

STAREX UNIVERSITY GURUGRAM



FIRST ORDINANCE OF THE UNIVERISTY

NH-8, Village- Binola, PO- Bhorakalan, Gurugram – 122 413,
(Haryana)

Website: www.starexuniversity.com, Tell: 01242379990/1/2/3

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CHAPTER-1

SHORT TITLE, COMMENCEMENT AND DEFINITIONS

1.1. Short title and Commencement:

- (i) The “Ordinance” means the First Ordinance of Starex University, framed under the Haryana Private Universities Act, 2006 as amended up to date.
- (ii) The Ordinance shall come into force with effect from the date of its Notification.
- (iii) The Ordinance is subject to the provisions of the Haryana Private Universities Act, 2006, as amended up to date.
- (iv) Subject to the provisions of Haryana Private Universities Act, 2006, as amended, nothing in this Ordinance shall debar the University from amending the ordinance in part as a whole.

1.2. Definitions:

- (i) The definitions, provided in section 2 of the Haryana Private Universities Act, 2006 as amended up to date shall apply to this Ordinance of Starex University Gurugram, Haryana.
- (ii) “HOD” means the Head of Department of a Faculty; or Head of a Department of a constituent unit, and/or any such post that may or designated as such by the Academic Council for the purpose of the this Ordinance.
- (iii) “Sponsoring Body” in relation to Starex University, Gurugram Haryana means Starex Foundation.
- (iv) First Ordinance means the first Ordinance of the Starex University.
- (v) “University” means Starex University, Gurugram, Haryana established as per provisions and under the Haryana Private Universities Act, 2006 as amended up to date.
- (vi) “Year” means Academic Year unless otherwise specified.
- (vii) School means a Division of the University for Teaching & Learning in a particular field.
- (viii) NRI means Non Resident Indian as defined in the Income Tax Act.

CHAPTER-2

ADMISSION OF STUDENTS AND THEIR ENROLLMENT

2.1 Schools being run

- (i) The University shall initially have the following Schools
- (ii) School of Humanities & Arts.
- (iii) School of life Sciences.
- (iv) School of Swachchh Bharat Abhiyan.
- (v) School of Agriculture Science.
- (vi) School of Health & Medical Science.
- (vii) School of Nursing.
- (viii) School of Applied Science.
- (ix) School of Computer Science.
- (x) School of Hospitality & Management.
- (xi) School of pharmacy.
- (xii) School of Law
- (xiii) Desktop Top Publication.
- (xiv) Such other School as the Governing Body, on the recommendation of the Board of Management and approval of the Academic Council may prescribe.

New faculties may be added from time to time on approval of the Governing Body of the University subject to applicable rules, regulation, guidelines and statutes.

2.2 Minimum Eligibility Criteria for Admission to the University

- 2.2.1 To be eligible for admission to the first year of any of the courses of the University, a candidate must fulfill the minimum eligibility criteria as laid down by the regulatory bodies from time to time for the particular courses which has been given in Annexure 1 to the Ordinance or otherwise as prescribed in the course ordinance where there is no regulatory Body.
- 2.2.2 Any change in the said minimum eligibility criteria for admission to any course shall be notified by the University in advance. Such minimum eligibility criteria will be notified on the official website of the University at least four weeks in advance of the start of the admission process. In addition, for convenience of the students, it may also be publicized through newspapers.

2.3 Merit / Selection Criteria for Admission

Admissions to the various courses of the University shall be made as per the following guidelines prescribed by and under section 35 of the Haryana Private Universities Act, 2006, as amended up to date.

- 2.3.1 (a) Admission in the University shall be made strictly on the basis of merit.
- (b) Merit for admission in the University may be determined either on the basis of marks or grades obtained in the entrance test conducted by

University / Association of Universities/by any authorized agency or the marks obtained in the qualifying examination. However, the admission in professional and technical courses shall be made only through an entrance test as prescribe under Sub section 2 of Section 35 of the Act.

- (c) Further, unfilled/dropout vacant seats in professional and technical course shall be filled by the University at its own level by considering the marks obtained by applicants in the qualifying examination and on the basis of their inter-se merit.

2.4 General Conditions

- 2.4.1 No student shall be admitted to the University or any other examination of the University unless he/she is eligible as per the eligibility conditions laid down in the Ordinance(s) for the relevant courses. The admission of the students to the courses will be purely provisional in force. In case, a student is found ineligible at a later stage because of any concealment/misrepresentation of fact the provisional admission granted to him/her by the University will be cancelled and he/she will have no right to admission to the course of refund of fee paid by him/her.
- 2.4.2 No student shall be admitted to any course, programme, or any examination of the University unless he/she been registered as a student of the University. This condition may be waived off for exchange of students or exchanges of scholars studying under student's exchange programme in association with any other recognized University, deemed University, Pvt. University.
- 2.4.3 Registration Branch, working under the control and supervision of the Registrar, shall maintain a register in the prescribed format and keep a record of all students (Undergraduate and Postgraduate) studying for the University examinations in various School and teaching departments or carrying on research work in the University.
- 2.4.4 A register shall be maintained, in respect of each student with the provision there in his/her name in full, name of father and mother, date of birth, permanent address, faculty/department admitted to, year of admission, particulars of the last examination passed, details of University examination appeared and their results with roll number, details of degree obtained, University scholarship/ medal/ prize awarded, if any and any serious penalty awarded to him/her by the University.
- 2.4.5 Every student shall attend his/her classes regularly as per the criteria laid down by the University and/or regulatory body. If a student remains absent, without leave of absence from his/her classes for a continuous period of seven working days without any valid reason, medical or otherwise his/her name shall be struck off from the rolls of the University School department/faculty concerned irrespective of the fact that he/she has paid his/her dues in part or full. However, the student may be re-admitted with the

permission of the Head of the Department/Director/Principal of the school/dept./faculty concerned on payment of such as prescribed of the University for the purpose from time to time in addition to arrears of fee, if any provided that the head of the Department/Director/Principal of the School/Dept./Faculty is satisfied that if re-admitted, the student will not fall short of requisite percentage of attendance/lecturers as required under the regulation/rules.

- 2.4.6 A student from any other University or an education board (other than the board of School Education Haryana) shall be eligible for admission to the University only on the production of the Migration Certificate, and on payment of a prescribed Migration fee.

Provided that the condition of production of Migration Certificate will not apply in case of student passing the equivalent examination from a Foreign University or Board, as the case may be, recognized by the concerned regulatory body i.e. Medical Council of India, Dental Council of India, Indian Nursing Council, Indian Association of Physiotherapists, All India Council for Technical Education, National Council for Teacher Education and University Grants Commission etc.

Provided further that in cases of a real hardship, a student may be admitted provisionally, at his/her own risk and responsibility, subject to the condition that he/she shall submit his/her migration certificate to the University along with prescribed late fee.

- 2.4.7 If a candidate fails to submit the migration certificate within the prescribed period, he/she will not be allowed to appear in the end term Examination. However, in a sheer hard case, the Vice Chancellor may allow a candidate to appear in the Examination provisionally, on payment of a prescribed late fee and on submission of an affidavit signed by the applicant and attested by a first class magistrate to the effect that he/she is not appearing from any other University/Board simultaneously. If such a candidate fails to submit his/her migration certificate before the declaration of result, his/her result shall be held in suspension and be declared on submission of migration certificate with the approval of Vice Chancellor. The result will remain suspended for a period of one year from the date of declaration of main result. Thereafter it will automatically stand and cancelled.

- 2.4.8 A student, who is not registered with the University, shall pay to the University, at the time of admission through the University School/Dept./Faculty which he/she joins, University registration cum eligibility fee and the continuation fee. In case of re-admission of a student whose name is shuck off from the rolls of the School/Department/Faculty, he/she shall pay the prescribed fee for making necessary entries in the University register. However, once the student is registered, no further fee for registration will be charged.

- 2.4.9 The heads of the university teaching Department/ Deans of the School shall forward to the Registrar/Deputy Registrar/Assistant Registrar of the

Registration Branch, within one month of the last date of admission, the registration return for fresh students, duly filled in, in duplicate, in capital letters in the prescribed Performa together with the fee as per chapter 6 of the Ordinance through bank draft/demand draft, drawn in favour of the Chief Finance and Accounts officer of the University, or by any other method prescribed by the University, in respect of all the students in each class.

In case a University School/Faculty fails to remit the said fee in due time, a penalty, as prescribed, may be charged in respect of each kind of fee separately. Further, the students of the University school/teaching Department/Faculty shall not be registered till all the above fee is received in one installment and the Department/Faculty shall be responsible for the same. In case of such students as are already registered with the University, the registration number shall be indicated in the registration return, but such a student shall pay continuation fee as prescribed by the University.

- 2.4.10 If a student's name is struck off from the rolls of the constituent School/department/faculty or he/she shifts to another constituent school/university/faculty of the University or is rusticated or expelled, such a fact shall immediately be reported to the Registrar/Deputy Registrar/Assistant Registrar (Registration Branch) for record in the student's register and for such other action as may be necessary.
- 2.4.11 The Head of Department/principal/dean of constituent School/Faculty shall not make admissions over and above the sanctioned strength. Such admissions shall not be regularized by the University.
- 2.4.12 Students registered under this Ordinance shall be called "Students of Starex University".
- 2.4.13 On registration, the student shall be allowed a registration number and intimated to him/her through the department/director/principal/dean of the constituent school/department/faculty in case of regular students, that registration number shall be quoted in all correspondence with the University.
- 2.4.14 Application for correction in the particulars of a student/candidate shall be entertained by the Registration Branch within 30 days from the date of intimation registration without any fee. Application received after this period shall be entertained only with the prescribed late fee.
- 2.4.15 Application for admission to University examination shall be scrutinized with reference to the University register. The Controller of Examinations may refuse to accept the application of a candidate about whom complete particulars have not been reported or have been reported incorrectly and requires him/her to forward a complete statement of the particulars together with an additional prescribed fee, Such particulars shall, in the case of a student on the rolls of a school/faculty/dean be forwarded to the Head of Department/Director/Principal/dean concerned.
- 2.4.16 The registered students is entitled to get a certified copy of the entries against his/her name on prescribed payment, provided them such entries are not confidential or secret.

- 2.4.17 The name of student is entered in the register on the basis of his/her matriculation/10+2 certificate of a Board or equivalent certificate. Therefore, a student intending to change his/her name in the register shall have to get the same changed in his/her matriculation/10+2 certificate from the concerned Board and then to apply to the University for change in the Register and in the DMCs issued by the University along with the prescribed fee per certificate/DMC, to this effect.

2.5 NUMBER OF SEATS

- 2.5.1 The number of seats in each course will be notified in the admission brochure for the year of admission and which shall be as per prescription/approval of the respective regulating bodies. Whatever applicable. The reservation of seats IN all undergraduates and postgraduate courses will be as per section 35 (3) of the Haryana Private Universities Act, 2006, as amending up to date.

Provided that a minimum of 25% seats for admission in the University shall be reserved for students belonging to Haryana Domicile, out of which 10% shall be reserved for Scheduled Castes of the State of Haryana.

- 2.5.2 Fifteen percent of total seats will remain reserved for children/wards of Non-Resident Indians (NRIs).
- 2.5.3 One additional seat in each branch may be reserved for Kashmiri migrants, if available.

2.6 Eligibility under various categories

- 2.6.1 ALL INDIA (including Haryana). A candidate applying from any part of the country (including Haryana), who complies with the minimum eligibility criteria.
- 2.6.2 HARYANA (General): A candidate, who is domicile of Haryana and complies with the minimum eligibility criteria. Unfilled seats, if any, under this category will be transferred to the All India (including Haryana) category.
- 2.6.3 HARYANA (Scheduled Castes): The candidate must be a domicile of Haryana and belong to a scheduled caste of Haryana as notified by State Govt. and should comply with the minimum eligibility criteria. Unfilled seats, if any, under this category will be transferred to the All India (including Haryana) category.
- 2.6.4 CHILDREN/WARD OF NRI (NON-RESIDENT INDIANS): To be eligible for admission under this category, the applicant must be an actual of NRI or be the child/ward of a Non Resident Indian as defined under the Income Tax Act and must comply with the minimum eligibility criteria. Students admitted under this category will pay fees as given in the fee structure/ prescribed in the Ordinance, or, if revised, as per the applicable Admission Notification/ Guidelines of the State Government, and will be admitted on merit determined on the basis of the marks of qualifying examination.
- 2.6.5 KASHMIRI MIGRANTS: One seat in each branch may be reserved for Kashmiri migrants. This seat will be supernumerary and will be filled on the basis of

inter-se merit, on the basis of marks of qualifying examination and subject to the candidate complying with the minimum eligibility criteria. Kashmiri migrants will be required to submit the original certificate of migration duly signed by the competent authority.

- 2.6.6 UNFILLED SEATS: The unfilled seat (s), if any, under Haryana General and/or NRI category (excluding Kashmiri migrants) will be transferred to the All India Category including Haryana.

2.7 Admission Committee

- 2.7.1 The University shall have a Central Admission Committee constituted under Statute of the First Statutes of the University, which shall be chaired by the Vice Chancellor. The Central Admission Committee will decide the policy guidelines relating admission to various courses as per the Act, prescription of the Regulating Bodies as specified under Statute 27 of the First Statutes. For prescription the admission process, the Central Admission Committee may be assisted by Course Admission Committees.
- 2.7.2 Admission to each course shall be made by the respective course Admission Committee. The Course Admission Committee will be formed by the Vice Chancellor in consultation with the respective school Department/Faculty and will comprise the Faculty and administrative staff of the university on year basis. The Vice Chancellor shall have the power to co-opt external expert (s) as member(s) of any course Admission Committee if he/she may deem necessary Course Admission Committee will be headed by the Registrar/ Deputy Registrar or a person who is not less than the rank of a professor.
- 2.7.3 The Course Admission Committee will scrutinize the application forms for admission of the candidates, and will take all such steps or actions so as to educational the qualification of a Candidate whether in accordance with the eligibility criteria prescribed in the prospectus/ Regulations Ordinance and/or Statutes of the University and the regulatory bodies as applicable. The Course Admission Committee may conduct an entrance test, personal interview, and/or counseling, and/or any other mode, which may be necessary and prescribed under the rules and regulations.
- 2.7.4 The Course Admission Committee shall forward its recommendations to the Central Admission Committee/Vice Chancellor for approval.
- 2.7.5 The decision of the Central Admission Committee on any matter concerning the admission policy and selection procedure and on any specific case/denial of admission shall be final and binding on all concerned, subject to review as provided in the Ordinance.
- 2.7.6 Constitution of the Central Admission Committee shall be in accordance with the statutes/ordinance.

