurial schemes proposed by other institutions, government sections and industries.
11. To collaborate with renowned Indian and Foreign Universities and facilitate exchange programmes.
12. To establish 'Chair of Excellence' at least in five major discipline by bringing world's top scholars to the University.
13. To award 'SAGE prize' every year to the top most researcher of the world.

STATUTE-5**Structural Hierarchy and Positions**

1. Sponsoring Body
2. Chancellor
3. Pro Chancellor
4. Board of Governance
5. Vice Chancellor
6. Pro Vice-chancellor/ Rector
7. Academic Council
8. Standing Committee

9. Registrar
10. Chief Finance and Account Officer
11. Dean of Faculty
12. Board of Studies
13. Dean Student Welfare
14. Director/ Head of Teaching department/Centre of studies

STATUTE-6

Appointment, Terms and Conditions and Powers of the Chancellor

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

1. Appointment of the Chancellor

In accordance with the Act of the Private Universities, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.

The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Chancellor shall be submitted to the Government of Madhya Pradesh, for the approval of the Visitor. Once the approval of the Visitor is received, the Sponsoring Body will appoint the Chancellor of the University.

2. The Powers and Functions

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body and shall exercise powers as specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:

- i. It shall be duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- ii. To appoint and remove the Vice - Chancellor.
- iii. To call for any information or record.
- iv. Such other powers as may be conferred by the Statutes.

3. The Resignation / Removal

The Chancellor may submit his/her resignation to the Visitor in writing through the Sponsoring Body. In this case, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (1) of this statute.

4. Tenure – Tenure of the Chancellor will be of 5 years from the date of appointment however sponsoring body may recommend the same name for further tenures.

STATUTE-7**Appointment, Terms and Conditions and Powers of the Pro Chancellor**

The Pro Chancellor shall be the principal executive of Administrative officers in the University. In the absence of the Chancellor, he shall be able to take the administrative decisions in the University.

1. Appointment of the Pro Chancellor

The Pro Chancellor shall be appointed by the Sponsoring Body with the approval of the Chancellor. The name of the proposed Pro Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Pro Chancellor shall be signed by the Chancellor of the University for his approval.

2. The Powers and Functions

The Pro Chancellor shall be the Head of the Administrative Officers and Pro Chancellor will act as Chancellor in his absence and this function will work in routine working also.

3. The Resignation / Removal

- (i) The Pro Chancellor may submit his/her resignation to the Chancellor in writing through the Sponsoring Body.
 - i. If for certain reasons Chancellor decides the act of Pro Chancellor are not in favor of University and against Act/Statutes/ Ordinance and Regulations. He may issue removal of Pro Chancellor after giving a chance of hearing. The matter should be reported to Sponsoring Body. He will appoint the new Pro Chancellor as per clause (1) of this statute.
 - ii. In both the above cases, the Sponsoring Body shall recommend to the Chancellor, a new name for the office of the Pro Chancellor as per clause (1) of this statute.

STATUTE-8**Appointment, Terms and Conditions and Powers of the Vice - Chancellor**

The Vice - Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

1. Appointment of the Vice - Chancellor

- i. The Vice - Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in the alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfill the norms as prescribed by the UGC from time to time.

- ii. The Selection Committee, while preparing a panel shall give due considerations to the academic excellence, exposure to higher education system in the Country and abroad, and adequate experience in academic and administrative governance of the candidates.
- iii. The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly following shall be the members:
 1. Two eminent academicians nominated by the Sponsoring Body.
 2. One eminent person nominated by the State Government.
 3. The Chancellor shall appoint one of the members of the Selection Committee as Chairman.
- iv. The Selection Committee shall submit a panel of at least three eminent persons for the appointment of the Vice -Chancellor.
- v. If the Chancellor does not approve the recommendations of the Selection Committee, the Selection Committee shall be requested for fresh recommendations.
- vi. Not with standing anything contained in the foregoing sub sections, the Chancellor may appoint the first Vice - Chancellor for a period of two years to conduct the affairs of the newly established University; provided that the appointed person fulfills the eligibility criterion as prescribed by the UGC.

2. The Tenure

The tenure of the founder Vice - Chancellor shall be of Two (2) years and that of the subsequent Vice - Chancellors shall be of Four (4) years as defined in the Section 17(6) of the Act. However, the Vice - Chancellor may continue to hold office for a period of additional six months till a new Vice - Chancellor joins, whichever is earlier.

- i. Under unavoidable circumstances, if the post of the Vice - Chancellor falls vacant, the Chancellor shall appoint the Vice - Chancellor for an interim period of maximum six months and he shall exercise all the powers vested with the Vice - Chancellor. During this period, the new Vice - Chancellor shall be appointed, adopting the procedure as laid down above.
- ii. The conditions of services and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.

3. The Powers and Functions of the Vice - Chancellor

The Vice - Chancellor shall be the ex-officio Chairman of the Board of Management, the Planning Board and the Finance Committee; and ex-officio Chairman of the Academic Council and the Board of Affiliation. It shall be the duty of the Vice - Chancellor to administer the University according to the Act, the Statutes, the Ordinances and the Regulations, for which following powers are vested with him to perform various functions.

- i. Shall preside over the convocation of the University in the absence of the Visitor and the Chancellor.
- ii. May be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote there at unless he is a member of such authority or body.
- iii. If in the opinion of the Vice - Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such decisions wholly or partly or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.
- iv. If in the opinion of the Vice - Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.
- v. Provided that if in the opinion of the concerned officer or authority, such action should not have been taken by the Vice - Chancellor, then case shall be referred to the Chancellor, whose decision thereon shall be final.
- vi. Provided further that where any action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action was communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal.

STATUTE -9

The Pro Vice - Chancellor

The Pro Vice - Chancellor shall be the Deputy to the Vice - Chancellor and act on the instructions of the Vice - Chancellor.

The Pro Vice - Chancellor shall act on behalf of the Vice - Chancellor during the period of his absence (Vice - Chancellor) from the University.

1. Appointment of the Pro Vice - Chancellor

- i. The Pro Vice - Chancellor shall be appointed by the Board of Management on the recommendation of the Vice - Chancellor, provided, that if the recommendation of the Vice - Chancellor is not accepted by the Board of Management, the matter shall be referred to the Chancellor who may either appoint the person recommended by the Vice - Chancellor or request the Vice - Chancellor to recommend another person for consideration of the Board of Management.

- ii. The appointment of the Pro Vice - Chancellor shall be co-terminus with the Vice - Chancellor.
2. Subject to the control of the Vice - Chancellor, the Pro Vice - Chancellor of a University shall exercise such powers and perform such duties as may be assigned to him by the Vice - Chancellor from time to time and as may be prescribed by the Statutes and the Regulations.

STATUTE -10

Appointment, Functions, Duties and Powers of the Registrar

The Registrar shall be the Custodian of the University and shall carry out the orders/instructions given by the Vice - Chancellor and administer the University as per rules and regulations.

1. Selection and Appointment of the Registrar

The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:

- (i) The Chancellor -Chairperson;
- (ii) Nominee of the Chancellor(Pro-Chancellor);
- (iii) Vice Chancellor and
- (iv) Two expert members approved by the Board of Management

The University shall follow the following procedure for the selection of the Registrar:

- i. Shall invite applications in the prescribed form, for the post through the process of an advertisement which includes the web portal of the University.
- ii. A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- iii. The date of meeting of the Selection Committee shall be fixed and a notice to this effect will be given to the short listed candidates, at least seven days in advance.
- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management. However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.
- v. The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be seventy (70) years or otherwise as decided by the Governing Body.
- vi. If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.