2.8 Admission Notice

- 2.8.1 A copy of the Admission Notice for various courses, along with the admission Information Brochure/Prospectus for the year of admission, based on the Ordinance, will be uploaded on the Official Website of the University for the information of all concerned, and also be got published in newspapers.
- 2.8.2 Adequate time from the time of publication of the admission notice shall be given to the aspiring candidates to submit their application forms and processing fee to the University in newspapers.
- 2.8.3 If not provided in the admission notice, the notice shall clearly provide the uniform resource locator (URL) or address, of the Official Website of the University from where the following information can be obtained.
 - (a) Minimum eligibility conditions for applicants seeking admission.
 - (b) The number of seats, branch wise/category wise to be filled up.
 - (c) Fee to be paid by the students.
 - (d) Schedule of entrance or qualifying examination, if applicable.
 - (e) The date, time and venue for the display of admission list and/or physical counseling, as the case may be.
 - (f) Any other relevant matter.
- 2.8.4 Admission shall be made strictly on merit only from amongst the candidates, who have applied within the stipulated time limit prescribed in the admission notice prospectus published by the University on the Website and/or Newspapers and have deposited the processing fee in time and whose admission has not been invalidate/rejected.

2.9 Processing Fee

A processing fee, as decided and approved by the University from time to time, must be submitted along with the duly completed application forms. The University reserves its right to assess or fix different processing fees in respect of Resident Indian Students: children/wards of Non Resident; and Foreign Students.

The processing fee shall not be refunded under any circumstances whatsoever.

2.10 Grievance Redressal

- 2.10.1 Grievance/Complaints, if any against any action/decision the Course Admission Committee can be made in writing to the Vice Chancellor, of the University within the time frame as specified in the Admission Brochure, regulations and the Vice Chancellor of the University shall address the same within the prescribed time.
- 2.10.2 In case of any ambiguity in the admission notice Prospectus, Ordinance, or any other matter relating to admissions, Vice Chancellor's written interpretation/ clarification/ clarification/ decision shall be final and binding on all concerned.

2.11 Cancellation of Admission/ Refund of Admission Fee

- 2.11.1 All requests for cancellation/withdrawal of admission must be made in writing over before the last date of admission along with the original fee receipt quoting the course in which admission was granted, Admission, Roll Number/ Provisional Registration Number/ Entrance Test/Joint Entrance Test/ All India Engineering Entrance Examination Roll Number & rank. Requests made verbally or by fax/e-mail or without the original fee receipt shall not be entertained.
- 2.11.2 In case a student withdraws his/her admission before the last date of admission, the fee deposited by him/her shall be refunded after deducting processing fees prescribed by the University.
- 2.11.3 The refund shall be made in the name of the student by Crossed Account Payee Cheque only and shall be mailed by Registered/speed Post to the student within one month from the last date of admission or earlier.
- 2.11.4 No vacancy, is permissible to be filled up, (that may arise after the last date of admission.) Therefore, in case of withdrawal after the last date of admission, it will be classified as a mid-course withdrawal and the candidate shall be liable to pay the University the fee for the whole course.

2.12 Ragging

- 2.12.1 Ragging, its abetment, eve-teasing and/or any kind of mental or physical harassment, either directly or indirectly, of any student(S), by whatsoever name called, which may hurt his/her sensible self-esteem inside or outside the university and inside, hostels(s)/ mess, cafeteria etc. is strictly prohibited.
- 2.12.2 Disorderly conduct whether by words spoken, or written or by an act, which has the effect of teasing, treating or handling with rudeness towards/with any other student(s), including activities of indiscipline which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student shall constitute an act of ragging.
- 2.12.3 University authorities shall constitute anti ragging, committee as per the directions/guidelines of the Hon'ble Supreme Court/State Government of Haryana and control anti- ragging squad shall take other appropriate steps as deemed necessary for curbing the menace of ragging.
- 2.12.4 Ragging will attract strict departmental disciplinary action and may leave to suspension and/or expulsion of the student from the University in addition to any other suitable legal action simultaneously.

2.13 Assistance to the Candidates seeking admission

The process of admission will be kept transparent. In order to provide information regarding to all aspects of admission process during admission, the university may nominate an executive and or create a help desk for the assistance of the candidate,

desirous of seeking admission in the university and to answer their telephonic/e-mail queries.

2.14 Limited liability

All admission made by the admission committee are provisional and subject to confirmation by the Vice Chancellor of the University. If the admission of any candidate(s) is not confirmed by the Vice-Chancellor of the University, for any reason whatsoever the liability of the university and its employees will be limited only to the refund of fees as prescribed in the relevant ordinance rules and nothing further.

2.15 Jurisdiction

Disputes, if any arising out of any admission policy/procedure of the University shall be subject to the Gurugram Court Jurisdiction only.

2.16 Amendments to admission policies/procedures

The ordinance and the admission policies/procedures may be reviewed and amended by the university from time to time of the approval of the Competent Authority.

CHAPTER-3
AWARD OF DIGREE, DIPLOMAS, CERTIFICATES AND OTHER
ACADEMIC DISTINCTIONS

- 3.1 Awarding degrees, diplomas, certificates and other academic distinctions by the University shall be as follows:
- 3.2 The students who have been enrolled in various certificate, diploma or degree courses in the University, on successful completion and passing of prescribed examinations, shall become entitled to the award of corresponding certificate, diploma or degree for that course, as the case may be, as provided in the respective course Ordinance.
- 3.3 The curriculum and scheme of examination shall be as given in the respective course, Ordinance. A student shall be deemed to have successfully completed the course and will be eligible to appear in the examination provided he/she has:
- (a) Completed the 75% attendance in the theory and practical/seminars etc. as provided in the relevant course Ordinance approved by the Academic Council or as per regulations of the regulatory body, if any.
 - (b) Completed all the requirements within the stipulated time prescribed for course.
 - (c) No fee/ or any other arrears are pending against him/her.
 - (d) Complied with any other requirements as prescribed in the relevant course Ordinance.
- 3.4 Where the number of chances for passing a particular examination are limited, a candidate who fails to pass the examination within the limited chances may be considered for an additional chance by the Vice Chancellor on his /her written request on genuine reasons/medical ground on payment of such fee as prescribed by the University from time to time.
- 3.5 Save as provided in the course ordinance, the successful candidate shall be classified in division, as under:
- (a) First Division with distinction Those who have obtained 75% or more marks.
 - (b) First Division Those who have obtained 60% or more marks but less than 75%.
 - (c) Second Division Those who have obtained 50% or more marks but less than 60%.
 - (d) Third Division Those who have obtained pass or more marks but less than 50%.

- 3.6 The certificate/diplomas/degree shall be issued by the Controller of Examinations under his signature. However, the degrees shall bear the signature of Chancellor, Vice-Chancellor and Registrar. The Provisional Certificate, to be issued in lieu of original degree on payment of such fee as prescribed by the University, shall be issued by the Controller of Examinations under his signature till the original degree is prepared and conferred on the student(s). This Provisional Certificate will serve the purpose of original Degree till then.
- 3.7 The certificate/diplomas/degree will be awarded to the students on University convocation as decided by the University from time to time. However, a student may be awarded his/her Certificate/Diploma/Degree in absentia on valid reasons explained by the student in his/her application for the purpose, accompanied by a fee as prescribed by the University from time to time alongwith the convincing reason(s) therefor. A candidate may also be admitted to his/her Degree, Diploma/ Certificate before convocation on a written request accompanied by a fee as prescribed/stipulated the convince of personal therefore.
- 3.8 The University convocation shall ordinarily be held every academic year and the dates for the convocation shall be notified by the Registrar well in advance to all the students and the invitees. The University may hold a special convocation at any time with the approval of Academic Council/Chancellor. The conferment of honorary degree or distinction D.Sc. (Honoris causa) and D.Lit. (Honoris causa) shall subject to the prior approval of the Visitor as per Section 30(1) (g) of the Act.

CHAPTER-4

FEE CONCESSION, SCHOLARSHIP, FELLOWSHIP, MEDAL AND PRIZES

4.1 Fee Concession, Scholarship, Fellowship, Medal and Prizes

4.2 The Student Awards and Scholarships Committee

The fee concession/scholarships/fellowship/medals/prizes shall be awarded on the recommendation of a Standing Committee known as Student Awards and Scholarships Committee. The recommendation of the committee will be considered and approved by Academic Council. Award and Scholarships Committee shall consist of the following members:

- | | | |
|--|---|------------------|
| (a) Senior most Dean | - | Chairman |
| (b) One member of Board of Management | - | Member |
| (c) One member of each Faculty
(Not lower than the rank of Prof.) | - | Member |
| (d) The Registrar | - | Member Secretary |

4.3 Eligibility for fee concessions/scholarships

- 4.3.1 As per provisions of the Haryana Private Universities Act 2006, the University will grant scholarship/fee concession to students of the University on merit-cum-means basis.
- 4.3.2 The fee concessions to the students of the University will be awarded on the basis of merit-cum-means and shall be awarded to 25% of students, who are domicile of Haryana, in accordance with the provision in the Haryana Private University Act, 2006 to this effect and shall be known as Starex University Scholarships/fee concessions.
- 4.3.3 Starex University Scholarships in the form of fee concession, for the 25% of total intake of students, who are domicile of Haryana, shall be based on merit-cum-means as follows:
- (i) 5% shall be granted full fee concession.
 - (ii) 10% shall be granted 50% fee concession.
 - (iii) 10% shall be granted 25% fee concession.

- 4.3.4 The actual expenses on account of Starex University Scholarships in the form of fee concessions for all the courses running under the University would be provided for, after completion of the admission process each year, based on the total seats.
- 4.3.5 Notwithstanding the award of Starex University Scholarships in the form of fee concessions and award of other scholarships, all candidates selected for admission will have to deposit their admission fee to secure their admission. On grant of Starex University Scholarships, Student's Awards and Scholarships Committee, the Scholarship amount will be disbursed directly to the admitted students.
- 4.3.6 Fee concession will be granted to the students admitted in the first year on the basis of performance in the entrance examination/qualifying examination and other academic and extra-curricular accomplishments on merit-cum-means basis and in the later years on the basis of their satisfactory academic performance during the course of study.
- 4.3.7 Students already getting fee concession from any other Government/Government Organizations/ Institutes shall not be eligible for the fee concession by the University.
- 4.3.8 However, meritorious students may receive more than one scholarship/research funding/ research grants, and the fact that they are receiving such merit scholarship shall not bar them from being eligible for fee concessions.
- 4.3.9 Any income as merit scholarship/ research funding/ research grants shall not be taken into account while assessing merit-cum-means.

4.4 Application for fee concession

- 4.4.1 Interested eligible candidates under clauses here in above shall submit their application in the prescribed form along with the required documentary proofs, as applicable, on or before the last date notified each year by the University at the commencement of the academic session.
- 4.4.2 Candidates may be called for interaction with the Committee to help in assessment of their financial position to evaluate their application against merit-cum-means criteria. Failure of the candidate to appear before the committee, if required, may invalidate the application and/ or delay the reimbursement.

4.5 Eligibility for Continuity of fee concession

The Student:

- (i) Must have obtained 60% marks in aggregate in the lower examination.
- (ii) Must meet the attendance criteria of the University.
- (iii) Should not have any charge(s) of indiscipline against him/her.

- (iv) Should have cleared all the main examinations in first attempt.
- (v) Fee concession may be withdrawn-if the candidate fails to fulfil the above criteria at any time subsequently.

In case the students fail to meet the criteria under clause 4.5 above on completion of the first year, the Standing Committee for Fee Concession and Scholarships, or a sub-committee thereof, at its sole discretion after counseling the student, may allow continuation of fee concession for one more under deserving circumstances.

4.6 Induction of Scholarships, medals and prizes

- (i) The University shall facilitate/encourage an organization, or an individual, intending to sponsor scholarship, medal and/or prize etc. in the name of organization or individual. The University may enter into Memorandum of understanding (MOU) with them to facilitate the process of grant of scholarship/medal to the meritorious students.
- (ii) The University may provide for award of scholarships, medals and prizes from its own funds or funds received as donations as per rules of the University in conformity with the provisions of Haryana Private University Act. The number and value of scholarships, medal and prizes to be awarded shall be determined by the Board of Management of the University, either on its own initiative or on the recommendation of Standing Committee for Fee Concession/Scholarships.
- (iii) Scholarships, medals and prizes will be awarded on the basis of academic/other achievements as decided by the Board of Management/ Standing Committee for Fee Concession/Scholarships.

CHAPTER-5

CONDUCT OF EXAMINATIONS

Admission to examinations

- 5.1 Applications for admissions to an examination shall be made on the prescribed form accompanied by the requisite fee to reach the Examination Branch by the date fixed for the purpose.
- 5.2 Application form for admission to the examination shall be accompanied by the following certificates signed by the authority specified in the regulation/rules and as provided in the application form itself.
- (a) Of good character.
 - (b) That the candidate is eligible to appear in the examinations under the Ordinance prescribed for the examination concerned.
 - (c) Any other certificate(s) required under the Ordinances.
- 5.3 In the case of an ex-student, the application form for admission to an examination shall be accompanied by a certificate signed by the Director/Principal/Head of the constituent Schools/Faculty/Department, last attended, that the candidate completed the prescribed course of lectures, etc., within the period specified in the Ordinance for the examinations.
- 5.4 All candidates are required to submit three copies of recent passport size colour photographs out of which two copies will be fixed on the Admission-cum-Roll Number Card and one copy will be fixed on the Admission form at the space provided for this purpose. On the front portion of each photograph, the candidate will write his/her name, which will be attested by the same authority who attests the admission form.
- 5.5 The Academic Council shall have the power to exclude any candidate from appearing in the examination permanently or for a specified period for reasons to be recorded, if it is satisfied that such a candidate is not fit and proper person to be admitted to the examination.
- 5.6 If a candidate after admission to an examination:
- (a) Commits an act of moral turpitude.
 - (b) Is discovered to have committed an immoral act which in the opinion of the Vice-Chancellor, Academic Council is such that had it come to their knowledge in time, they would have excluded him/her from the examination, the Vice-Chancellor/Academic Council after an enquiry may:
 - (i) Cancel his/her candidature; and/or

(ii) Disqualify him/her permanently or for a specified period.

5.7 If a candidate, before issue of roll number or before appearance in an examination, is found to be ineligible to take the examination, his/her candidature may be cancelled by the Deputy Registrar/Assistant Registrar (Examinations).

5.8 If a candidate, subsequent to the issue of Roll number or subsequent to appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the controller of examination.

5.9 (a) Where a candidate for an examination in which the number of chances available are limited, has missed one or more chances on account of illness, only one additional chance may be allowed by the Vice Chancellor if the candidate after having submitted his/her admission form and fee, informs the Controller of Examination before the commencement of the university examination, of his/her inability to appear in the examination and also furnishes a Medical Certificate from Civil Surgeon or the Medical Officer authorized by the University. This additional chance shall be availed of immediately next to the last admissible chance.

(b) Where chances of the candidate to clear an examination are limited, the Academic Council may grant an extra chance, for valid reason other than illness, in lieu of one or more chance(s) missed by a candidate for no fault of his/her own, provided that the extra chance(s) shall be availed of immediately next to the last admissible chance.

Provided that the condition of maximum period, wherever prescribed, for passing an examination shall stand relaxed upto that extent.

5.10 A candidate who misses one or more chances of appearing in an examination due to late receipt of result of his/her use of unfair means case in which he/she is exonerated of the charge(s) or due to late receipt of result of re-evaluation/re-checking of answer books, where applicable, may be allowed one additional chance by the vice-Chancellor.

Provided that the condition of maximum period prescribed for passing an examination shall not apply in such cases upto that extent.

5.11 Unless otherwise provided, a person who

(a) Has already passed an examination of this University or any other University shall not be permitted to re-appear in that examination or a corresponding examination again.

(b) A candidate for an examination in full subject of this University cannot simultaneously read for or appear at another examination of his University or of another University/Board, in full subjects, in the same academic year.

The bar shall not apply to a candidate appearing in another examination of the University for passing or for improvement of division/result or for additional subject;

provided that he/she does not take the examination in more than two subjects/papers simultaneously with the full subjects of his/her main examination.

5.12 Notwithstanding anything contained in any other Ordinance, the Academic Council shall, for reasons to be recorded, have power to admit a student provisionally to the next higher class pending his/her qualifying the paper or papers, which he/she may have missed for no fault of his/her own. The Academic Council shall record reasons for granting such permission in each case.

5.13 A prisoner, undergoing a term of imprisonment, may be allowed to appear in an examination if:

(a) A certificate of good conduct is given by the Superintendent of the Jail concerned or otherwise permitted by the Court.

(b) He/she is eligible under the Ordinance for examination concerned and also under the Ordinance for ex-students.

Such examination, in sheer, hard cases, may be arranged in the Jail and the expenditure so involved shall be paid to the University by the Jail authorities.

5.14 Submission of Examination Forms and Fee

5.14.1 Extension of last date(s):

(a) The Vice-Chancellor may, when he/she considers it appropriate in any exceptional case:

(i) Extend the date for submission of examination Admission forms and fee by the constituent School/Faculty/University Department, keeping in view the circumstances; and

(ii) Accept the Examination Admission form and fee after the expiry of the last date with late fee as prescribed by the University from time to time.

(b) If the result of any particular candidate(s) is declared late or is revised due to re-checking/re-evaluation of answer book(s) before the last date fixed for the submission of admission forms without late fee, the candidate may submit the examination admission form along with fee by the following dates:

(i) Without late fee: Within 15 days of the date of declaration of result.

(ii) With prescribed late fee: Within 30 days of the date of declaration of result.

(iii) With usual late fee as prescribed for the relevant period, before the commencement of examination and after the expiry of date as mentioned in (i & ii) above.

(c) The Vice-Chancellor may condone the late fee in case a Department or a constituent School/Faculty/Department has failed to deposit the Examination

fee in full, within the prescribed period/last date, through a clerical mistake, viz. totaling of the amount payable, rate of examination fee payable, etc.

5.14.2 For the purpose of calculating late fee, the date of remittance of amount by the candidate from the Bank shall be taken as the date of receipt thereof by the University.

5.14.3 A candidate who:

- (i) Fails to present himself/herself for an examination; or
- (ii) Has appeared in an examination provisionally and is subsequently declared ineligible by the Controller of examinations or an Officer authorized by him/her, according to the Ordinances, shall not be entitled to refund of fee or to have it kept in deposit for a subsequent examination.

5.14.4 A candidate shall not be entitled to refund of examination fee paid by him/her:

- (i) If permission accorded to him/her to take an examination is subsequently cancelled, as a result of misrepresentation/suppression of facts.
- (ii) If he/she tried to obtain admission to an examination by making a false statement of facts in his/her Admission form.

5.14.5 Refund of examination fee shall not be allowed

- (a) When a candidate's name is struck off for non-payment of School/Faculty/Department dues.
- (b) When a candidate's name is struck off on account of his/her rustication or expulsion from the Department /Constituent School/Faculty or his/her character certificate is found contrary to his/her conduct.

5.15 Detention/Cancellation of candidature for appearing in the Examination.

- 5.15.1 (a) The Candidature of a candidate for appearing in the examination in Particular subject(s) in which he/she falls short of attendance and the same has not been made up nor condoned in accordance with the Ordinance may be detained from appearing in the exam in that particular subject(s)/paper(s), wherever prescribed in the relevant Ordinance.
- (b) The Candidature of a candidate for appearing in the examination shall stand detained/cancelled if his/her name is struck off from the rolls of

the University teaching department/constituent School provided that such action is taken before the commencement of examination.

- (c) The Candidature of a candidate shall stand detained/cancelled if he/she is rusticated or expelled from the University Department/Constituent School or his/her character certificate is withdrawn for misconduct before the commencement of examination.
- (d) When the candidature of a candidate is to be cancelled before his/her appearance in the examination on grounds of his/her being ineligible, the Assistant Registrar/Deputy Registrar (Exam) concerned is authorized to pass the order.
- (e) The Controller of examination shall have the authority to cancel the candidature of a candidate for any university examination on grounds of his/her ineligibility after he/she had actually appeared in it and to cancel his/her result accordingly.

5.16 Declaration and Publication of Result

- 5.16.1 The controller of examination will publish the result of various examinations as prescribed in the Haryana Private University Act, 2006 and/or as directed /advised by Academic Council of the University.
- 5.16.2 However, if on scrutiny of the pass percentage, it appears that there has been a distinct change of standards in the examination as a whole or in a particular subject, the matter shall be submitted to the Vice-Chancellor, who may refer the matter to the Examiner(s) concerned for report or may take such action as he/she may consider necessary.
- 5.16.3 The result of the students, after publication, shall be communicated to the Head of the Department/Director/Principal/Dean of the constituent School/Faculty/Department concerned.
- 5.16.4 After the publication of the result, the result cards of the students, showing the subject wise marks/grades obtained, will be sent to the Head of Department/Director/Principal of the constituent School/Faculty/Department as per concerned ordinance.

5.17 Rectification of Results

- 5.17.1 The Vice Chancellor shall have power to quash/revise the result of a candidate after it has been /declared, if:
 - (a) She/he is disqualified for using unfair means in the examination; or
 - (b) A mistake is found in his/her result; or
 - (c) He/she is found ineligible to appear in the examination; or
 - (d) If so directed by a court of law of competent jurisdiction.

5.18 Re-checking/re-evaluation of answer books

5.18.1 A candidate shall be entitled to have his/her answer-books re-checked/re-evaluated, wherever applicable, on payment of fee as prescribed by the University per answer-book, as follows:

- (a) Application for re-checking/re-evaluation, as the case may be, is received by the examiner of the University within 15 days of the date on which result is declared by the University.
- (b) Re-checking will be done only to see if the marks awarded to various answers have been correctly added and that all the answers have been assessed by the Examiner.
- (c) In case of a request for re-evaluation, decision shall be taken as per regulation/guidelines of respective regulatory body (ies). Whenever re-evaluation is applicable, the answer-books will be got re-evaluated from the examiner other than the original examiner as per the rules and regulations of the University.

5.18.2 If any mistake is discovered as a result of re-checking of answer-books or the nature of result changes on account of re-evaluation of answer-books, the Controller of Examination will have power to rectify/revise the result.

5.18.3 The candidate intended to apply for re-checking/re-evaluation of answer-books should ascertain before applying for the same that re-checking/re-evaluation is permissible under the rules and that they are applying within the prescribed time. In case, the application of a student for re-checking/re-evaluation of answer-books is rejected on such grounds, the fee paid by them will not be refunded.

5.18.4 There shall be no re-evaluation in respect of the following or as expressly prohibited by the rules/regulations in the concerned course Ordinance.

- (a) MBBS and M.Sc. (Medical)/Diploma examinations.
- (b) BDS and MDS examinations.
- (c) BPT, MPT, B.A.M.S., B.Sc. Nursing, Post Basic Nursing, GNM and any other Medical/Dental Streams unless, provided by the regulation of the respective regulating bodies.
- (d) Laboratory/Practical examination, viva-voice/sessional, thesis/dissertation evaluation and project report evaluation etc.

5.19 RE-Examinations

Notwithstanding anything contained in any other Ordinance/Regulations, the academic Council shall have the power, in respect of all examinations held by the University, to hold a re-examination in the same year for special reasons to be recorded.

5.20 Place of Suing

All legal disputes relating to examinations/admission of students will subject to Courts having Jurisdiction in Gurgaon.

5.21 General Provision regarding conduct of examinations

5.21.1 Conduct of Examinations: Subject to the Ordinance and directions issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements in connection with the conduct of examinations and all matters connected therewith.

5.21.2 All Faculties/Departments/Schools to assist conduct of Examinations

- (a) Every Faculty/Schools /University teaching department shall, for supervision of the University examinations, recommend the names of such number of teachers as are required by the Controller of Examinations. In making these recommendations, the guidelines, if any, issued by the Controller of Examinations shall be kept in consideration/view.
- (b) If a teacher, who is assigned the examination duty, fails to perform the same, he/she shall be treated as absent from his/her School/Department/Faculty for relevant period besides rendering him/her liable to such other disciplinary action, including debarring him/her from any University Examination, as the Vice Chancellor deems appropriate.

5.21.3 Superintendents

- (a) The Superintendents of each examination center shall be appointed by the Controller of Examinations.
- (b) For observing the proper and smooth functioning of the center, the flying squad(s), headed by a convener shall be appointed by the Controller of Examinations. The convener of the flying squad(s) shall not ordinarily be below the rank of Associate Professor of the constituent School/Departments/Faculty or a Lecturer/Assistant Professor with at least 10 years' experience.
- (c) The Controller of Examinations may appoint one or more members of the flying squads/observer(s) who should not be below the rank of an Assistant Professor/Lecturer of the University teaching department or constituent School having at least two years teaching experience.
- (d) Where no requirement of appointment of flying squad(s) is deemed necessary, the Controller of Examination may appoint one or two observer(s) in lieu thereof.

5.21.4 Missing/Misplaced/Lost Answer Books

- (a) A candidate whose answer-books(s) is/are lost after having been received by the center Superintendent of Examinations and who, but for this answer-books, would have either passed the examination or is likely to be placed in compartment/re-appear shall, unless he/she

opts for the examination on a date to be fixed by the Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory papers of the same Subject and if there is no theory paper in that Subject or if there are more than two theory papers in that Subject, marks equal to the average of the marks obtained by him/her in other theory papers. Half the prescribed examination fee will be charged from the candidate for re-examination if he/she opts for re-examination.

- (b) In case of a dispute as to whether the candidate's answer-book(s) was duly received or not, the finding of the Controller of Examinations, subject to confirmation of Vice Chancellor, shall be final.

5.22 Type of Examinations

5.22.1 Wherever not otherwise provided in any course ordinance, there will be two type of examinations, at the University:

- (a) **End term:** End term examination shall be held at the end of each semester/academic year, as the case be, and will cover the entire syllabus for that semester/academic year.
- (b) **Internal Test:** There may be one/two Internal Assessment test(s) in each semester/ academic years, as the case may be. Each Internal Assessment test will cover the syllabus taught up to the date of test.
- (c) The other components of the Internal Assessment would be as prescribed in the concerned course ordinance.

5.22.2 Practical Examinations

Practical Examination(s) shall be held as provided in the respective curriculum/ordinance for the course.

5.23 Academic Year

The academic year is for a period of approximately twelve months and comprises two semesters as per the Ordinance of various courses/programmers, wherever there is a semester scheme.

5.24 Date of Examination

The dates of all the examinations shall be as per the University Academic Calendar or as fixed by the Vice Chancellor/Academic council from time to time.

5.25 Printing of question papers: -

Ordinarily there will be in house printing of question papers or as decided by the controller of examinations in consultation with the vice chancellor.

The controller of examinationsof the University will maintain complete secrecy in printing and distribution of question papers among examinees.

- 5.26** The answer books shall ordinarily be evaluated centrally in the University premises by the internal/external examiners as provided in the relevant course ordinance. Paper setter may also act as evaluator if he/she does not belong to the remote area.

Answer sheets of the internal assessment tests/tutorials/project work/Indus trial training report etc. shall be evaluated by the concerned faculty under the control & supervision of the head of department/ faculty/school.

5.27 Submission & Display of Grades (Whenever applicable/prescribed):

The marks obtained/grades of a course will be forwarded by the Course Coordinator in a consolidated form to the Controller of Examinations. The Grades shall be calculated at the level of Controller of Examinations. Any moderation of grades as per procedure mentioned in "Course Credit Regulations & Grading System" and compilation of results including due check of all its aspects will be done at the level of Controller of Examinations. After rectifications & correction if any, the Controller of Examinations shall display the final result.