2. The Resignation/Removal

- i. When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor.
- ii. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. Before taking such action, the Registrar shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

3. Functions and Duties of the Registrar shall include the following:

- i. All documents such as records etc. shall be authenticated by the Registrar on behalf of the University. Further, all contracts will also be signed by him.
- ii. The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relates to discharge of official duties in the University.
- iii. Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
- iv. To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other such bodies / committees. The Registrar shall be the Member - Secretary in all such bodies / committees but shall not have the right to vote.
- v. The Registrar shall convene the meetings of the University Authorities by informing venue, date and time of the meeting to the members and related persons as directed by the Vice - Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate agenda of the proposed meeting and the minutes of the previous meeting.
- vi. Registrar shall send to Chancellor; agenda of the proposed meeting and minutes of the previous meeting to the authorities of the University as early as possible.
- vii. The Registrar shall have the powers to take action against non-teaching employees in consultation with Vice Chancellor. However, if the act is of gross

indiscipline or otherwise misconduct, the departmental enquiry may be constituted and if the serious action is warranted, the matter must be reported to the Board of Management in writing along with the charges labeled and detailed proceedings and findings of the Enquiry Officer.

- viii. The Board of Management / the Vice - Chancellor may authorize the Registrar to participate in some other committees either as a Chairman or member. He will be required to keep the minutes of such meetings.

STATUTE -11

Appointment, Functions, Duties and Powers of the Chief Finance and Account Officer (CFAO)

The University shall appoint a Chief Finance and Account Officer (CFAO) to manage its finances. The Board of Management shall constitute a Selection Committee for the appointment of the Chief Finance and Account Officer (CFAO).

1. Selection and Appointment of the CFAO

The Chief Finance and Account Officer shall be appointed by the Chancellor or Pro-Chancellor as mentioned in Act 19(1).

The University shall follow the following procedure for the selection of the CFAO.

- i. The University shall invite application for the post through the process of an advertisement with wider publicity and through Web portal of the University.
- ii. A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given to the short listed candidates at least seven (7) days in advance.
- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.
- v. Board of Management will produce their selections to the Chancellor. then Chancellor/ Representative of Chancellor (Pro-Chancellor) will finalize their selection accordingly.
- vi. If a suitable candidate is not found in the first advertisement, subsequent applications shall be invited through the process as written above.
- vii. The CFAO shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the CFAO shall be seventy (70) years or otherwise as decided by the Governing Body.

2. The Resignation / Removal of the CFAO

- i. When the office of the CFAO falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating CFAO after taking the approval from the Chancellor.
- ii. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the CFAO. Before taking such action, the CFAO shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

3. Functions and Duties of CFAO

The functions and duties of the CFAO shall include the following:

- i. To exercise general supervision over the funds of the University and advice about the financial policies. Further, CFAO shall be responsible to get the accounts audited regularly as instructed by Governing Body time to time.
- ii. To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances.
- iii. Subject to the control of the Vice-Chancellor and the Board of Management, the CFAO shall hold and manage the properties and investments of the University, including that of Trust and immovable properties, for fulfilling the objectives of the University.
- iv. To see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted.
- v. To be responsible for the preparation of the annual accounts and the budget of the University and their presentation to the Governing Body after due approval by the Finance Committee.
- vi. To keep a constant watch on the cash and bank balances and investments.
- vii. To watch the progress of collection of revenue and advice on the methods of collection applied.
- viii. To ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices, Library, laboratories and University Departments / Institutions.
- ix. To bring to the notice of the Vice - Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault.

- x. To call from any office of the University, including colleges and institutions maintained by the University, any information or report that he may consider necessary for the performance of his functions.
- xi. Any receipt given by the CFAO or by the person or persons on his behalf, duly authorized by the Board of Management shall be the sufficient proof for the collection of money by the University.

STATUTE -12

The Governing Body

The Governing Body shall be the supreme authority of the University, and shall have the power to review the actions of the Board of Management and Academic Council, and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its objectives.

1. Constitution

The Governing Body of the SAGE University shall consist of the following members, namely:

- i. The Chancellor an ex-officio Chairperson;
- ii. The Vice-Chancellor;
- iii. Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
- iv. Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
- v. One representative of the State Government not below the rank of Deputy Secretary; and
- vi. The Registrar - Member Secretary

The Registrar shall not take part in discussions and shall not participate in voting if required.

2. Tenure

The term of a nominated member of the Governing Body except those who are ex officio shall be of three (3) years and shall not hold the office for more than two consecutive terms.

3. Powers and Functions

The Governing Body shall be the supreme authority of the University and shall have full powers with regard to all movable and immovable properties of the University. Besides above, it shall have the following powers:

- i. To control functioning of the University by using all such powers as are provided by the Act, the Statutes, the Ordinances and the Regulations made there under.
- ii. To review the decision of other authorities of the University in case they are not in conformity with the provisions of the Acts, the Statutes, the Ordinances and the Regulations made there under.

- iii. To approve the budget and annual report of the University.
 - iv. To lay down the policies to be followed by the University;
 - v. To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible;
 - vi. Shall direct, supervise and control the 'endowment fund' and also general fund account and get them audited through CFAO, as per the Act.
 - vii. Shall be the final authority to approve the recommendation of the Board of Management for conferment of honorary, degree and other distinctions and awards.
 - viii. To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendations of the Academic Council.
 - ix. To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereof.
 - x. Shall frame rules/regulations for the conduct of its business.
 - xi. Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.
4. Meetings and Quorum
- i. A meeting of the Governing Body shall ordinarily be called three times in a calendar year.
 - ii. Meeting of the Governing Body shall be called under the directions of the Chancellor and in his absence by the Vice - Chancellor.
 - iii. The Chancellor may, on his own or on the advice of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
 - iv. At least seven (7) days clear notice shall be served to the members to conduct meetings. However, during emergency this period may be reduced by the Chairperson.
 - v. Five (5) members of the Governing Body shall form the Quorum. However, for the adjourned meeting three (3) members will form the quorum
5. Vacancies
- i. Any member of the Governing Body may resign his office. The letter of resignation in writing shall be sent to the Chancellor. Such resignation shall take effect immediately on its acceptance and shall be communicated to the concerned member.
 - ii. Any member of the Governing Body, who has been nominated to other body, shall not continue to be a member of that body after his removal or the acceptance of his resignation.
 - iii. A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
 - iv. Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the member so nominated shall be a member for the un-expired portion of the term.

STATUTE-13**The Board of Management****1. Constitution**

There shall be a Board of Management of the University, duly constituted under Section 23(1) of the Act. It shall consist of the following:

- i. The Vice - Chancellor - Chairperson;
- ii. Two representatives nominated by the Sponsoring Body;
- iii. Two representatives nominated by the State Government;
- iv. Two senior most Professors of the University by rotation;
- v. Two senior most Teachers of the University other than Professors as mentioned above in clause (iv), by rotation;
- vi. Registrar - Member Secretary.

The Registrar shall not take part in discussions and shall not participate in voting.

2. Tenure

- i. The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- ii. The Chairperson of the Board of Management, whose decision in the matter shall be the final; shall decide any dispute or question with regard to membership or tenure of a member.
- iii. The Vice - Chancellor and the Registrar shall be the ex-officio Chairperson and Member Secretary of the Board of Management, respectively.

3. Vacancies

- i. Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communicated to the member concerned.
- ii. Any member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall not continue to be a member of that Body or hold the post after the acceptance of his resignation.
- iii. A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.