5.28 Instructions to the candidates for examination

- 5.28.1 The examination hall shall be opened each day at least 30 minutes before the scheduled time of commencement of examination. All the candidates must be in the examination hall 10 minutes before the commencement of examination. No candidate, who is late by more than half an hour, shall be admitted to the examination hall.
- 5.28.2 When a candidate leaves the examination hall, she/he shall, before doing so, hand over his/her answer-book to the Assistant Superintendent/Invigilator concerned. After having left the hall as such, he/she will not be readmitted to the Hall and no extra time shall be allowed to a candidate who arrives late in the examination hall without any fault on the part of the University.
- 5.28.3 No candidate shall be permitted to leave the hall till half the time is over, after the distribution of the question paper. A candidate leaving the examination hall after the half time is over will not be allowed to take the question paper with him/her. He/she will only be allowed to take the question paper with him/her after full time is over. Each candidate shall occupy in respective time seat allotted to him/her by writing/mentioning his/her roll number thereon.
- 5.28.4 Each candidate shall write on the front page of his/her answer-book, his/her roll number and other particulars in the space provided and roll number on the question paper delivered to him/her.
- 5.28.5 All candidates are required to bring their own pens and no one is allowed to tear out any leaf from his/her answer-book.
- 5.28.6 A candidate shall show his/her valid identity card/admit card on demand and shall not put his/her name/roll number or any other identification mark including mobile number, on any page of the answer-book.
- 5.28.7 Every candidate shall show his/her valid identity card/admit card on demand and put his/her signature against his/her name in the attendance sheet when directed to do so by the Centre Superintendent /assistant superintendent

.failing which he/she may not be admitted to the examination and may be asked to leave the examination centre forthwith.

5.29 Duties of Centre Superintendent and Assistant Superintendent of examinations

- 5.29.1 The Centre Superintendent shall ensure that the examination hall is opened 30 minutes before the commencement of examination.
- 5.29.2 The Controller of Examinations shall supply to the Centre Superintendent, before the commencement of examination, a confidential list containing the particulars of the examinee(s) along with the subjects/optional papers taken up by them.
- 5.29.3 The Centre Superintendent shall not admit any candidate to the examination whose name does not exist in the confidential list or allow any candidate to take examination in any paper/optional paper other than that shown against his/her name in the confidential list. Provided that, in doubtful cases, the Centre Superintendent may allow a candidate to take the paper provisionally at his/her risk and responsibility and immediately thereafter refer the matter to the Controller of Examinations for confirmation/clarification. The answer book(s) of such a candidate will be sent to the Controller of Examinations as a stray case in a separate cover.
- 5.29.4 The question papers, set for the examination, shall be delivered to the Centre Superintendent by the Controller of Examinations in a sealed cover/bag which shall be opened by the Centre Superintendent in the presence of two members of the Supervisory staff /Observer if any. The Superintendent /Assistant Superintendent/Observer shall sign the question paper opening certificate certifying that the sealed cover/bag was in proper condition and that it was opened in the examination hall at the proper time. This certificate shall be forwarded to the controller of Examinations on the same date. Provided that if there is only one Assistant Superintendent on any particular day, the question paper shall be opened in the presence of Assistant Superintendent and the HOD/Principal of the Constituent School/Faculty and the Observer, if any.
- 5.29.5 Before the commencement of the examination, the Centre Superintendent shall ensure that the seating arrangement in the examination hall is proper and has been made in such a way so as to avoid mutual copying by the examinees.
- 5.29.6 Adequate blank answer sheets shall be supplied by the Examination Branch of the University.
- 5.29.7 The Centre Superintendent shall remain in the examination hall during the time allotted for each paper and shall immediately draw the attention of the Controller of Examinations to any misprint, wrong translation or any other discrepancy in the question papers which comes to his/her notice.
- 5.29.8 Immediately after the time allotted is over, the Centre Superintendent shall collect the answer-sheets from the invigilators, have them arranged roll

number wise, pack them securely and send the same to the Controller of Examinations immediately thereafter.

5.29.9 The Centre Superintendent is expected to be frugal in expenditure, to be incurred in all matters.

5.29.10 Any attempt to use unfair means in the examination or any violation of the rules by the candidates shall immediately be reported by the Centre Superintendent to the Controller of Examinations.

5.29.11 If, in the opinion of the Centre Superintendent, it is necessary to permit a candidate to leave the examination hall during the Examination for a brief period, he /she shall be accompanied by the Supervisor/Invigilator put on the outside duty. The Centre Superintendent may fix time, if necessary, within which the candidate must return to his/her seat.

5.29.12 ordinarily, one Assistant Superintendent shall be appointed for every 30 candidates but the Centre Superintendent may appoint an additional Assistant Superintendent with the approval of the Controller of Examinations.

5.29.13 Assistant Superintendents shall remain in the examination hall during the time allotted for each paper and shall not leave the hall without the permission of the Centre Superintendent.

5.29.14 In case, an Assistant Superintendent is unable to discharge his duty on account of unavoidable circumstances, he/she shall inform the Assistant Registrar/Deputy Registrar of the Conduct Branch immediately so as to make alternative arrangement in his/her place.

5.29.15 Assistant Superintendents are required to help the Centre Superintendent in the distribution of question papers and answer sheets etc. among the examinees and in collecting back the answer sheets from the candidates at the termination of examination and perform such other duties as may be assigned to them by the Centre Superintendent.

5.29.16 If, any candidate is found resorting to use of unfair means in the examination or involved in creating disturbance or acting in a manner so as to cause inconvenience to other candidates, the Assistant Superintendent shall, at once, report the matter to the Superintendent.

5.30 Appointment of Centre Superintendents and Assistant Centre Superintendents

The Center Superintendent/Deputy Superintendent/Assistant Superintendent /Invigilators shall be appointed by the Controller of Examinations as per the need of the examination as per in rules and regulations.

5.31 Creation of Examination Centers

5.31.1 The examinations shall ordinarily be held at such center as may be created in the premises/ Faculty/Departments/Schools of the University.

5.31.2 For all India Entrance Test, if any, the centers at places other than the premises of the University/Faculties/Department/ Schools may be created by the University as per governing regulations.

5.32 Special arrangements for Amanuensis (Writer for Answers)

5.32.1 A candidate may be allowed the help of an amanuensis (Writer) if:

(a) He/she is blind;

OR

(b) He/she is permanently disabled for writing with his/her own hand;

OR

(c) He/she is temporary disabled for writing, such as fracture of the right or left arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc. the candidate shall produce a certificate from a Professor/Director of the specialty concerned of a Medical College/Institution and where there is no Medical College/Institution, from the Civil Surgeon of the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.

5.32.2 On the written request from the blind candidate(s) through the Head of the teaching Department/Director/Principal/Dean of the constituent School, the Controller of Examinations is authorized to appoint amanuensis in accordance with the prescribed qualifications of the writer. Intimation with full particulars on the prescribed Performa will be sent to the University by Superintendent-in-Chief in the last packet. In case of other handicapped persons amanuensis will be appointed with the approval of the Vice Chancellor.

5.32.3 In case a person's Physical handicap is such as to render him/her incapable of answering the paper in the prescribed time, an extra time up to one hour for a paper may be allowed to blind person.

5.32.4 The amanuensis shall be two grades lower in education than the candidate, but he/she must not have secured more than 60% marks in the Examination. The requirement of having obtained not more than 60% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee.

Provided further that in case of blind candidate, amanuensis shall be of one grade lower in education than the examinee but he/she must have not secured more than 60% marks in the examination.

5.32.5 The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty one additional assistant Superintendent for him/her out of the list supplied by the University Office.

5.32.6 The candidate other than blind person asking for writer on genuine medical grounds shall pay in advance to the University an additional prescribed fee per paper. No payment shall be made to the writer by the University which will be the responsibility of the examinee himself/herself.

5.33 Punishment for use of unfair means

- (i) Before the examination begins the Centre Superintendent or the Deputy Superintendent of the Examination Centre shall call upon all the candidates to deliver to him all papers, books or notes which they may have in their possession. He shall also warn the candidates that if any of them fails to do so, he shall be liable to penalty. Where all late comer is admitted, this warning shall be given to him at the gate.
- (ii) The Center Superintendent or the examiner in case of Sub-Clause-4(g) shall forward to the Registrar/Controller of Examinations on each day of the examination a declaration signed by him to the effect that the warning as required in Clause-I above was administered.
- (iii) The Centre Superintendent shall take action against an examinee who is found using or attempting to use unfair means as defined in Caluse-4 below, in the examination hall or within the premises of the examination center.
- (iv) Use of unfair means shall include the following:
 - a) Having in his possession or accessible to him during examination hours any papers, books or notes, written or printed or any kind of material including body, clothing etc.
 - b) Writing during the examination hours on any material (including the question paper or blotting paper) other than the answer-book.
 - c) Talking to another candidate or to any person other than the members of the supervisory staff in or outside the Examination Hall during the examination hours.
 - d) Consulting notes/books in or outside the Examination Hall during examination hours.
 - e) Attempting to take or taking help from any notes or hints written on any part of the body or on the clothes worn by the candidate or on the furniture being used by the candidate.
 - f) Receiving help from another candidate with or without his concept or giving help to another candidate or receiving help from any other person during examination hours.
 - g) Disclosing his identity deliberately or making any distinctive marks in his answer-book for that purpose or making an appeal to the examiner through the answer-book or using abusive or obscene language in the answer-book.
 - h) Presenting to the examiner a practical or class-work-note-book which does not belong him.
 - i) Communicating or attempting to communicate, directory or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
 - j) Swallowing/destroying any note, paper etc. found with him during the examination hours.
 - k) Making deliberate arrangement to cheat in the examination, such as:
 - (i) Smuggling of an answer-book/continuation sheet in or outside the examination hall or insertion in the answer-book of any sheet(s)

- (ii) Substitutions, wholly or partly, of an answer-book/continuation sheet by another answer-book/continuation-sheet during or after the examination hours.
 - (iii) Impersonation.
 - (iv) Obtaining admission to the examination on a false representation.
 - (v) Forging another person's signature.
 - (vi) Failing to deliver his answer-book to the person In-charge before leaving the Examination Hall.
 - (vii) Tempering with the particulars, including roll number, written on another candidate's answer-book and/ or writing wrong particulars, including Roll Number on one's own answer book.
- l) Refusing to obey the Centre Superintendent or any other member of the supervisory staff/inspecting staff or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or threatening or assaulting any official connected with the examination, any time during, before or after the examination.
- m) Any other act of unfair-means/misconduct not covered in these provisions.
- (v) If a candidate is found to be or suspected to be guilty of using unfair means in the examination, the Superintendent may take away his answer-book and permit him, if he so desires, to answer the remaining part of the question-paper on a new answer-book which shall be supplied to him on demand. The candidate may also appear in the rest of the examination in the subsequent papers at his own risk and subject to the decision the University may take in his case for use of unfair-means. The Superintendent may also obtain the explanation of the candidate in writing.
- (vi) The Superintendent of the examination center shall report to the University on the form prescribed by the University, at the earliest, each case where use of unfair-means in the examination had been suspected or discovered with the explanation of the candidate concerned, if any. If the candidate refuses to give any explanation this fact shall be recorded in the report. In case the candidate refuses to part with his answer-book when asked to do so, no new answer-book be given to him and he be asked to leave the examination hall.
- (vii) The Academic Council shall appoint annually one or more Standing Committee(s) to deal with cases of unfair-means in connection with the examinations. At least three members shall form the quorum.
- (viii) Committee shall have the power to:
- a) Cancel the particular paper or the entire examination in which he has been found guilty of use of unfair means, such cancellation of paper will mean award of zero mark in the paper and cancellation of the entire examination will be treated as failure in the examination.
 - b) Debar the candidate from appearing in the said examination and/or in any other examination conducted by the University upto a period of three years.

- c) The following are the guidelines for the Standing Committee on unfair means cases for award of punishment to the candidates who indulge in unfair-means.

	Nature of Misdemeanor	Punishment
A)	For relevant material found in the candidate's possession concerning the subject and the paper in which the candidate appeared irrespective of the evidence that the material had been used for copying.	Cancellation of the paper or of the entire examination in which the candidate appeared.
B)	For being found with material relevant to the subject of paper with the evidence of copying or attempt at copying.	Cancellation of the entire examination in which the candidate appeared, in addition, the candidate may also be debarred from appearing at the University examination for one year.
C)	For major misdemeanor like smuggling in and out of the answer-books/continuation sheets, impersonation and misconduct etc.	Cancellation of the entire examination in which the candidate appeared, in addition, the debaring him from appearing in the University examination upto three year.
D)	Any other misdemeanor not covered in (a), (b), (c) above.	Cancellation of the entire examination in which the candidate appeared, in addition, the debaring him from appearing in the University examination upto three year.

- (ix) If the committee is unanimous in respect of their decision regarding the guilt of a candidate and regarding the quantum of punishment, its decision shall be final. If there is a difference of opinion amongst the members of the Committee, the matter shall be referred to the Vice-Chancellor whose decision shall be final.
- (x) A candidate who is warded punishment by the Standing Committee on unfair means on having been found using unfair means may submit an application to the Controller of Examinations for reconsideration of his case within 30 days of the receipt of the decision of the committee along with a fee of Rs. 1000/-. Such reconsideration will be allowed only once.
- (xi) The committee shall consider the reports of the Supervisor/ inspecting staff before arriving at decision. If it considers necessary the committee may take the evidence of any person. In no case the candidate shall be allowed to represent himself by an advocate or any other person.
- (xii) If a candidate appearing in uncleared subject(s) paper(s) of a lower examination alongwith the higher examination is found guilty of use of unfair

means in a subject/paper of the lower or the higher examination, either of the examinations or both the examinations (higher and lower) may be cancelled.

- (xiii) In case a candidate denies the allegation(s) against him or if the Committee otherwise thinks it necessary, it shall fix a date, time and place for holding the enquiry and give a notice to the candidate by registered post. Sending such notice by registered post to the candidate at the address given by him in his examination admission application shall be deemed to be a discharge of the University liability as to notice even if the candidate did not receive the letter or that he was not available at the said address. No adjournment of the meeting may be granted to the candidate on any account. On the date and time fixed in the notice which shall not be less than seven days from the date of its dispatch, the Committee shall meet at the required place specified in the said notice for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and heard in the same. The Committee after granting such hearing to the candidate as it may deem necessary, record its finding about the guilt of the candidate.
- (xiv) If any examiner reports any case of use of unfair means which he detected during the course of evaluation of answer-books the same shall also be decided by the Standing Committee after getting the answer-books checked and giving the candidate a reasonable opportunity to defend himself.
- (xv) If unfair means adopted by a candidate come to the notice of the University after the examination, his case will be decided by the unfair-means Committee on such evidence as may be available after giving the candidate a reasonable opportunity to defend himself.
- (xvi) If a candidate is found guilty of unfair-means after his result has been declared the same shall be cancelled beside the candidate being awarded the punishment which would have been awarded to him had fact of use unfair means come to notice before the declaration of his result.
- (xvii) The disqualification under this ordinance will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations he shall not be admitted to any course of study, or allowed to appear at any examination of his University, during the period of such disqualification.
- (xviii) If the Vice-Chancellor receives complaints to the effect that the integrity of a University examination has been violated at an examination centre as a consequence of mass copying or other use of unfair means, he, may after enquiry, order re-examination in one or more papers.
- (xix) In this ordinance, the word 'year' means the 'Academic Year' w.e.f. 1st May to 30th April.
- (xx) The record/files of the decided cases shall be disposed of after two years after the period of disqualification.

5.34 PAPER-SETTING AND EVALUATION

General Provisions

- 5.34.1 Each Board of Studies shall recommend, persons for appointment as Paper-Setters & Examiners for various University Examinations, by the dates notified by the Controller of Examinations, keeping in view the dates of semester/annual examinations.

Provided that the Vice Chancellor may extend the date so notified, in special circumstances.

- 5.34.2 In these provisions:

- (a) An External Examiner shall be one who is not teaching in any department/School/Faculty of this University. He /she shall be a teacher with a requisite qualification and experience in the subject as laid down by the concerned BOS of the course or as per the University regulations working /worked in other than this University.
- (b) An Internal Examiner shall be one who is teaching at this University and is having requisite qualification and experience laid down by the concerned regulating body or by this University, as applicable.

- 5.34.3 The Board of Studies for a subject shall recommend for each examination alternate names for appointment as Paper-Setters as per the guidelines of the concerned regulatory bodies or as may be decided by the University.

- 5.34.4 Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice Chancellor in consultation with the Chairperson of the Board of Studies concerned, shall have the power to remove permanently or for a specified period any Paper-Setter/Examiner if any Faculty/Schools/Department for any examination, if his/her work is found unsatisfactory as to standard of marking or who is found to have committed irregularities or caused inordinate delay in the submission of Awards/Question-paper etc., or there is some doubt with regard to his/her integrity or is otherwise unable to perform the work or to conform to the directions of the university authority/Controller of Examination.

- 5.34.5 Where the appointment of any Paper-Setter/Examiner is cancelled under Clause 5.34.4 above or any Paper-Setter/Examiner is incapable of acting as such or does not accept the appointment in an emergency to meet a particular situation, the Vice Chancellor is empowered to appoint a substitute in his/her place as deemed suitable.

- 5.34.6 External Paper-Setters and External Examiners shall be appointed on year to year basis, but no such person will ordinarily continue to act as such for a period of more than three years continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one year.
An Examiner shall be considered to have worked for full one year irrespective of the fact whether his/her appointment was only for the Annual or the Supplementary Examination.

- 5.34.7 No person shall be appointed as Paper-Setter

- (a) If he/she has written or revised a help-book or Guide relating to that paper for use of candidates for the examination concerned.
- (b) If he/she does possess teaching experience in the subject for:
 - (i) 10 years or
 - (ii) 05 years, in the case of a University Professor/Associate Professor, Provided that this condition may be relaxed by the Vice Chancellor on the recommendation of the Board of Studies in the case of a subject in which qualified teachers are not easily available?
- (c) If any of his/her relations is appearing in the examination. For this purpose "relation" shall mean- "wife, husband, son, daughter, sister, wife's brother, Brother's son and daughter, sister's son and daughter, first cousin, husband's sister, brother nephew, niece, grandson, grand-daughter, daughter-in-law and son-in law".
- (d) If he/she:
 - (i) Is convicted of any offence which, in the opinion of the Vice Chancellor, involves moral turpitude;
 - (ii) Is declared insane.

If a person has already been appointed and has acquired any of the above disqualification, his/her appointment shall be cancelled.

5.34.8 No person shall be appointed as Examiner if he/she does not have five years teaching experience. However, this condition may be relaxed by the Vice-Chancellor in respect of the subject where the qualified teachers are not available.

5.34.9 Limit on number of papers

- (a) No person may be appointed to set more than two question-papers for examinations during a year. The Annual and the Supplementary examinations for the same paper for one course of study being considered as one. Any exceptions shall need the approval of the Vice Chancellor

This shall not include:

- (i) Setting of Question-Papers for Practical Examination;
- (ii) Examining a Thesis/Dissertation; OR
- (iii) Professional examination.
- (b) A person shall be appointed Paper-Setter/Examiner only for one main examination during a year.

5.34.10 Unless specified otherwise:

- (a) Each paper in Theory shall be set by a single Paper-Setter;
- (b) The paper-setter may also act as examiner for evaluating the answer-

books. Provided that, where the number of answer-books to be evaluated by the Paper-Setter-cum-Examiner exceeds 300, an additional Examiner(s) may be appointed. The number of answer-books shall be distributed, more or less; equal between among the Paper-Setter-cum-Examiner and the additional examiner(s) wherever felt necessary of the Vice-Chancellor can appoint a Head examiner.

5.34.11 Where a Dissertation/Thesis paper is examined by two Examiners, and the Examiners fail to agree and the difference is not more than 10% of the maximum marks, the average of the two shall be taken as final award. If the unresolved difference between the External and the Internal Examiners is more than 10% of the maximum marks the appointment of a Third Examiner shall be made by the Vice Chancellor, ordinarily on the recommendation of the Head of the Department concerned, whose award shall be treated as final.

5.34.12 The Controller of Examinations shall issue instructions to the Paper-Setter/Examiners with regard to maintaining secrecy and any other matter incidental thereto.

5.34.13 The Paper-Setters shall send the question-papers to the Controller of Examinations in sealed covers before the date to be notified in their appointment letters.

The appointment of a Paper-Setter shall be deemed to be cancelled, if he/she fails to send the question-paper by the date fixed in this behalf, provided that the Controller of Examinations may, for sufficient cause, extend the period.

5.34.14 The Examiners will send the Awards in accordance with the instructions issued in this behalf, by the dates prescribed for the purpose, failing which they will render themselves liable to a deduction from their remuneration at the prescribed rate per day of delay. The Vice Chancellor may, however, for sufficient reason, condone such delay to the extent he/she deems fit.

Deduction in the remuneration of the examiners shall be made on committing mistake/delays as per rules and regulations.

5.35 Evaluation of Answer-Books

5.35.1 The evaluation of answer books shall be done by the Internal/External examiners as per Regulations of the respective Regulating Bodies and as provided in the relevant ordinance of each course. However, the Vice-Chancellor, where deemed necessary, may appoint a moderation committee for each subject/ Paper for sample checking of evaluation of answer books by the examiner so as to avoid erratic/under-evaluation.

5.36 Moderation of Question-Papers

5.36.1 The question-paper set by the Paper-Setters for various University Examinations may, wherever deemed necessary by the Controller of

Examinations/Vice Chancellor, be moderated by the Head of the Department concerned. Provided that the Vice Chancellor may also, nominate specialization experts(s) either from within the University or from outside the University to assist the Head of the Department in the moderation of the question-paper(s) or to moderate the question paper singly as the case may be. The External Moderator(s) will be paid remuneration as decided by the University.

Note: The Moderator will see that the question-paper conforms to the syllabus and guidelines. If in a question-paper, it is found by the Moderator that some questions need to be substituted by other questions as a whole, the question-paper shall be sent to the Paper-Setter with the remarks of the Moderator. In case of difference of opinion between the Paper-Setter and the Moderator or if there is not enough time for the question-paper to be referred back to the Paper-Setter, the matter shall be referred to the Vice Chancellor whose decision shall be final.

5.37 Complaints against Question-Papers

5.37.1 Complaints against question-papers shall be entertained only if they are made by and/ or through the Head of constituent School/Department/Faculty of the University and received by the Controller of Examinations under registered cover or in person, within three days of the examination in that paper. No complaint will be entertained thereafter.

5.37.2 A Committee of four persons (including the Controller of Examinations) shall be approved by the Vice Chancellor. This committee shall, within a week of the receipt of the complaint, or as soon as possible, consider and decide, in consultation with the Paper-Setters, if necessary, complaints received.

The decision of the Committee shall be subject to the approval of the Vice Chancellor.

Three members of the Committee will form the quorum.

5.38 Award of Grace Marks

5.38.1 Unless specified otherwise in any other Ordinance, Grace Marks may be given to the candidates for various examinations, to the extent and in the manner given below:

A Candidate who fails in one or more paper(s)/subject(s) (Written, Practical, Sessional/Internal Assessment or Viva-Voce) and/or in the Aggregate shall be given Grace Marks up to 1% of the aggregate marks (excluding the marks for Internal Assessment/Sessional(s) of the Paper(s)/Subject(s)) of the examinations, if by the addition of these marks, he/she passes the examination or is placed in compartment/reappear or earn exemption. However, if such a candidate, after ascertaining from the D.M.C./University Exam Branch that he/she has been given grace marks, represents against the Grace Marks awarded to him/her, the same shall be withdrawn and his/her result revised. The option once exercised shall be final. The request of the candidate for withdrawal of Grace Marks must reach the Controller of

Examinations within one month of the dispatch of the Detailed-Marks-Card by the University, after which no request will be entertained.

5.39 Issuance of Migration Certificates

5.39.1 A candidate, who has passed the final semester/annual examination or a part of examination, may apply for Migration Certificate from the University on the prescribed application form along with a fee of Rs. 1000/-. The Migration Certificate shall be issued by the University as per the guidelines issued from time to time.

5.40 Interpretation of rules

5.40.1 Where there is an ambiguity in the rules and the interpretation of the same is required, the decision/interpretation of the Vice-Chancellor shall be final.

The fee may be revised, as necessary, for every new batch on year to year basis and shall be notified as part of the Admission Notice/Admission Brochure for a particular year, before start of admission process.

CHAPTER-6

FEE STRUCTURE

6.1 Fee Structure

6.1.1 The University shall, from time to time prepare its fee structure and shall send it for information the Government of Haryana at least 30 days before the commencement of the academic session.

6.1.2 No other fee/fund (except Hostel fee) by whatsoever name called shall be payable by a student, other than prescribed in the year of his/her admission.

6.1.3 While fixing the fee structure, the University will take due care to ensure that it retains its unaided self-financed status by recovering its actual revenue and capital costs including the interest payable on loans and the fee exemptions and/or concessions granted as per the Act and salaries to the Teaching/Non-Teaching, Technical Staff, infrastructure and reasonable excess expenditure of University.

6.1.4 The University may prescribe a different fee structure for each course, for Resident Indian Students and for children/wards of Non Resident Indians or Foreign Students.

6.2 Mode of Payment

6.2.1 Fee shall be paid in cash or by Demand Draft/Cheque (subject to realization)/Bank Transfer/Internet Banking or any other method approved by the Board of Management, made in favour of Starex University, payable at Gurugram.

- 6.2.2 Fee paid by a student is not refundable under any circumstances in part or whole after commencement of the academic session.
- 6.2.3 Student must obtain a receipt for every payment made to the University. Fees shall only be paid at the Accounts Office of the University, or by using the method prescribed by the University for Bank Transfer/Internet Banking or any other method approved by the Board of Management.
- 6.2.4 Fee shall not be paid in part or in installment, unless specified by the University.
- 6.2.5 Delayed payments will attract late fee and/or interest as may be prescribed from time to time.
- 6.2.6 Cheques returned unpaid for any reason shall attract an administrative fee, and collection fee as may be prescribed from time to time.

6.3 Fee Payable

- 6.3.1 The fee shall be payable under the following heads which are subject to change from time to time to time as per prevailing rules and regulations as applicable at that time for different courses.
 - (a) Admission Fee
 - (b) Tuition Fee
 - (c) Medical Fee
 - (d) Internal Examination Charges
 - (e) Socio-Culture Fee/CME/Seminar
 - (f) Internet/Computer Fee
 - (g) Sports/Gymnasium Charges
 - (h) Registration Fee/Processing /Software Charges
 - (i) Continuation Fee/Charges
 - (j) Library Charges
 - (k) Research & Consumable Charges
 - (l) Practical Charges
 - (m) Refundable Security
 - (n) Hostel Charges Dissertation/Thesis Charges
 - (o) Enrolment Charges
 - (p) Examination Fee
 - (q) Other Charges

- 6.3.2 Refundable Security shall be refunded in full, without interest, on production of security deposit receipt and “No Dues Certificate” from concerned departments/Offices, when such a refund becomes due. However, costs for any damage or loss caused by the student, or any outstanding dues or fines that remain unpaid are liable to be deducted from the refundable security deposit before refund.

6.4 Fee Structure Notification and Revisions

- 6.4.1 Fee Structure shall be notified as part of the Admission Notice/Admission Brochure for a particular year before start of admission process.
- 6.4.2 The fee and fee Structure may be revised, as necessary, for every new batch on year to year basis.
- 6.4.3 The Fee Committee of the University shall prepare the fee structure and review the same periodically in the light of Section-8 of The Haryana Private University Act, 2006, as amended upto date, which mandates that the University shall be self-financed and shall not be entitled to receive any grant or financial assistance from the Government or any Board or Corporation owned or controlled by the Government. The recommendation of the fee committee will be considered by the Finance Committee and submitted to the Board of Management for approval. Fee structure so approved shall be notified.