- iv. Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.
4. Meetings and Quorum
- i. The Board of Management shall meet at least once in every two months. The Vice - Chancellor may, in case of urgency, convene a special Meeting.
 - ii. The meeting shall be convened under the direction of the Vice - Chancellor.
 - iii. Five members shall constitute the quorum.
 - iv. Adjourned meeting quorum should be three members.
5. Powers and Functions of the Board of Management
- i. The Board of Management shall be the Principal Executive Body of the University and have all the powers to manage and administer the University inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University otherwise provided by the Act, Statutes, Ordinances or the Regulations for the fulfillment of the objectives of the University.
 - ii. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Act.
 - iii. In addition to the aforesaid powers vested in it by and under the Statutes, have the following additional powers:
 - iv. To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into account the recommendations of the Academic Council.
 - v. To make appointments of Professors, Associate Professors, Assistant Professors, other teachers and such academic staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose.
 - vi. To specify the manner and appoint academic staff against the temporary vacancies.
 - vii. To follow and monitor the budget for expenditure as approved by the Governing Body.
 - viii. To recommend the appointment of the Visiting Professors, Artists and Writers and determine the terms and conditions of such appointments to Chancellor.
 - ix. To manage and regulate the finances, accounts, investments and properties of the University and all other affairs of the University and to appoint such consultants as may be considered fit by it.
 - x. To invest any money belonging to the University in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with

the like power of varying such investment from time to time. However, no action under this clause shall be taken without consulting the Finance Committee. Further, no such investment shall be done without the approval of the Sponsoring Body.

- xi. To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations.
- xii. To make recommendations to the Governing Body to transfer or accept transfers of any immovable or movable property of the University.
- xiii. To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved.
- xiv. To consider the recommendations made by the Finance Committee about the remuneration to be paid to examiners and invigilators and to decide the same.
- xv. To delegate any of its powers to the Vice - Chancellor, and on the recommendations of the Vice - Chancellor to the Pro Vice - Chancellor, the Registrar, the CFAO or any other officer, employee or authority of the University or to a Committee appointed by it.
- xvi. To institute and award fellowships, scholarships, studentships etc.
- xvii. To consider the recommendations of the Academic Council regarding the improvement in teaching, research and development and enhancement in the facilities such as laboratories and equipment thereof library and other facilities.
- xviii. To exercise the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Organizations.
- xix. To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centers and Cells and forwarding the same to the NAAC as per UGC guidelines.
- xx. The Board of Management shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University / Faculty / Study Centre on the other hand.

STATUTE -14

The Academic Council

The Academic Council shall be the statutory body of the University on all academic matters.

It shall have the control and general supervision and be responsible for the maintenance of standards of instructions, research, education and examination within the University.

It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes and Ordinances and shall have the right to advise the Board of Management on all academic matters.

1. Constitution

The Vice - Chancellor shall be the Chairperson of the Academic Council. The council shall consist of the following members, namely:

- i. The Vice -Chancellor- ~~Chairperson~~
- ii. Deans of the Faculties;
- iii. Chairman Board of Studies
- iv. HOD of the Department regular or in-charge
- v. Two experts, co-opted by the Academic Council who possesses special attainments in particular fields of study and are not employees of the University.

2. Tenure

The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

3. Meetings and Quorum

- i. As a routine, the Academic Council shall normally meet twice a year on the dates as fixed by the Vice - Chancellor. However, the Vice - Chancellor may call a special meeting of the Academic Council, if required. The Registrar shall, under the direction of the Vice - Chancellor, give not less than twenty days clear notice for a routine meeting and seven days for a special meeting.
- ii. The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Vice - Chancellor.
- iii. The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairperson, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.
- iv. A copy of the minutes shall be submitted to the Chancellor also.
- v. Approval of the resolutions shall be by simple majority of the Members present.
- vi. One third members of the Academic Council shall form the quorum for a meeting.

4. Powers and Functions of the Academic Council

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition have the following powers:

- i. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards.
 - ii. To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board or a Faculty of Studies or the Board of Management and to take appropriate action thereon.
 - iii. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University including discipline, admissions, award of fellowships and studentships, fee and other academic requirements.
 - iv. To take measures for Quality Education and Accreditation of the University.
 - v. To make recommendations to the Governing Body for the conferment of degrees, honorary degrees or any such other distinctions or honor of the University.
 - vi. To recommend the new courses of studies.
 - vii. To recommend the Regulations for the methodology, schemes, and modalities of University Examinations and allotment of marks / credits for individual subjects in all the courses.
 - viii. To take up the matters for periodical review of functioning and co - ordination between all the constituent Institutions and /departments and recommend to the Board of Management, the ways and means of improvement.
 - ix. To consider other academic or student welfare matters referred to it.
 - x. Shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Councils from time to time, are adhered to.
5. Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in view the guidelines of National Regulatory Bodies such as UGC, AICTE etc. with regard to the creation or abolition of teaching posts in the University.

In addition to above, the Council shall recommend to the Board of Management the following:

- i. The classification of the posts according to the requirements and their duties attached thereto.
- ii. Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them.
- iii. To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or sub-division of any Faculty or the combination / merger of one Faculty with another.
- iv. To recommend the creation of New Departments, Cells and Centers.

STATUTE -15 The Finance Committee

The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

1. Constitution

The Finance Committee shall consist of the following:

- i. The Chancellor - Chairperson
- ii. The Pro-Chancellor-Vice Chairperson
- iii. The Vice Chancellor
- iv. The Registrar
- v. One person to be nominated by the Board of Management
- vi. Two persons to be nominated by the Chancellor
- vii. The Chief Finance and Account Officer (CFAO) -Member Secretary

2. Tenure

The tenure of the nominated members shall be three (3) years from the date of notification.

3. Meetings and Quorum

- i. Three members other than the Chancellor of the Finance Committee shall form a quorum for a meeting of the Committee.
- ii. The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO.

4. Powers and Functions

The Finance Committee shall perform the following functions namely:

- i. All proposals relating to revision of grades, up-gradation of the pay- scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management.
- ii. The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- iii. The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- iv. To conduct a scrutiny of accounts of the University, whenever called upon by the Board of Management.
- v. To review the concurrent and the yearly Audit Reports and make recommendations there upon.
- vi. To approve the Regulations for the policies and guidelines for purchase / procurements in the University.
- vii. In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice - Chancellor with the approval of the Chancellor for the reasons to be recorded in writing should be reported in the next meeting of the Finance Committee.
- viii. Where the votes on any subject considered by the Finance committee are equally divided, the Chancellor shall have the casting vote.

STATUTE -16

Standing Committee

The Academic Council may constitute Standing Committee to look after the routine matters of academic nature on its behalf. The committee shall have the following constitution.

1. Constitution

- i. The Vice - Chancellor - Chairperson
- ii. All deans of faculty
- iii. The Registrar - Member Secretary.

2. Powers and Functions

Standing Committee shall consider all those matters which have been assigned to it by the Academic Council. Further, the Vice - Chancellor may call the meeting of the Standing Committee to decide some of the urgent academic matters and report them to the Academic Council for rectification.

STATUTE - 17**Examination Committee**

There shall be an Examination Committee for each department. This Committee shall consist of following:

- i. The Vice - Chancellor – Chairperson.
- ii. Dean of the Faculty concerned.
- iii. The Head of the Department-Convener.
- iv. Two senior most teachers of the Department to be appointed by rotation.

STATUTE -18**Faculties of the University****1. SAGE University shall consist of following faculties:-**

1. Faculty of Engineering & Technology
2. Faculty of Management
3. Faculty of Science
4. Faculty of Commerce
5. Faculty of Arts, Humanities & Social Sciences
6. Faculty of Journalism & Mass Communication
7. Faculty of Architecture Planning and Design
8. Faculty of Agriculture Sciences
9. Faculty of Education
10. Faculty of Pharmaceutical Sciences
11. Faculty of Law & Legal Studies
12. Faculty of Library Science
13. Faculty of Hotel Management
14. Faculty of Performing Arts
15. Faculty of Medical Health & Allied Sciences

Two or more faculty may be grouped together to make one Faculty and / or new faculty may be constituted according to the need as and wherever required.

2. Faculties :

Following shall be the department of studies assigned to each faculty imparting diploma, graduate, post graduate and Ph.D programs decided by the Academic Council:

S.No.	Faculties	Nomenclature of Degree/Diploma
1	Faculty of Engineering & Technology	Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included Civil Engineering Computer Science Electronics and Communication Information Technology Mechanical Engineering Dairy Technology Bio Technology & Food Technology

2	Faculty of Management	<p>Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included:</p> <p>Human Resource Management Finance Management Marketing Management Production Management Information Technology Management Retail Management Event Management Media & Mass Communication Management Health Care Management Insurance & Investment Management Hotel Management Cyber Law & Security Management Digital Media Management Aviation, Tour and Travel Management Fashion Business Management Construction Management Personal Management E-Commerce Management Brand Management Franchisee Management Entrepreneurship Management CSR Management Design and Communication Management Catering Management Corporate Finance Management Personal Grooming Management Beauty and Salon Management</p>
3	Faculty of Science	<p>Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included:</p> <p>Chemistry and Applied Chemistry, Physics and Applied Physics, Mathematics and Applied Mathematics, Micro Biology, Bio-Technology Bio Chemistry, Forensic Science, Nursery Technology , Horticulture, Flory Culture Seed Technology, Forensic Science Cyber Law, Cyber Security, Food Technology</p>

4	Faculty of Commerce	Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Commerce, Banking & Finance, Taxation, Computers, Economics
5	Faculty of Arts, Humanities and Social Sciences	Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Psychology, Public Admin, Social work, Geography, Hindi, Fine Arts, Sanskrit, English, Political Science, History, Sociology, Economics, Applied Economics, Vedic Science
6	Faculty of Journalism & Mass Communication	Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Journalism & Mass Communication Electronic Media, Printing Technology
7	Faculty of Architecture Planning & Design	Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Architecture, Planning, Fashion Design Interior Design, Product Design, User Interactive & User Experience Design, Automobile Design
8	Faculty of Agriculture	Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Agriculture, Soil Science, Entomology Crop Science, Irrigation Technology Post Harvest Technology, Irrigation Technology
9	Faculty of Education	Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Education, Sports Management, Physical Education, Yoga
10	Faculty of Pharmaceutical Sciences	Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Pharmaceutics, Pharmacology, Pharmaceutical Chemistry, Pharmacognosy, Biotechnology Quality Assurance, Quality Control Pharma Technology, Pharma Practice, Clinical Pharmacy, DRA, Pharma Management, Herbal Drug Technology

11	Faculty of Law & Legal Studies	Law & Legal Studies
12	Faculty of Library Science	Library Sciences
13	Faculty of Hotel Management	Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Hotel Management, Hospitality & Hotel Administration, Food Technology, Tourism Management
14	Faculty of Performing Arts	Performing Arts
15	Faculty of Medical Health & Allied Sciences	Following Major subjects areas will be covered however as per the recommendation of Academic Council integration of two or more subject areas or new areas will be included: Ayurveda, Homeopathy, Paramedical Nursing, Alternative Medicine

Some of the Departments may not offer some of the programmes further; new Departments may be established after the approval of the Academic Council, and other relevant bodies of the University. The Departments may offer any other Programme after the due approval of the Academic Council.

The curriculum of the programme, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competitive bodies of the University including that of Academic Council.

STATUTE - 19

Dean of the Faculty

The Dean shall be the Head of a Faculty of Studies.

- i. The Dean shall be appointed by the Vice - Chancellor in order of seniority amongst the Professors of the various Departments of the Faculty. The tenure of the Dean shall be for a period of three years up to the date of superannuation, whichever is earlier. However, he may be considered for reappointment but shall not serve more than six (6) years in continuation.
- ii. If at any time, there is no Professor in the department, the Vice - Chancellor may appoint Associate Professor / Dean of Sister Faculty as Dean for the period of absence of the Professor.
- iii. The Dean shall be the Head of the Faculty of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.
- iv. The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s), but shall not have the right to vote unless he is a member thereof.
- v. The Dean shall perform such other functions as may be prescribed by the Ordinances.

STATUTE -20**Constitution of Faculty**

The Faculty shall be the principal coordinating and administrative body amongst the departments of the Faculty and shall be constituted for each Faculty separately.

1. Each Faculty shall consist of the following members, namely:

- i. The Dean of the Faculty who shall be the Chairperson.
- ii. The nominee of the Vice – Chancellor.
- iii. All Heads of the departments constituting the faculty.
- iv. Chairman Board of Studies
- v. Two experts, co-opted by the Faculty who possess special attainments in particular fields of study and are not teachers of the University since last three years.

2. The members of the Faculty, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

STATUTE - 21**Powers and Functions of the Faculty**

1. The Faculty shall consider and approve such administrative matters which are common amongst constituent departments of the Faculty of Studies.

2. The Faculty shall have such powers and shall perform such duties as given in the Ordinances I Regulations.

3. The functions of the Faculty shall be as follows:

- i. Subject to the control of the Academic Council, to organize teaching and research work in the department of studies assigned to the Faculty.
- ii. To recommend to the Academic Council, the conditions for the award of degrees, diplomas and other academic distinctions.
- iii. To coordinate work in subjects assigned to the Faculty.
- iv. To secure coordination in research, whenever applicable.
- v. The Faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

4. The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE -22**Board of Studies**

The Board of Studies shall be the principal academic body of the Subject / Subjects and therefore, shall be constituted for each subject. It shall be a statutory body and shall consider all the academic matters of the Subjects and make the appropriate recommendations to the Faculty for its considerations and approval. Further, it shall have the control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations in the departments of the concerned Subject(s).

1. Formation of the Board of Studies

The Senior most Professor shall be the Chairperson of the first Board of Studies which will be by rotation amongst other Professors (if any) and shall have the following as members, namely:

- i. Head of the teaching departments of the Subjects/department(s).
- ii. One Professor and the Associate Professors of the Subjects by rotation.
- iii. One Professor from other Faculty as a nominee of the Vice – Chancellor.
- iv. Two experts co-opted by the Board of Studies who possesses special attainments in particular fields of study and are not employees of the University.

The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

2. Meetings and Quorum

- i. As a routine, the Board of Studies shall normally meet once a year on the dates as fixed by the Dean of the Faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days clear notice for the same.
- ii. The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Chairperson in consultation of Vice Chancellor and shall be sent to each member of the Board with a copy to the Vice - Chancellor for information and necessary action.
- iii. One third members of the Board of Studies shall form the quorum for a meeting.

3. Powers and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Board of Studies shall consider all the academic matters of the faculty members and recommend to the Academic Council for approval. Powers and Functions include the following:

- i. To exercise general supervision over the academic policies of the Faculty members and to give directions regarding methods of instruction, evaluation, research and the improvement in the academic standards.
 - ii. To recommend to the Dean regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.
 - iii. To recommend to the Dean the combination and sub-division of the Departments or the Faculties, if required.
 - iv. To consider and make recommendations to the Dean on the matters of general academic interest either on its own initiative or on the directives received from the Planning and Development Board or the Board of Management.
 - v. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Subjects, including discipline, admissions, award of fellowships and studentships, fee and other academic requirements concerning the Subjects.
 - vi. To take measures for Quality Education and Accreditation of the Departments of Studies.
4. The Dean may call a joint meeting of the Boards of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE -23

Students Council

1. The Students Council shall mainly function as a forum of the students. This forum mainly gives the feedback and suggestions on the academic matters, environment and activities to be carried out by the University in order to improve students' employability, to the Dean of the Students.
2. Under the control of the Dean of Students, the Council may organize extension lectures of the renowned personalities and also extra-curricular activities in the University.
3. The University shall define other functions in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.