CHAPTER – 7

HOSTEL/STUDENT RESIDENCES

- 7.1** The University shall provide convenient & suitable residential accommodation to its students (boys and girls separately) desirous of having hostel accommodation on a shared basis.

7.2 General

- (i) All the hostel rooms shall be furnished with beds, study tables, chair and cupboards and equipped with ceiling fans and light. Special facilities for air conditioning on extra payment basis shall also be provided. The students who are interested in installing air conditioners will have to apply for the same and then have the air – conditioners installed and pay the actual electricity cost/charges. Besides, for all its residents, the Hostel shall consist of a common dining hall, a common recreation room with a T.V, incoming call facility and common bathrooms etc. Geysers shall be provided in all bathrooms.
- (ii) Being a fully self-financed, unaided University, the hostels shall not be subsidized by the University in any manner. It shall be run as a self-financed hostel by recovering all actual costs of running and maintaining the said hostel and mess, including its rent. The actual cost is to be recovered equitably from all students occupying the hostel, under the overall management of the University.

- (iii) If it is found at any point, even after the hostel has been occupied, that all the actual costs of running and maintaining the said hostel are not being remitted, the University reserves the right to recover the actual cost equitably from all the residents.
 - (iv) Hostel accommodation shall be given for one year at a time commencing from the start of Academic Year.
 - (v) Accommodation in the hostel cannot be claimed as a matter of right by any student. All students enrolled with the University as regular students, except ex-students, are entitled to apply and may be considered for hostel accommodation.
- N.B-** The above rules are subject to revision and may further be supplemented by separate provisions.

7.3 Admission

Students seeking admission to the hostels must apply separately on the prescribed form to the Chief Warden, Starex University Gurgaon at the beginning of every academic year. The dates for the same shall be put on the notice board of the hostel. The In charge, admission then shall send the filled forms to the Dean Students Welfare. The decision of the Dean Students' Welfare shall be final and binding. Once the decision is taken, the list of selected students shall be displayed on the Notice Board of the Hostel. On deposition of the hostel fee with the Accounts Section, a list of names with receipt of payment shall be sent to Hostel In-charge/Warden.

7.4 Attendance, Leave and Conduct

- (a) All the residents are to be in their rooms by the time fixed by the Warden. Those who are out after the fixed time will be marked absent. Hostel residents shall show their Identity Card if so required by any officer of the University Warden at any time.
- (b) Hostel residents are required to take permission/leave for leaving the hostel. On working days, no leave from the hostel will be granted unless the student has obtained written permission from the Head of Department (H.O.D)/Dean/Principal.
- (c) All application must contain the details of the student. i.e. student's name, roll number, Hostel Block, Rooms/Dormitory Number, and date.
- (d) Coming late from an outing or absenting for the night will be considered a serious act & on repeating the act three times, the prescribed fine shall be lived.
- (e) In case of any emergency e.g. sudden illness, death in the family or serious accident, etc, Permission will be granted immediately.
- (g) In case a room-mate is absent after 10:00 PM without leave/permission of absence, and without message, the matter shall be reported immediately by the other room- mate to the Warden or a Senior Staff member in the campus. If any student is found missing from the room during a spot check up at night,

the Warden will hold the room-mate responsible for not reporting the absence.

- (h) Student involved in any brawl/fight will attract serious disciplinary action. Such cases are to be brought to the notice of the authorities immediately. In case of any brawl/flight or any assault and attempt to Assault, the offender will be handed over to police and expelled from the hostel immediately.
- (i) Hostel residents need advance permission for any celebration (of birthday etc.) which would be normally permitted only up to 9:00PM.
- (j) Students are allowed to play music in their rooms only till 10 PM. Playing loud music is not permitted at any time.
- (k) Students are not permitted to change their rooms without permission of the hostel warden.
- (l) If lights, fans and air conditioners are not switched off when no one is in the room, a fine will be assessed and all the occupants will be liable to pay fine.
- (m) Students are not expected to shout, scream or make any noise that may disturb other students.
- (n) Cooking and Eating in the room is not permitted. Use of electrical appliances like heater, heating rods etc. is not permitted. In case of default, offender's appliances may be confiscated and a fine may be imposed.
- (o) All Students must inform the officer in charge when going to home on leave, alongwith a contact/telephone number and address.

7.5 Damage to Furniture, Fixtures and Appliances etc.

Student shall be liable to pay the prescribed cost for making good the damage or replace the Furniture, Fixtures and Appliances equipment (s) damaged as per the rates prescribed under hostel rules and regulations. In case of willful damage, a fine up to rupees five thousand may be imposed on the student in addition to the recovery of costs.

7.6 Meats

- be
- (a) All students are expected to take their meals in the Mess. Strict timings is to be observedas notified.
 - (b) Incase of illness, meals can be served in the room on the recommendation of the MedicalOffice/Doctor in-charge of the case.
 - (c) All students must be dressed properly. Students are not allowed in the shorts or similar attire in campus/Mess. Silence shall be observed while taking food in and around the Study hall areas.
 - (d) Since food is served in buffet style,therefore, wastage in any form must be avoided at all cost.

7.7 Guests

- (a) No visitors will be allowed to visit the students without written permission from the parents.
- (b) Parents & Guardians are allowed to visit their wards in the Visitors Room only. The prescribed visiting hours on week days is from 07:00 am to 8.00 am and again from 3.00 pm to 7.00 pm. On Sundays & Holidays visiting hours are from 08:00 am to 09:00 pm or as may be notified from time to time.

7.8 Discipline

- (a) Residents are expected to conduct themselves with dignity and should not disturb any other residents by screaming and rushing around the corridors. Playing of loud music is also forbidden. The T.V. volume must be controlled by the person handling the remote.
- (b) To maintain peace, no religious ceremonies or parties should be held in the hostel.
- (c) Lights and taps should be shut off when not in the room. Tea leaves or garbage must not be flushed down the drain. Dustbins have been provided on all floors.
- (d) Residents are not allowed to use any electrical appliances such as heaters, rods, iron or any high voltage equipment's in the rooms. A fine will be charged & the appliance confiscated.
- (e) Boarders are advised not to keep any jewellery or excess cash to avoid theft. They must lock their room's even if out for a short duration. No one will be held responsible for any loss or damage to the valuables.
- (f) The hostel authorities may expel any boarder at any time if not satisfied with the student's conduct.
- (g) Use of abusive language, gambling, consuming drugs or any form of alcoholic drinks is strictly prohibited within or outside the Hostel. Those who are involved will be expelled from the hostel immediately and or fired suitably.
- (h) Any complaints must be brought to the notice of the Warden/Hostel in charge.
- (i) Guests are not permitted to stay overnight in the campus. Hostel is to be treated as one's home. It is to be kept clean at all times.
- (j) Any damage to the T.V. set, furniture or fixtures will have to be replaced or paid for by the concerned student(s)/defaulters.
- (k) T.V. will be allowed to be viewed watched and on till 10:30 PM, Weekends till 11:30 PM.
- (l) Hostel rules may be changed from time to time & hostlers will be notified.

- (m) Any breach of Hostel rules shall invite an enquiry and if the student(s) is are found guilty, then the Hostel Committee shall or advice disciplinary action as deemed fit, depending on the case, including expulsion from the hostel.
 - (n) The Hostels Rules are subject to change from time to time with the approval of the prescribed Authority.
- N.B:- The above rules/regulation may further be supplemented by separate provisions as notified from time to time.**

CHAPTER-8

CONDUCT AND DISCIPLINARY PROVISIONS

8.1 Title of Rules

These provisions shall be called Starex University Students Conduct and Disciplinary Provisions.

8.2 Date of Commencement

These Rules shall come into force with immediate effect on the publication of ordinance in the Official Gazette.

8.3 Application of Rules

These Rules shall apply to all the students of the University, whether admitted before the date of enforcement of these rules or afterwards.

8.4 Acts of Indiscipline and Misconduct

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violation of the discipline among other things shall include:

- (i) Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption.
- (ii) Damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus.
- (iii) Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
- (iv) Use of abusive and derogatory slogans or intimidator language or incitement of hatred and violence or any act calculated to further the same.
- (v) Ragging in any form. "The word 'ragging' means the action of teasing, playing a practical joke upon someone or holding comic parades and other activities during certain period of a College term to raise money for charity".

Ragging includes Display of noisy, disorderly conduct, teasing excitement by rough or rude treatment or handling, including in rowdy undisciplined activities which causes or likely to cause annoyance undue hardship, physical or psychological harm or raise apprehension or fear in a fresher or asking the students to do any act or perform something which cause him/her shame or embarrassment or danger to his/her life. Forms of ragging to address senior or 'Sir' perform mass drills; copy class notes for the seniors; sever various errands; do menial jobs for the seniors; asks/answer vulgar questions; force to look at pornographic pictures to fresher out of their innocence; force to drink alcohol, scalding tea, etc. to do acts which can lead to physical injury, mental torture or death; strip kiss or do other obscenities.

- (vi) Eve teasing or disrespectful behavior to women or girls students.
- (vii) An assault upon, or intimidation of or insulting behavior towards a teacher, officer, employee or student or any other person.
- (viii) Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of University premises, including hostels or halls of residence by any person;
- (ix) Getting enrolled in more than once course of study simultaneously in violation of the University rules;
- (x) Committing forgery, tampering with or misuse of the University documents or records, identification cards. Etc.
- (xi) Furnishing false certificate or false information to any office under the control and jurisdiction of the University;

- (xii) Consuming or possessing alcoholic drinks, dangerous drugs, tobacco or other intoxicants in the University premises.
- (xiii) Indulging in acts of gambling in the University premises, loitering.
- (xiv) Possession or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the University premises.
- (xv) Arousing communal, caste or regional feelings or creating disharmony among students;
- (xvi) Not disclosing one's identity, or not showing University identity card, when asked to do so by an employees or officer of the University who is authorized to do so.
- (xvii) Tearing of pages, defacing, burning and destroying of books of any library or seminar.
- (xviii) Unauthorized occupation of hostel, rooms or unauthorized acquisition or use or University furniture in one's hostel room or elsewhere.
- (xix) Accommodating guests or other persons in hostels without permission of the Provost or Warden.
- (xx) Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University.
- (xxi) Coercing the Medical Staff to render Medical Assistance to persons not entitled to the same or any other disorderly behavior.
- (xxii) Any act of moral turpitude;
- (xxiii) Any offence under Law.
- (xxiv) Committing any of the offences specified in the examination (Control of Unfair Means and Disorderly Conduct) Regulations of the University.
- (xxv) Violation of the Traffic Rules as notified by the Proctor.
- (xxvi) Improper behavior while on tour or excursion.
- (xxvii) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings.
- (xxviii) Disobeying the teachers and displaying misdemeanor within and outside the University premises, and/or not wearing prescribed uniform/aprons/laboratory coats/safety glasses etc.
- (xxix) Indulging in vandalism/violence and damaging University and /or Public property or property of any other person.
- (xxx) Demonstrations, inciting protests, distributing hand bills etc.
- (xxxi) Unauthorized use of mobile/satellite phone within the campus
- (xxxii) Any type of harassment whether physical, verbal, mental, sexual or electronics.
- (xxxiii) Quarrelling, fighting and passing derogatory remarks in the University premises against fellow students/Teachers/employees/canteen and mess workers etc. and
- (xxxiv) Any other act which may be considered by the Vice Chancellor or the Discipline Committee to be an act of violation of Discipline.

8.5 Officers authorized to take disciplinary action

Without prejudice to the powers of the Vice Chancellor as specified and under the Statutes, the following persons are authorized to take disciplinary action in the respective field by way of imposing penalties as specified in these Rules:

- (i) Dean of the Concerned Faculties
- (ii) Dean Student's Welfare
- (iii) Head of the Concerned Department.
- (iv) Proctor
- (v) Librarian, University Library
- (vi) Provosts/Wardens of Halls of Residence and Hostels
- (vii) Incharge, University Games Committee, if any.
- (viii) Any other person employed by the University and authorized by the Vice Chancellor for the purpose.

8.6 Imposition of Penalties

- (i) Any penalty enumerated in Rule 8.7 may be imposed by the Vice Chancellor upon the recommendation of the Disciplinary Committee constituted under the Ordinance.
- (ii) Penalties other than those specified in Clause (ix), (x), (xi), (xii) and (xiii) of Rule 8.7 may also be imposed by any of the Officers enumerated in Rule 8.5 within their respective jurisdictions.
- (iii) Penalties for the offences relating to Examinations will be dealt by the relevant bodies.

8.7 Nature of Penalties

The following penalties may, for the act(s) of indiscipline or misconduct on for sufficient reasons, be imposed on a student, namely:

- (i) Written warning under information to the guardian with a copy to be placed in the dossier of the student.
- (ii) A fine of Rs. 500/- which may be extended up to Rs. 5,000/-.
- (iii) Suspension from the Class/Department/School/Faculty for the specified period with effect on attendance, suspension from Hostel/Mess/Library and/or withdrawal of any academic or other University activity, privilege, benefit, right or facility.
- (iv) Suspension or withdrawal of Scholarships, fellowships or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- (v) Recovery of pecuniary loss caused to University Property.
- (vi) Debarring from participation in Sports/NCC/NSS and other such activities.
- (vii) Disqualification from holding any representative position in the Class/ College/ Hostel/ Mess/ Sports/Clubs and in similar other bodies.
- (viii) Hostel Shifting.

- (ix) Sent down, Deduction from General Proficiency Marks; debar from all or certain number of Campus Placements.
- (x) Expulsion from the Department/Faculty/Hostel/Mess/Library/Club for a specified period
- (xi) Debarring from an examination;
- (xii) With holding the Migration Certificate for the Special period.
- (xiii) Expulsion from the University for a specified period or permanently.
- (xiv) Disqualification from further studies, or prohibition of further admission or re-admission.

8.8 Suspension Pending Enquiry

Any student against whom a charge of misconduct has been made may be suspended from the rolls of the University by the Vice-Chancellor, pending enquiry or pending trial of a cognizable offence by a court of law.