STATUTE -24

Appointment of the Teachers in the University

The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE and / or other Regulatory Councils for the courses offered by the University.

1. Eligibility for Appointment

- i. A person will be appointed on an academic position according to the qualifications as prescribed by the UGC, AICTE and other competent bodies according to the courses offered by the University.
- ii. Under the special circumstances, the persons may be appointed from the industries, research laboratories, educational institutions or universities by relaxing the qualifications duly approved by the Board of Management and the Chancellor.
- iii. Wide publicity will be given for the vacancies to be filled in through portal of the University.

2. Constitution of Selection Committee

- i. Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of Institutions / Centers maintained by the University.
- ii. The Selection Committee under the Chairmanship of the Vice - Chancellor or his nominee will constitute:
 1. One member of the Board of Management
 2. The Dean of the concerned Faculty of Studies
 3. The Head of the concerned department (For the post of Professor, the Head should be a duly selected Professor of the University)
 4. Three experts not connected with the University to be nominated by the Chancellor; from a panel of not less than seven (7) names approved by the Academic Council for each subject

One observer, not connected with the University in any manner, to be nominated by the Chairman, M.P. University Regulatory Commission.

Four members of the selection committee (who shall include at least two experts) shall form a quorum for a meeting of the selection committee constituted under clause (ii) above.

3. Screening Committee

A Screening Committee consisting of three members, appointed by the Vice -Chancellor shall screen all the applications received in response to wide publicity. The Committee will prepare a summary of candidates to be called for an interview taking into account the Academic Performance Indices (APIs) merit as per UGC prescribed guidelines. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the candidates up to certain cutoff APIs for interviews in case of excessive number of applications received.

4. Recommendations of Selection Committee

The Selection Committee shall recommend to the Board of Management the names arranged in order of merit, if any, of the persons who it considers suitable for the appointments and after the approval of the Board of Management, the appointment or promotion letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification.

5. Fixed period / Part-time / Contractual Faculty

In addition to full-time teachers, the Board of Management / the Vice - Chancellor may also decide to engage teachers for a fixed period, part time, or on contractual basis along with terms and conditions such as honorarium, TA / DA, if any, conveyance charges etc. of such engagements, from time to time.

6. Adjunct / Visiting Professors

- i. The Vice - Chancellor on the recommendations of the Head of the Department and the Dean of the Faculty may appoint the Adjunct / Visiting Professor after having a consultations with the Chancellor. All such appointments shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed a period of three years.
- ii. For the appointment in these categories, the Vice - Chancellor may on his own consider and recommend appointment of distinguished scholars, scientists, writers or artists by relaxing qualifications and eligibility criterion, provided the Board of Management and the Chancellor approves such appointments.

STATUTE -25

Categories of the Non-Teaching Employees

1. Following types of non-teaching employees will be employed by the University
 - i. Permanent / Probationary Employees
 - ii. Contractual Employees
 - iii. Casual Employees
2. Permanent employee shall be appointed against a clear vacancy and shall be kept on probation for a period of one year. The services could be terminated or the probation period be extended by serving notice, if the performance is found unsatisfactory in a working period of eleven (11) months or less.
3. Contractual employee means an employee who is appointed on contract basis for a specified period.
4. Casual Employee means an employee who is engaged on the basis of a Muster Roll.
5. The service conditions for all the above types of employees shall be prescribed in Rules and Regulations.

STATUTE - 26**Other Officers of the University**

1. Following shall be the other Officers of the University:

- i. The Controller of Examinations
- ii. The Deputy and the Assistant Registrars
- iii. The Chief, the Deputy and the Assistant Librarians
- iv. The Director and the Assistant Director of Physical Education
- v. The Director Corporate Relations
- vi. Chief Proctor
- vii. Proctor
- viii. Dean Student Welfare
- ix. Warden

2. The Controller of Examinations

- i. Shall be an officer of the University and shall be appointed by the Vice - Chancellor from the Faculty / Administrative Officers having sufficient experience and well versed with the examination and evaluation procedures of the University.
- ii. Shall be vested with all the powers and responsibilities as specified in the Regulations. Further, he shall be responsible to make all the necessary arrangements for the conduction of examinations as per the Ordinances and Regulations.

When the office of the Controller of Examination falls vacant by one reason or the other, the duties of the office shall be performed by such person as the Vice - Chancellor may appoint for the purpose.

3. Other officers as stated above from (1) (ii) to (1) (vi) shall be whole-time salaried officers appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications as prescribed by the University Grants Commission / Regulatory Councils and exercise such powers to perform such duties, as may be determined by the Board of Management and provided in the Regulations of the University.

4. The appointment of officers mentioned at (1)(iii) and (1)(iv) above shall be made following the procedure as laid down in the Statute 24 for the appointment of Teachers and that of others mentioned at 1(ii), 1(v) and 1(vi) shall be made according to the procedure laid down for non-teaching staff.
5. The powers and responsibilities of other officers shall be as specified in the respective Regulations.

STATUTE - 27

Conferment of Honorary Degrees and Academic Distinctions

University may confer Honorary Degree of D.Sc. or D. Lit. or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Fine Arts, Social Sciences, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:

1. All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Board of Management and shall require the consent of the Governing Body before submission to the Chancellor for conferring the honor. However, in case of urgency, the Chancellor may act on the recommendation of the Board of Management and later on take the consent of the Governing Body.
2. If at the later stage, it is found that the honorary degree has been conferred to the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by the two - third majority of the members of the Governing Body and the approval of the Chancellor.

STATUTE -28

Provision Regarding Fee to be charged from the Students

1. The tuition fee payable by the student shall be such as may be fixed by the University from time to time subject to directive(s) as received from the Government of India / State Government / Regulatory Commission / UGC thereon. The fee structure and payment schedules shall be as declared in the Regulations after approval from regulatory commission.
2. Other charges and fee shall be payable by the student as decided by the University from time to time. It shall include the following:
 - i. Students' Alumni Association Fee
 - ii. Examination Fee for each semester

- iii. Internet Fee
 - iv. Library Fee
 - v. Sports Fee
 - vi. Training and Placement Fee
 - vii. Hostel and / or Bus Fee
 - viii. **Caution Money**
 - ix. Issue of duplicate documents such as mark sheets, migration certificate, degree certificates, character certificate etc. However, the duplicate certificates will be issued as per the regulations laid down by the University.
 - x. Fee for the Health Services
 - xi. Counseling Fee
 - xii. Cultural Activities Fee
 - xiii. Fee for attending additional classes for improvement of grades or additional courses
 - xiv. Transcripts Fee
 - xv. Innovation and Invocation Cells, Skill Set Aptitude and Personality Development etc.
 - xvi. Group Insurance Premium.
 - xvii. Degree verification Fee
 - xviii. Any other fee provided and approved by competent authorities of the University.
3. Tuition fee and other charges levied on the students shall be at the rates approved by the University from time to time and laid down in the ordinances, provided that where the statutory recognizing authority has prescribed a formula for determining the tuition fee and other charges, they shall be levied accordingly.
4. Other fee such as enrolment, migration transfer etc. shall be charged at the rates approved by the University from time to time as laid down in the concerned Regulation.
5. Policies and directives of Central/State Regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for the fee to be charged from the students of Below Poverty Line family, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other categories shall be applicable to the University.