8.9 Conduct

- (a) Every student in the University shall at all times display good behavior, show diligence in studies, maintain decorum and dignity, take due interest in co-curricular activities, observe a code of conduct both within and outside the campus in a manner befitting to the student of a University of national stature and observe all the rules of discipline of the University.
- (b) Each student shall show due respect and courtesy to the teachers, administrators, and other employees in and outside the University and towards the fellow students including residents of the hostel and residents of surrounding areas and villages.
- (c) Any violation of code of conduct or breach of any rule or regulation of the University by a student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action which will be taken by the duly constituted Disciplinary Committee.

8.10 Composition of Disciplinary Committee

The Disciplinary committee consisting of the following will be responsible for maintaining discipline among students.

- (a) Dean Students Welfare (Convener)
- (b) Proctor, if any
- (c) Two teachers appointed by the Vice-Chancellor
- (d) Chief Security Officer of the University
- (e) The Registrar

The term of office of members of the Students Disciplinary Committee shall be one year.

8.11 Procedure for Punishment

If a student is found indulging in any breach of discipline, misconduct, unruly behavior, provocation, instigation, harassment, idleness, any faculty or staff or student can report the matter in writing or verbally to Disciplinary Committee of the University for appropriate Action.

(a) **Receipt of Complaint:** A disciplinary case will be initiated when an action indicating indiscipline is noticed by any authority or reported by any complainant (Faculty/Staff/Students) to the Chairman Disciplinary Committee (CDC). The complaint shall be reduced in writing. Depending on the gravity of the offence, if the CDC is convinced that prima facie evidence exists against the defaulter, the CDC can suspend the student pending investigation.

(b) Investigation:

Minor Cases: The CDC will issue a Show Cause Notice to the defaulter based on the facts of the case within 24 hours of the complaint. After having the matter investigated, the defaulter having been given an opportunity to be heard, a warning will be issued to the defaulter if he/she is found guilty. If a written apology is submitted by the defaulter, it shall be filed in the student record held with the Warden/Registrar. The CDC may close a case on receipt of such a written apology by the defaulter and his/her parents. If any detailed inquiry is required, the CDC may constitute an inquiry committee consisting of one or more members of the Discipline Committee, to conduct a detailed inquiry into the matter.

Serious Cases: In serious cases, a Show Cause Notice will be issued to the defaulter, giving brief details of the incident. The reply by the defaulter needs to submit to the CDC by hand within 24 hours. If the CDC is not satisfied with the reply, he will issue a letter to the defaulter, to appear before the Disciplinary Committee. (if necessary, along with his/her parents) on a specified date/time. A copy of this letter will be placed on the table of the Disciplinary Committee. The Disciplinary Committee will award punishment after giving the defaulter an opportunity to be heard.

(c) Disciplinary Committee Meeting

- (i) Presence of a minimum of three members is mandatory for Disciplinary Committee meeting to be held.
- (ii) Disciplinary Committee will generally meet once a month or on the date/time specified by the Chairman as and when required. The Committee shall decide the punishment within two days and issue the punishment award letter where defaulter has been found guilty. The award of punishment will also be put up on the Discipline Notice Board which may include a photograph of the defaulter.

- (iii) Copies of punishment award shall be placed in the registration record of the student and will also be sent to the Vice Chancellor, Dean (Academics), Department concerned, Registrar, Deputy Registrar, and Training and Placement Officer as required.

8.12 Community Service

At sole discretion of Discipline Committee, the defaulter can be given depending on merits of the case an option to undertake University Community Service, such as work at Library, Records, and Security. Administration, Sports, Editorial work.

8.13 Appeals

Appeals, if any shall lie with the Vice Chancellor whose decision in the matter shall be final. Only those cases will merit review by the Vice Chancellor where any new information or evidence is produced by the defaulter, other than what has already been considered by the Disciplinary Committee.

8.14 Amendments and Repeal

The Starex University Students Conduct and Disciplinary provisions may be amended or repealed with the approval of the competent authorities from time to time.

CHAPTER-9

COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND INSTITUTIONS, TRANSFER AND ARTICULATION

9.1 Cooperation and Collaboration

The University may seek cooperation and collaboration with Universities and Institutions/Organization of Higher Education in India and abroad and may execute a Memorandum of Understanding (MOU) and/or Transfer and Articulation Agreements where necessary detailing the extent and areas of cooperation, as mutually agreed upon.

- 9.2 The University may enter into cooperation and collaboration agreements with international institutions of high academic standards in the areas of mutual interest. Such cooperation may include:
- (a) Students exchange programmes.
 - (b) Faculty exchange programmes.
 - (c) Twinning programmes for practical and training programmes only.
 - (d) Joint Research programmes.
 - (e) Exchange of data, documentation and research material and any other cooperation in the fields of Mutual interest.
- 9.3 The area of cooperation and collaboration may also include curriculum design, industrial training, project work, research, consultancy and dissemination of knowledge. Summer internships, placements etc.
- 9.4 The University may enter into cooperation and collaboration agreements organizations, research institutions and industries, both Government and Private, in the areas of research, teaching, training, and internship summer placements, employment for the students, and for training teachers of various faculties departments and to organize conferences/seminars and workshops in collaboration with them.
- 9.5 The scope of co-operation may be reviewed from time to time and may be amended as required with the approval of the prescribed Authority.
- 9.6 Transfer and Articulation Committee**
- 9.6.1 The University shall form a Transfer and Articulation committee which will look after the students transfer, course equivalency, articulation and related issues. The transfer and Articulation committee shall consist of three members from Deans or Professors of the University Deputy Registrar Academic shall be its Member Secretary. All the members of the Committee other than ex-officio members shall hold office for a term of three years. The committee members shall be nominated, removed or replaced by the Vice Chancellor. The Committee shall have the following powers and functions:
- (a) To consider proposals for transfer and articulation agreements with other Indian and Foreign Universities as may be required from time to time and recommend the same, if found fit.
 - (b) To consider proposals, and to recommend Student or Faculty Exchange Programmes with other Indian and Foreign Universities.
 - (c) To ascertain and fix equivalency of different courses being taught in Starex University with courses and programmes of other Indian and Foreign Universities.
 - (d) To ascertain, fix and award credits to students who have completed courses and programmes from other Indian and Foreign Universities where no equivalency of course programmes has yet been fixed and with whom no transfer and articulation agreement has been signed.

- (e) To research and maintain information on accreditation status of foreign universities and the valuation and equivalence of degree and diplomas awarded by the accredited universities abroad.
- 9.6.2 The Committee shall send its recommendations to the Vice Chancellor who shall be the accepting authority for its recommendations.
- 9.6.3 The Committees shall endeavor to ensure that all policies and procedures relating to transfer and articulation are easily understood, readily available, and widely distributed among students, faculty, and staff, and that the transfer process is efficient, predictable, and sensitive to student needs and treats both native and transfer students equitably.
- 9.6.4 The University will adopt and maintain a clear and concise Credit Transfer Policy in consultation with the Committee, and its Departments/Faculties.

CHAPTER-10

CREATION, COMPOSITION & FUNCTIONS OF ANY OTHER BODY FOR IMPROVING ACADEMIC LIFE

10 Other Bodies

- 10.1** The university may establish campus development committee, faculty club, community club, etc. for the development of campus and for creating

congenial environment on the campus. The constitution and functions of these bodies will be prescribed in the regulations.

CHAPTER-11

COURSE CREDIT AND GRADING SYSTEM

11 Letter Grade Evaluation Scheme, Course Credit and Grading

- 11.1** The evaluation scheme in respect of the courses where the Course Credit and Letter Grading System is made applicable shall be prescribed in the relevant course ordinances. The grade awarded to the student in a course should

reflect student's proficiency in the course. It will be based on the performance of the students in Minor Test, assignment, Viva-Voce, Lab-work, Seminar, Workshop presentation and group discussions etc. whichever is applicable as per scheme, in addition to the Mid Term and Final Examination and practical exam, if applicable, at the end of Semester/Term.

The letter grading scheme, Semester Grade Point Average (SGPA). Cumulative Grade point Average (CGPA) based evaluation, course credit and grading scheme may be prescribed by the Academic Council with the approval of the Board of Management.

CHAPTER-12

Ph.D., D.Litt. (Honoris Causa), D.Sc. (Honoris Causa) and M.Phil. Program

12.1 M. Phil and Ph. D Programmes

Master and Philosophy (M. Phil.) and Doctor of Philosophy (Ph. D) shall be awarded by Starex University on completion of all requirements prescribed for the same.

12.2 Adhering to the general guidelines & directions/instructions of the Academic Council, Research Studies in the University shall be organized by the various faculties.

- 12.3** (a) M.Phil and Ph.D programme shall be commenced in Starex University with the authorization of the State Govt. as & when given shall be consisting of a common course work programme for all Ph.D Students specifically pertaining to the research methodology and computer application for one semester (6 months). Rest of the components of the course work will be laid down by the Academic Council of each subject on the recommendation of Board of Studies and Department Research Committee.
- (b) The Board of Studies on the recommendation of the Department Research Committee (DRC) may permit a candidate to work at outside recognized and identified laboratory from time to time.
- (c) In-service candidate applying for admission to M. Phil or Ph. D course shall submit a No Objection Certificate (NOC) from the employer for undergoing M. Phil or Ph. D programme.

12.4 Duration of the Ph. D Programme:

- (a) Every candidate shall submit his/her thesis within a period of four years, but not before three years from the date of his/her registration or two years from the date of approval of the synopsis by the concerned Board of Studies, whichever is earlier, if a candidate fails to submit his/her thesis within a period of four years and does not apply for the extension before the expiry of his/her period, his/her registration will stand automatically cancelled without any further notice by the University.
- (b) The period of four years for submission of Ph. D thesis may be extended in exceptional cases, by a maximum of three years, on yearly extension basis by the Vice Chancellor on the recommendations of the Supervisor(s).

12.5 Leave

- (a) Maximum leave for full time Scholars will be 30 days in an academic year. The record of attendance will be maintained in the Department with which the scholar is attached. In case of serious illness, the necessary information must be immediately communicated by the scholar in writing through the supervisor(s) and the Head of Department for approval of Dean (Academics) as per rules. Unauthorized absence from Starex University may lead to cancellation of registration.
- (b) A leave of absence for up to one year may be sanctioned by the Dean (Academics) on the request of the scholar in writing, through the supervisor(s) and the Head of Department, in case the leave of absence is required for pursuing research in India or Abroad, or in a collaborating/partner University, and the scholar furnishes a report on research at the end of the leave period. However, when the scholar is away from the University under a research programme, exchange programme or a research project sponsored by the University no leave of absence shall be required for that.

12.6 Eligibility for Admission

- (a) A candidate seeking admission to the Ph. D. programme must have secured at least 55% marks at Postgraduate level for all the disciplines.

- (b) The minimum eligibility criteria indicated above for each programme is only an enabling provision. The University reserves its right to fix higher criteria at the time of short-list of applicants keeping in view their numbers.
- (c) Candidates in the final year of their Master's Programmes, who expect to complete all their qualifying degree requirements before a specified date indicated by Starex University may also apply for admission. For short-listing purpose, their performance till the preceding semester (preceding year if their programmes are year based) would be considered but their admission would be subject to their meeting the minimum eligibility criteria after their final qualifying examination results are announced.
- (d) The University reserves its right to admit to any Ph. D programme candidate from any discipline other than the subject concerned, if the candidate makes a case that he/she is interested in multi-disciplinary research to the satisfaction of Department Research Committee (DRC).

12.7 Reservation

As per Haryana Private Universities Act, 2006, amended up to date.

12.8 Constitution of Department Research Committee (DRC)

Each department shall have a DRC which consist the following members:

- | | | |
|--|---|----------|
| (a) Head, Concerned Department | - | Convener |
| (b) All Professor of Concerned Department | - | Members |
| (c) One Associate Professor by rotation by seniority | - | Member |
| (d) One Assistant Professor by rotation by seniority | - | Member |
| (e) Two outside subject experts to be nominated | - | Member |

by the Vice Chancellor

Two third members shall constitute the quorum including at least one outside subject expert. The Registrar will notion the DRC after approval from the Vice Chancellor. The duration of the DRC shall be two years.

12.9 Intake

In accordance with the eligible teachers available in the Department. The University shall notify the number of seats for M. Phil. In advance for admission.

12.10 Procedure for Admission

The applications for admission in M. Phil. /Ph. D. programme may be invited twice a year, normally during June and December. The admission shall be strictly on the basis of merit in the entrance examination for M. Phil or Ph. D programme or a candidate with M. Phil (Full Time)

Wherein the admission has been on the basis of entrance test may be directly admitted in Ph.D. programme.

- (a) The candidate desiring to seek admission to M.Phil/Ph.D programme at University shall apply for the same on a prescribed Application Form by a due date announced by University.
- (b) The Entrance Test shall be followed by an interview wherein the University may prescribe a weightage for those candidates who have qualified UGC/CSIR SRF Examination/NET/SLET/GATE. At the time of interview, M.Phil/Departmental candidates are expected to discuss their research proposal. The selection will be done on the basis of marks in the Entrance Test and interviews
 - (i) The candidates, who do not have valid score in national tests like UGC/CSIR SRF examination/NET/SLET/GATE/teacher fellowship holder or have not passed the M.Phil degree, will have to appear in the Entrance Test. The weightage of various components for admission will be; Entrance Test marks- 60%. Practical Examination – 20% and Interview – 20%.
 - (ii) The candidates, who have scholarship in the above national tests or have passed M.Phil degree, will have the following weightage for admission: M.Phil/National level test score-60%, Practical Examination- 20% and interview – 20%.
- (c) The candidates, whose selection is approved by the Dean (Academics), will be admitted to the Ph.D Programme after payment of prescribed fees.

12.11 Fee Payable

Each M.Phil/Ph.D student/candidate shall pay fee as prescribed by the University.

12.12 Registration

The candidate shall be registered for Ph.D on completion of the course work and on submission of the thesis research proposal duly approved by the DRC, Board of Studies and Ethical Committee as the case maybe.