STATUTE -29**Administration of Endowment Funds for the Award of Fellowships,****Scholarships, Medals and Prizes in the University**

1. The Board of Management may accept donations for creation of endowment fund in the University for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
2. The Board of Management shall administer all the donations / endowments received.
3. The award shall be made out of the annual income accruing from the endowment.
4. Organization or the individuals intending to sponsor a fellowship, Scholarship / stipend or award / prize in the name of organization / individual, will be required to deposit an endowment with the University, whose annual Income shall be utilized for the payment of fellowships, scholarships, awards / prizes etc.
5. The Board of Management shall prescribe the conditions of depositing the endowment funds in secured instruments.
6. The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
7. The detailed terms and conditions for fellowships, scholarships, awards / prizes shall be laid down in the M.O.U. for each case.
8. In case, any endowment is accepted by the Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.
9. Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
10. Approval for carrying the literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.

STATUTE - 30**Convocation**

1. The Visitor and in his absence the Chancellor shall preside over the convocation function of the University. In the absence of both, the Vice - Chancellor shall preside over the convocation function.
2. The University Convocation will be normally held every year for the award of the Degrees, Diplomas and other Distinctions.

3. The Convocation shall normally be held in the main campus of the University or at such other place as may be approved by the Governing Body.
4. The Academic Council shall frame University Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and the procedural details for conduct and holding the Convocation.
5. In case of awarding Honorary D. Sc. / D.Litt. degree to a top international dignitary special convocation may be held following the same procedure maximum two times in an academic year.

STATUTE -31

Admission of Students

1. Admissions

- i. The admissions in the courses offered by the University shall be open to all the candidates who fulfill the eligibility criteria and be made strictly according to the eligibility criteria / rules as per government norms. The admission procedure will be completed before the commencement of the academic session or the last date of the admission decided by the Academic Council.
- ii. Eligibility criteria for admissions shall be based upon the merit of the qualifying examinations / admission tests conducted by the University or by the National Bodies as decided by the University from time to time. The Academic Council will consider the eligibility criteria, determination of the merit, concessions etc. and will decide / approve as the case may be, by the Regulations for Admission. The criteria will be notified in the Prospectus / Information Brochure / Electronic Media of that Academic Session before the commencement of the admission procedure.

2. Admission Committee

- i. The Dean of the Faculty in consultations with the Head of the Departments of that Faculty shall appoint the admission committees duly approved by the Vice - Chancellor for making the admissions in under graduate and post graduate courses offered by the various departments.
- ii. Each committee shall comprise of:
 1. The Head of the Department
 2. PG Coordinator of the Department

3. Senior most Professor / Associate Professor /Assistant Professor in the Department
 4. One member from outside the Department nominated by the Vice - Chancellor.
- iii. Reservation of Seats, Students below; Poverty Line, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other Categories.
1. Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding admission including the regulation of reservation of seats, especially for the students of Below Poverty line family, Scheduled Castes, Schedule Tribes, Other Back ward Classes, Physically Handicapped and other categories shall be applicable to the University.
 2. Seats for admission in the university for the students belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Physically Handicapped Students, Children of Defense Personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.
 3. Number of seats in different programs of study in the University, including reserved category seats if any, shall be approved by the Board of Management from time to time in accordance to the guide lines / approval given by the AICTE / concerned National Bodies / State Government as the case may be. Further, 15% supernumerary seats shall be made available for the candidates belonging to foreign nationals / non-resident Indians.
 4. If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criterion.

STATUTE -32**Annual Report**

1. The Annual Report of the University shall be prepared by the Registrar for the consideration and approval of the Board of Management.
2. The Annual Report shall consist of two (2) parts (i) Activity Report highlighting the steps taken by the University for the Fulfillment of its objectives for which the Registrar shall be responsible and (ii) the Chief Finance and Account Officer (CFAO) shall prepare the financial report for the financial year.
3. The Report along with Audited Accounts shall be placed for approval of the Governing body once approved by the Board of Management.
4. A copy of the Annual Report shall be presented to the Visitor, the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with University seal and signatures.
5. The Annual Report is a public document and shall be available on the website of the University, after the presentation to the Visitor.

STATUTE -33**Resignation**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed (Three Month / One Month Prior Notice as decided by committee) for the purpose.

STATUTE -34**Action against Teachers**

Whenever, there is a complaint of misconduct against the Faculty member, the Vice- Chancellor shall constitute a fact finding committee and if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.

1. Based upon the Enquiry Committee's report, the Vice - Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice-Chancellor shall further report the matter to the Board of Management and the Chancellor to do so. The decision so taken shall be the final.
2. An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

STATUTE -35**Action against Non-Teaching Employees**

1. Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding committee and if necessary, based on the fact finding Committee's recommendations, may institute an Enquiry Committee for the purpose.
2. Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination, Registrar shall report the matter to the Vice - Chancellor whose decision will be final.
3. An appeal against any action can be made to the-Chancellor within 30 days from the date of passing such order.

STATUTE -36**Appointment of Examiners**

The Vice - Chancellor shall appoint examiners for holding examinations in theory, practical, dissertation, etc. as required other than Ph.D., on the recommendation of Examination Committees.

1. The Departmental Council constituted as per Statute - 39, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester.
2. Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
3. The Departmental Council shall prescribe qualifications for the inclusion of names in the panel of examiners and other norms for appointment of examiners in the University.
4. Moderators when felt necessary will be appointed by the Vice -Chancellor.
5. The Vice - Chancellor will also approve the appointment of tabulators and checkers for each academic year.
6. The Vice - Chancellor shall declare results of various examinations conducted by the University on the advice of the Results Committee. The Committee shall consist of following members:
 - i. Dean of the faculty
 - ii. Head of the department

- iii. Chairman Board of studies
- iv. One senior professor of the subject
- v. One professor nominated by the Vice Chancellor
7. A separate ordinance shall provide the rules and regulations to examine the M.E. / M.Tech. Dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same.
8. Conditions of Appointment as Examiner
 - i. No person shall act as paper setter or examiner either in the theory or viva-voce or practical examination if any of his relations is taking the examination.
 - ii. No person shall act as a moderator or tabulator for any examination if any of his relation is appearing / has appeared at that examination.

STATUTE - 37

The Proctorial Board

1. There shall be a Proctorial Board to maintain the discipline amongst the students of the University. The Board shall consist of the following members:
 - i. The Chief-Proctor Chairperson
 - ii. A Professor nominated by the Vice - Chancellor
 - iii. Dean Student Welfare convener
 - iv. All Proctors;
 - v. All Wardens of the Hostels and
 - vi. One student nominated by the Vice - Chancellor from the Students Council.
2. The Chief Proctor and the Proctors shall be appointed by the Vice - Chancellor from the list of the teachers of the University.
3. The number of Proctors shall be determined by the Vice - Chancellor depending upon the enrollment of the student in the University.
4. The term of above appointments shall be that of three (3) years. However, it could be reduced by the Vice - Chancellor if the duties performed by an individual are found unsatisfactory.
5. Following shall be the Powers of the Proctorial Board:
 - i. The Proctorial Board shall ensure that the students observe the Code of Conduct as laid down in the Rules and Regulations of the University.
 - ii. Any violation of the Code of Conduct or breach of Rules or Regulations of the University by the student shall be treated as indiscipline and shall make the student liable for disciplinary action against him.
 - iii. If a student commits a serious act of indiscipline, the Proctorial Board may recommend to the Vice - Chancellor for his suspension for a period of one or more semesters or the expulsion from the University

6. The Duties of Chief Proctor :

- i. To bring all the matters in the notice of the Vice - Chancellor before the consideration of the Proctorial Board.
- ii. To carry duties of maintaining the discipline among the students as laid down in the Regulations.