12.13 Eligibility Criteria for Supervisor

All full time faculty members of Starex University who held Ph.D degree, or who are eligible otherwise, are eligible to supervise a research scholar. A person of eminence of the rank of Prof. or equivalent having vast experience in the research laboratories or Industry/Organization without Ph.D degree may also be considered for appointment as supervisor on the recommendation of DRC and approval of V.C/A.C. In addition the University can appoint co-supervisor/additional supervisor as per the UGC (Minimum Standard and Procedure for award of M.Phil/Ph.D degree) Regulations 2009 as amended from time to time. The maximum number of Research Scholars to be registered under a supervisor of joint (external) supervisor/co-supervisor shall be as under:

		Ph.D		M.Phil
Professor	:	8	+	5
Associate Professor	:	6	+	5
Assistant Professor	:	4	+	5
Joint (External) Supervisor	:	8	+	5
(with more than four years of experience)				

12.14 Allocation of Supervisor

- (a) The allocation of supervisor for a selected scholar shall be decided by the, Department Research committee (DRC) depending upon the area of research and the availability of supervisor in that area, in consultation with the student and the supervisor.
- (b) The supervisor(s) from Starex University shall be appointed within two months of the research scholar joining the programme.
- (c) There shall be one supervisor from Starex University for a research scholar. The additional supervisors/co-supervisors may be appointed from within or outside the University.
- (d) The maximum number of Ph.D scholars a supervisor can guide at any given point of time shall be decided by the concerned Department Research Committee (DRC) subject to a maximum- numbers as mentioned hereinabove.
- (e) If circumstances so warrant, change of supervisor may be done by the Department Research Committee (DRC) at the request of the research scholar or supervisor.

12.15 Course Work

- (a) The award of Ph.D degree is the recognition of high achievements, independent research and application of scientific knowledge to the solution of technical and scientific problems. Creative and productive inquiry is the basic concept underlying the research work in order to overcome any deficiency in the fundamental training or for proper foundation for advanced work, special make-up or pre-Department shall pending courses shall be given by each Department/School/Faculty including a pre-Ph.D course on Research Methodology and two other relevant subjects.
- (b) After having been admitted, each M.Phil/Ph.D. student shall be required to undertake course work for a minimum period of one semester. The courses, to be taken, maybe finalized by the student in consultation with supervisor from among the courses offered by the University for this purpose, and forwarded to the Department Research Committee (DRC) for approval. The courses may involve reviewing of published research in the relevant field and may be conducted as seminars and research/review presentations.
- (c) The M.Phil/Ph.D research scholar must also complete a pre-M.Phil/Ph.D. compulsory audit course on Communication skills.
- (d) Faculty/Teaching Department of the University shall decide the minimum qualifying requirements for allowing a student to proceed further with the writing of the dissertation/Thesis under the approval of the Academic Council.
- (e) The examination shall be held at the end of the semester for course work which shall be necessary to qualify by the candidate to proceed further. The course work must be completed within one year of admission. However, if at the end of second semester the student fails to meet the minimum qualifying requirements for proceeding further with the writing of the dissertation/thesis the candidate will be asked to take more courses in order to meet the requirements, for which an extension of one semester for

completion of course work may be granted at the request of the research scholar to the Dean (Academics),. Such a request for extension must be recommended by the supervisor(s) and Department Research Committee (DRC) and routed through the Chairman, Department Research Committee (DRC).

- (f) If after such an extension the student fails to meet the minimum qualifying requirements for proceeding further with the writing of dissertation/thesis he/she will have to discontinue the Department programme.
- (g) If found necessary, the course work may be carried out by the Departmental student in sister faculties/departments/Schools either within or outside the University for which due credit will be given to them as may be prescribed in regulations. For this, the student shall seek permission of the dean (Academics). Such a request for permission to attend courses outside the University and transfer of credit must be recommended by the supervisor(s) and Department Research Committee (DRC) and routed through the Chairman, Department Research Committee (DRC). For such a course work carried out within the University, the permission of the Supervisor and respective Head of the Departments/Faculties shall be sufficient.

12.16 Research Proposal Plan

- (a) Upon satisfactory completion of course work and research methodology, the M.Phil/Ph.D scholar shall undertake research work and produce synopsis or a "Research Proposal" on the selected research area of his/her interest in consultation with his/her supervisor, within six months. The objective of the proposal is for the student to define the M.Phil/Ph.D research field based on a review and critical analysis of the literature.
- (b) The research scholar shall present the proposed work in an open seminar and defend it before the Department Research committee (DRC). The Department Research Committee (DRC) may approve the proposal, suggest modifications, or reject the proposal. If the proposal is approved, the Department Research Committee (DRC) shall communicate its recommendations to the dean (Academics) for further processing through Board of Studies. In case the proposal needs modifications, the Department Research Committee (DRC) will ask the candidate to resubmit a revised proposal within a specified time (next 3 months). In case DRC does not find the Proposal suitable, it can reject the proposal and communicate to the candidate about the decision and allow him to submit fresh research proposal within the next six months in consultation with his/her supervisor.

12.17 Progress of the Research Work

- (a) If a supervisor is not satisfied with the work of the candidate, he/she will inform the Department Research Committee (DRC) for appropriate advice to the scholar. The Department Research committee (DRC) may take up the

matter with the Dean (Academics). The matter will be considered by the Dean (Academic), in order to decide whether the candidate should be allowed to continue his/her research for the Ph.D. degree.

- (b) A research scholar may request the Dean (Academic) for discontinuation of his/her research work through his/her supervisor/Department Research Committee (DRC).
- (c) All correspondence will be made by the Scholar through the supervisor(s) and Head of the Department/Faculty/School except in very exceptional circumstances.

12.18 Submission of Synopsis

- (a) On completion of the research work to the satisfaction of the supervisor(s), the scholar will submit 10 copies of the synopsis to the Department Research Committee (DRC) through the supervisor. The synopsis must precisely reflect all aspects for the research work done which are to be included in the thesis. A CD containing a PDF file of the synopsis shall also be submitted.
- (b) The Supervisor shall forward the synopsis to the Department Research Committee (DRC) for assessment. The assessment shall be carried out by the DRC through a pre-M.Phil/Ph.D presentation. The presentation may be open to all faculty members and research students, at the discretion of Department Research Committee (DRC), which may be suitably incorporated into the draft thesis under the advice of the supervisor(s).
- (c) Ph.D. candidate shall publish at least one research paper in a referred Journal before the submission of the thesis/monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.
- (d) The thesis must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of the known facts or theories. In either case, it shall give evidence of the candidate's capacity for original research, critical examination and judgment.
- (e) Plagiarism shall be dealt according to the regulations of the University.
- (f) The scholar shall submit six (6) printed or typed copies, duly bound of his/her thesis to the Department Research Committee (DRC) through his/her supervisor, who shall forward the thesis for acceptance to the Dean (Academic) for further processing. In addition, a CD of the thesis in PDF format shall also be submitted by the scholar for forwarding it to the Dean (Academics).
- (g) The thesis shall include the following certificate signed by the supervisor(s):

"This is to Certify that the thesis entitled "..... (Title of the Thesis)" submitted to Starex University in partial fulfillment of the requirements for the award of degree of Doctor of Philosophy in (name of the subject) embodies the original research work carried out by Mr./Ms. (Name of the candidate) under my/our supervision

and has not been submitted in part or full for any other degree or diploma of the University or of any other university/institution anywhere”.

12.20 Appointment of Examiners

- (a) The thesis submitted by the M.Phil/Ph.D student shall be evaluated by at least two experts, out of which at least one shall be from outside the State. The University may, in its sole discretion, have one examiner from outside the country.
- (b) From the panel of examiners submitted by the Chairman, Board of Studies the Dean (Academics) will appoint two external examiners after taking approval of the Vice Chancellor. These two external examiners and the supervisor(s) of the scholar shall form the Committee of Examiners for evaluation of thesis submitted by the research scholar. This Committee shall be notified by the Dean (Academics). The appointment of these examiners shall be strictly confidential.
- (c) The Dean shall request the appointed examiner to give his/her consent for the acceptance of examiner ship enclosing a copy of synopsis for their perusal. In case, an appointed external examiner declines to act an examiner, the Dean (Academics) may appoint another external examiner from the panel.

12.21 Evaluation of Thesis by Examiners

- (a) On receipt of acceptance of examiner ship from the appointed two examiners/experts, out of which one should be from outside the State, a copy of the thesis shall be sent to them for evaluation within a stipulated time indicated by the Dean (Academics).
- (b) Each Examiner is required to give his/her assessment report and a clear recommendation about the candidate’s research work to the Dean (Academics).

The assessment report shall cover the following in details:

- (i) Significant contribution to knowledge.
- (ii) Any specific observation made requiring revision, modification or clarification by the candidate.
- (iii) Standard of presentation of thesis.

The recommendation made by the examiner about the candidate’s research work shall be on the prescribed form provided by Starex University indicating clearly ONE of the following:

a	The thesis is recommended for the award of the Ph.D. Degree in the present form	Yes/NO
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B	The thesis is accepted for the award of the Ph.D degree after minor revision	Yes/NO
	The examiner shall like to examine the response before recommending the award.	Yes/NO
OR		
c	The thesis may be accepted for the award of the Ph.D degree after major revision requiring rewriting a portion/chapter of the thesis incorporating some additional work.	Yes/NO
	The examiner shall like to examine the response before recommending the award	Yes/NO
OR		
d	Rewriting of the thesis after further research.	Yes/NO
OR		
e	The thesis is rejected outright.	Yes/NO

The examiners of the thesis may send, along with their reports, suggestions on corrections and modifications and questions to be asked from the candidate by the Committee constituted for conducting the Viva-Voce examination.

- (c) If the examiner has recommended resubmission of the thesis, the Dean (Academics) shall accordingly advise the scholar through his/her supervisor. The candidate shall ordinarily resubmit the revised thesis within one year from the date on which the comments of the examiner(s) are provided to him/her. The response of the candidate shall be sent again to the examiner for a fresh assessment and recommendation.
- (d) If one of the examiners has recommended rejection of the thesis the Dean (Academics) may appoint a new examiner out of the panel. Provided the report of one of the external examiners is satisfactory.
- (e) If both the external examiners have recommended rejection of the thesis, the thesis shall be rejected outright.

12.22 Final Viva Voce

- (a) On having received the Thesis Assessment Report and recommendations from all examiners, the dean (Academics) shall request the Supervisor to arrange for the final viva voce.
- (b) The viva-voce committee shall comprise the external examiner from India and nominated member of DRC. The Dean (Academics) and the Supervisor(s) shall conduct the viva voce of the scholar on his/her thesis.

- (c) The viva-voce Committee shall provide to the candidate a list of all corrections and modifications, if any, suggested by the examiners.
- (d) The research scholar shall defend his/her thesis before the Viva Voce Committee. All queries raised by the examiners in their reports shall also have to be satisfactorily answered by the scholar.
- (e) The recommendations of the examiners shall be placed before the viva-voce Committee.
- (f) The Viva Voce Committee shall communicate its recommendations on the award of Ph.D degree to the Dean (Academic) through the Chairman.
- (g) In exceptional cases, if external examiners are not available for viva-voce examination, the dean (Academics) will appoint another external examiner for viva-voce committee, in consultation with Chairman Department Research Committee (DRC).

12.23 Honorarium, TA and DA to Examiners and Viva Voce Committee Members

Honorarium, TA and DA to examiners and Viva Voce Committee Members shall be paid according to rules of the University.

12.24 Declaration of Result

- (a) The Dean (Academics) shall advise the Department Research Committee (DRC) about the recommendations of the Viva Voce Committee and obtain the final approval of the Vice Chancellor for the award of the Ph.D. Degree.
- (b) The Dean (Academics) shall inform the Controller of Examinations (COIE) about the approval of the Vice Chancellor.
- (c) The COE shall declare the result for the award of Ph.D degree and advise the scholar.
- (d) The Controller of Examinations (COE) shall issue a Provisional Certificate within one week of the declaration of the result.

12.25 Provisional Certificate

The University shall issue a Provisional Certificate Certifying to the effect that the M.Phil/Ph.D Degree has been awarded by Starex University to the candidate in accordance with the provisions of University Grants Commission (Minimum Standards and Procedure for award of M.Phil/Ph.D. Degree) Regulations, 2009 which will serve to purpose of Degree till the same is conferred on his/her on the University Convocation.

12.26 Depository with UGC

Following the successful completion of the evaluation process and announcement of the award of M.Phil./Ph.D Degree of the University shall submit a soft copy of the M.Phil/Ph.D thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to institutions/Universities.

12.27 Amendment and Repeal of M.Phil/Ph.D Rules & Guidelines

Subject to the Haryana Private Universities Act 2006 as amended from time to time and statutes of the University, the University retains the right to change amend, suspend or repeal any part of these rules and guidelines for good reason and in the interest of academic standards and /or fairness to students.

12.28 Discipline

Every research scholar is required to observe decorum and disciplined behavior both inside and outside the campus and should not indulge in any activity which tend to tarnish the good name, prestige of Starex University. Any act of indiscipline of a research scholar shall be dealt in accordance with the rules of indiscipline of Starex University.

12.29 D.Sc. (Honoris Causa) and D.Lit. (Honoris Causa)

The honorary degrees Doctor of Science (D.Sc.) and Doctor of Letters (D.Lit.) may be awarded to eminent and distinguished persons who have made significant contributions to science, arts and Literature or any branch of human development with the prior approval of the Visitor. The proposals for award of such degrees can emanate sup moto in the Academic Council which shall be submitted to Board of Management for approval and subsequent approval of Chancellor. The Board of Management may consider the proposal and recommend the same to the Governing Body. The Governing Body shall take the final decision whether the proposal should be recommended for the approval of the Visitor. On approval of the Visitor the Degree will be awarded at the annual or a special convocation.

12.30 Dispute Redressal

In case of any dispute, the decision of the Vice Chancellor shall be final.

CHAPTER -13

AMENDMENT AND REPEAL

13.1 Amendment and Repeal of Ordinance

Subject to the Haryana Private Universities Act 2006 as amended from time to time and statutes of the University, all that has been stated above, the prescribed authority has the right to modify, amend and/or repeal the above Ordinance, or any part thereof, from time to time.