STATUTE -38**Dean of Students Welfare**

1. The Dean of Students Welfare (DSW) shall be appointed from the group of Professors from the University for a period of three (3) years by the Board of Management on the recommendation of the Vice - Chancellor.
2. The details of the Duties and Functions of Dean of Students Welfare (DSW) shall be as prescribed in the Regulations. However, if the performance of the so appointed Deans is not found satisfactory, his term may be reduced by the Vice - Chancellor.

STATUTE - 39**Creation of New Authorities**

1. Subject to the provisions of this Statute, the constitution, powers and duties of the authorities of the University, other than the Governing Body, Board of Management and the Academic Council are provided.
2. The constitution, composition, powers and functions of the new authorities so created may as such be stated and recommended to the Governing Body, Board of Management, Academic Council and other statutory bodies for approval according to the need.
3. The procedure for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deem necessary, be provided in the Statutes and ordinances.

STATUTE - 40**Other Committees**

1. Any authority of the University may appoint as many standing or special committees as it may deem fit and may appoint on such committees such persons as are not members of such authority.
2. Any committee appointed under clause (1) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the authority appointing it.
3. Where any authority of the University is given power by the Act or Statutes to appoint committees, such committees shall, save as otherwise provided, consist of members of the authority concerned and of such other persons (if any) as the authority in each case as may think fit.
4. Anti ragging committee will be formed as per the UGC guidelines.
5. Woman's Grievances Cell shall be formed as per the UGC guidelines.
6. SC/ST/OBC Grievances Cell shall be formed as per the UGC guidelines.

STATUTE -41**Departmental Council, Composition, Functions and Actions**

Each Department shall have a Departmental Council. The Departmental Council shall be a statutory authority.

1. Composition

The Departmental Council shall comprise of all Professors, Associate Professors and Assistant Professors of the Department.

2. Meetings

The Head of the Department shall preside over the meetings of the Departmental Council and in his absence the senior most Professor/ Associate Professor of the Department shall preside over the meetings.

The Departmental Council shall meet at least twice in a year and one-third of the total members of the council shall constitute the quorum.

3. Duties and Functions

The Departmental Council without prejudice to the powers conferred on other authorities shall consider the matters concerning to teaching and research work in the Department. The function and duties of the council shall be as follows:

- i. Shall constitute an equivalence committee in the beginning of the academic year to consider the admission of the students of other institutions / Universities, who wish to take the admission in the second or higher years of the study of courses offered by the Departments. The members of the committee shall be as follows:
 - (a) The Head of the Department - Chairperson
 - (b) Two senior most teachers of the Department
 - (c) One nominee of the Dean of the Faculty
- ii. The recommendations of the equivalence committee shall be placed for the approval of the Dean and the Vice - Chancellor before such admissions.
- iii. Shall recommend to the Board of Studies the courses and curriculum for its consideration.
- iv. Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.

- v. Shall recommend the purchase of books and journals for the Central and Departmental Library.
- vi. Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.
- vii. Shall submit such proposal as it may deem fit for the development of teaching, opening of special papers, starting / strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.
- viii. The Departmental Council shall assign and arrange the resources and Faculty to execute as per UGC / NBA / NAAC following guidelines:
1. Defining the Departmental Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
 2. Defining the Departmental Program Outcomes (POs) and their monitoring and redefining at regular intervals.
 3. Defining the Course Objectives at the beginning of a course, and their monitoring and redefining after every 4 years through Monitoring Committees.
 4. Arranging Students Counseling regularly and allotment of Faculty counselors.
 5. Arranging departmental level Invocation and Induction Courses for Students.
 6. Arranging departmental level Induction Programs for New Faculty and Employees.
 7. Arranging yearly academic and administrative reports.
- ix. Undertake necessary steps on recommendations of Departmental Research Committee set up as per UGC regulations related to PhD; other PG courses after B.Tech. / B.E. / and after M.Sc. / M.A.,
- x. Prepare syllabi for Ph.D. course work as per the guidelines provided by the regulations
- xi. Shall consider and recommend the posting of teachers in other Departments for teaching, to the Head of the Department.
- xii. Shall give its opinion / frame guidelines on ensuring quality education and all other academic and administrative matters not already covered above and other matters referred to it by the Vice - Chancellor / the Dean of the Faculty concerned.
- xiii. Shall appoint Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the Head of the Department in implementing the decisions on all policy matters as provided above.

The decision of the Council will be by majority. In case of tie, the presiding officer shall have the casting vote.

Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council, he shall refer the matter to the Vice - Chancellor with reasons, and the decision of the Vice - Chancellor shall be final.

STATUTE - 42

The Planning and Development Board

1. The Planning and Development Board shall consist of the Vice - Chancellor and not more than four members to be nominated by the Board of Management. The Vice - Chancellor shall be the Chairperson of the Board.
2. All the members of the Planning Board, other than the Vice - Chancellor, shall hold office for a term of three years.
3. The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfillment of the objectives of the University.
4. The board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
5. The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice in a year.

STATUTE - 43

The Board of Affiliation

1. The Board of Affiliation shall consist of the Vice-Chancellor and not more than five members to be nominated by the Board of Management. The Vice- Chancellor shall be the Chairperson of the Board.
2. A member of the Board of Affiliation other than the Vice - Chancellor shall hold office for a term of three years from the date on which he / she becomes a member of the Board.
3. Three members, exclusive of the Vice-Chancellor shall form a quorum for a meeting of the Board.
4. The procedure for considering proposals for affiliation shall be such as specified in the Ordinances.

STATUTE - 44**Recognition Committee, Constitution and Functions**

The University shall constitute a Recognition Committee consisting of following members to consider and recognize the certificates, degrees and other academic distinctions awarded by other Universities.

1. Constitution

- i. The Vice-Chancellor shall be the Chairperson
- ii. All the Deans of the Faculties
- iii. All the Head of Departments
- iv. Two Professors of the Faculty of the University

2. Functions

The committee constituted to recognize other Universities shall consider the criterion as stated below:

- i. Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D. awarded by other Universities which are being recognized by the UGC and are the members of the Association of the Universities. However, the requirement of recognition will not be applicable in case of the Degrees issued by the Institutes of the National Importance such as IITs, IIMs, NITs, IISC Bangalore etc.
- ii. In no case, any other University which does not satisfy above criterion shall be recognized including that of black listed Universities, by the UGC.
- iii. If any of the Universities does fall in one of the above categories and there is some doubt, the matter may be referred to the UGC. Such Universities shall not be recognized until and unless the UGC clearly states in writing the status of such doubtful Universities.

As far as the Foreign Universities are concerned, if not covered above, the guide lines issued by the UGC / Government of India shall be followed.

STATUTE - 45**Representation of Female Faculty in the Board of Management**

Board of Management may adopt one female Faculty member as representatives in the Management for a maximum period of three (3) years by rotation as per seniority who has served the University for period of 10 years or more.

STATUTE -46**Creation of Centers, Cells and Committees for Quality Education and Accreditation Processes**

The University, for imparting the Quality Education and Accreditation shall create the following Boards, Cells, Centers, Committees as per UGC/NAAC/NBA Guidelines

1. Training, Placement and Industrial Interactions Cell
2. Collaborations and MOUs Development Cell
3. Research and Innovations Development and Promotional Centre.
4. Information Technology and Knowledge Management Centre
5. Values and Ethics Development Cell
6. NSS and Community Services Centre
7. Internal Quality Assurance Cell (IQAC),
8. Environmental Consciousness and Green Audit Committee
9. University Academic and Administrative Yearly Audit Committee
10. University Academic Calendar Preparation and Monitoring Cell.
11. Publication Centre for Journal, Web and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
12. Equal Opportunity Cell
13. Gender Sensitization Cell
14. Health Centre
15. Daycare Centre
16. Women and Students Grievances Committee
17. Anti-Ragging Committee
18. Staff Welfare Committee
19. Entrepreneur Development Cell

STATUTE - 47**Creation of Chairs**

1. Establishment of the Professorial / Research Chairs for Creating Focused Seats / Institutions of Higher Learning
 - i. A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
 - ii. The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and / or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
 - iii. The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management.
2. In furtherance of the objective of the establishment of a Chair, the University
 - i. Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the M.O.U. approved while establishing the Chair.
 - ii. Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
 - iii. May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of establishment of the Chair.
 - iv. May establish and / or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.
 - v. May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.
 - vi. May also procure essential raw material and consumables in furtherance of the objectives of establishment of the Chair, provided that substantial funds are available for the purpose out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.

- vii. The establishment of the Chair shall require one time donation amounting to at least Rs. 2.0 crore or as decided by the Board of Management, by the donor, which can be supplemented subsequently at his / their discretion.
- viii. The donation shall be deposited in the University Endowment Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible as per provisions given in act 2007.

STATUTE - 48

Selection Committees for Non- Teaching Positions

1. Each of the Selection Committee for appointment to the posts of various categories of staff other than the academic staff, shall consist of the following members:
 - i. The Registrar or his nominee- Chair
 - ii. Nominee of Vice-Chancellor
2. For the posts such as Deputy /Assistant Registrars, Librarian, Deputy / Assistant Librarian etc. or their equivalents, two outside experts may be nominated by the Vice-Chancellor.
3. The quorum for a meeting of a selection committee constituted under clause (b) shall be three.
4. The procedures to be followed by the selection committees constituted under this statute shall, in making recommendations, be such as laid down in the Regulations.
5. If the Board of Management is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.

STATUTE -49

Procedure of Appointment

1. The suitability of the persons for appointments shall be assessed by the Experts in Selection Committee, if any.
2. The committee shall regulate its own procedure and submit its recommendations to the Vice-Chancellor in a sealed envelope who will place it before the Board of Management.
3. Under the special mode of appointment, a person may be appointed on contract basis on terms and conditions to be specified by Board of Management in each case, or on regular basis or taken on deputation.
4. Subject to completion of the satisfactory service by the person, if taken on deputation in the University, the Vice-Chancellor, with the prior approval of the Board of Management may offer the person concerned regular appointment in the University.

STATUTE -50
Conditions of Service of Employees

1. The University shall enter into a written contract of service with every employee of the University appointed on regular basis or otherwise and the terms and conditions of the contract shall not be in consistent with the provisions of this Act, the Statutes and the Ordinances.
2. A copy of the contract referred to in the Clause (1) shall be lodged with the University and a copy thereof shall also be furnished to the employee concerned.

STATUTE - 51

Terms and Conditions of Service and Code of Ethics for the Teachers and Other Academic Staff of the University

1. All the employees of the University shall be governed by the service rules and the code of conduct and ethics as specified by the Statutes, Ordinances and the Regulations.
2. Each Teacher when joining the University Service has also to sign a Code of Conduct and Ethics specified in the Regulations which includes the UGC regulations for the Code of Conduct and ethics for the University Teachers.

STATUTE - 52

Tribunal Arbitration

1. Any dispute arising out of a contract of employment referred to in Statute 49 and Regulations, between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an umpire to be nominated by the Chancellor.
2. Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law shall apply accordingly.
3. The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
4. The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

STATUTE - 53**Naming of the Institutions, Buildings or Academic Blocks etc.**

1. The organizations or individual intending to name a laboratory, library, workshop or a computer centre etc. could propose the name of any person of eminence at the national and / or international levels in the field of education, science, social science, arts, literature, sports or any other field, who in the opinion of the Board of Management has contributed or may contribute to human progress and happiness.
2. The value of the benefactions made, shall however commensurate with the total worth of the Asset proposed to be named and shall not be below Rs. 2.0 crore, one time or as decided by the Board of Management.

STATUTE - 54**University Fund**

1. The University Fund shall be kept in several accounts as may be approved by the Board of Management. Some of them are as follows:
 - i. SAGE University Contributory Provident Fund
 - ii. SAGE University Local Fund Account
 - iii. SAGE University Student's Aid and welfare Fund Account
 - iv. SAGE University Capital Works Account
 - v. SAGE University Debt and Deposit Account
 - vi. SAGE University Teachers Welfare Fund Account
 - vii. SAGE University Gratuity Fund Account
 - viii. SAGE University Alumni Fund Account
 - ix. SAGE University Research and Development Account
2. The Vice-Chancellor shall nominate an officer and / or the CFAO who shall have authority to operate the account of the University Fund with the permission of Chancellor.
3. All necessary expenditure will be permitted by Chancellor and Pro Chancellor subject to provisions of the Act and the Statutes.
4. There shall be detailed running audit or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
5. The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least four weeks before the date fixed for the annual meeting of the Governing Body.
6. The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above in Section (e), of the University prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least four weeks before the date fixed for the annual meeting of the Governing Body.
7. After auditing, the accounts shall be printed in prescribed format. True copies of such accounts together with the copies of audit report shall be submitted by the Board of Management to the Governing Body.
8. Financial Estimates

The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.

STATUTE - 55

Provident Fund

1. There shall be a Provident Fund for the benefit of the permanent employees of the University. Also, there shall be a Provident Fund Committee, whose composition is given hereinafter, for the purpose of advising the Governing Body in matters relating to investment, payments and all other matters in respect of Provident Fund.
2. The management of the Provident Fund shall vest in the Board of Management which may, from time to time, make regulations or issue such general or special directions as may be consistent with the Statutes as to (a) the conduct of business of the Fund and (b) any matter relating to the Fund or its management or the privileges of the depositors not herein expressly provided for, or vary or cancel any regulations made or directions given.
3. Every Full time employee of the University holding a permanent substantive appointment, shall be entitled and required to subscribe to the Provident Fund.
4. Persons appointed on probation to substantive appointments will be entitled to subscribe to the Provident Fund, but if their services are terminated due to disciplinary action before their confirmation or before the five years of continue service, then they shall not be entitled to receive any portion of the University contribution or the interest accruing thereon.
5. No employee of the University shall be entitled to the benefits of the Provident Fund, whose services in the University entitle him to a pension or on whose account the University contributes to his pension or who has been appointed by the University on special terms.
6. Every employee of the University shall be entitled to the benefits of the Provident Fund and shall be required to sign a written declaration in the prescribed form that he has read this Statute and agrees to abide by it, and shall submit the same for the registration in the University office with the name of the nominee, his / her photograph and ID proof to whom he / she wishes to pass on the balances at his / her credit in the event of his / her death.
7. All other benefits and regulations be applicable as in the service rules of the employees of the University and decided upon by the Provident Fund Committee under the chairmanship of the Vice – Chancellor.

STATUTE - 56**Gratuity Fund**

1. The rules for the Payment of the Gratuity to the University employees shall be applicable as per the service rules of the employees of the University.
2. It shall be lawful for the Governing Body to recover the money from the Gratuity Fund of the person who has spent or misappropriated or authorized the expenditure of funds in excess of amounts provided in the budget or in violation of any provision of the Act, the Statutes or the Ordinances, to reimburse the amount so spent or misappropriated and the Governing Body may take all such steps as may be deemed necessary to effect the recovery thereof and steps so taken shall be without prejudice to any other action which may be taken under any other law, provided that the Governing Body shall, before requiring any person as aforesaid, give him a reasonable opportunity of making a representation.