



GIRIJANANDA CHOWDHURY UNIVERSITY

ACADEMIC REGULATIONS

**Adopted by the Academic Council vide Resolution No.: AC. 6/2024-05/04 dated 21st May'24,
approved by the Board of Management on 21st May'24 and approved by the Governing Body
on 25th May'24**



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

CONTENT

1. Introduction	4 – 7
1.1. Background	
1.2. Terminologies and Definitions	
1.3. Academic Calander	
2. Admission	8 - 13
2.1 Program wise eligibility criteria	
2.2. Reservation of Seats	
2.3. Admission Procedure	
2.4. Last Date of Registration	
2.5. Relaxation of fees and Scholarship	
2.6. Payment of Prescribed Fee for Continuing Students	
3. Course Registration	14 – 16
3.1. Registration Process	
3.2. Late Registration	
3.3. Registration to next Semester	
3.4. Registration of Audit Course	
3.5. Registration in SWAYAM (MOOC) Courses	
3.6. Mandatory registration for creating ABC account	
3.7. Withdrawal from the Program	
4. Course Credit Structure	17 – 19
4.1. Course Credit Structure	
4.2. Credit – Hours Calculation	
4.3. Type of Courses	
5. Program Specific Regulation	20 – 46
5.1. Programs offered in accordance with UGC Regulations	
5.2. Programs offered in accordance with AICTE Regulations	
5.3. Programs offered in accordance with PCI Regulations	
5.4. Ph.D. Program	
6. Evaluation and Grading of Students	47 – 61
6.1. The Outcome Based Education (OBE) System	
6.2. The Continuous and Comprehensive Assessment System (CCAS)	
6.3. Course Evaluation	
6.4. Course Evaluation Tools	
6.5. Conduction of Summative Assessment for Theory Courses	
6.6. Conduction of Summative Assessment for Laboratory Courses	
6.7. Mandatory Audit Course evaluation	
6.8. Evaluation of Formative Assessment marks	

6.9. Evaluation of Summative Assessment marks	
6.10. Tabulation and Declaration of Results	
6.11. Re – evaluation	
6.12. Supplementary Examination	
6.13. Grade Report	
6.14. Award of Degree	
6.15. Evaluation of Degree of Doctor of Philosophy	
7. Student's Discipline	62 -68
7.1. General Discipline	
7.2. Discipline in Class Rooms/Departments/Laboratories	
7.3. Discipline in Summative Assessment	
7.4. Discipline in Hostel and elsewhere within the Campus or outside	
7.5. Disciplinary actions for Breach of Discipline	
7.6. Disciplinary actions during Summative Assessment	
7.7. Rules Regarding Ragging	
7.8. Formation of Disciplinary Committee	
7.9. Placement on conduct probation	
7.9. Rustication/Expulsion	
7.10. Procedure for Disciplinary Action	
8. Students' Support System	69 - 98
8.1. Student Mentoring	
8.2. Regulations on curbing the menace of Ragging	
8.3. Bina Chowdhury Central Library	
8.4. Hostel	
8.5. Grievance Redressal Committee	
8.6. Anti - Discrimination Cell	
8.7 Internal Complaint Committee	
8.8. Gender Sensitization Cell	
9. Award of Scholarship Medals and Fellowship	99
9.1. Scholarship and Fellowships for Students	
9.2. Honorary Degrees	
10.Convocation	100 - 101
10.1. Degrees/ Diplomas to be awarded at the Convocation	
10.2. Convocation Notification	
10.3. Application for original Degree/Diploma certificates	
10.4. Award of Honorary Degrees	
10.5. Attendance of candidates at the Convocation	
10.6. Approval of the Board of Management	
10.7. Schedule of Convocation	



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

CHAPTER 1

INTRODUCTION

These Regulations shall be called the "Academic Regulations of Girijananda Chowdhury University, Assam". These regulations will be incorporated while offering various programs under semester system by the different Schools of the Girijananda Chowdhury University, Assam.

1.1. Background

Girijananda Chowdhury University was founded on 17 October 2022 as a State Private University vide Assam Government Act No. XLVII of 2022. GCU is an evolution of the Girijananda Chowdhury Institute of Management and Technology (GIMT) and Girijananda Chowdhury Institute of Pharmaceutical Sciences (GIPS) established in 2006 and 2007 respectively. With over 16 years of academic experience and excellence, the University aims to establish a morally sound educational system, which not only produces competent professionals but also excellent human beings contributing towards the welfare of society.

The University offers student centric degree Programs at Undergraduate, Postgraduate and Doctoral levels. The University Programs are designed to ensure that the graduates of the University are equipped with the theoretical knowledge and skills expected by industry and R &D organizations. Academic Studies; Academic Research; Sponsored Research; Training and Lifelong Learning and Techno- Centre- Consultancy comprised the majority of the University's endeavours.

The University provides holistic experience to its students, as the student in addition to her/his academic Program has an opportunity to participate in research, skill development, real life problem solving and entrepreneurship.

These regulations are formed with the aim to ensure academic standards, fairness and equity in the treatment of each and every student and to establish guidelines for course structure, curriculum design and assessment methods that promote effective teaching and learning outcomes.

These Academic regulations will serve as a guide book for students on their academic journey including requirements for course registration, credit transfer and academic probation. It helps students navigate their path towards degree completion in Girijananda Chowdhury University.

1.2. Terminologies and Definitions

- a) *"ABC" means Academic Bank of Credits;*
- b) *"Academic Calendar" means the schedule of academic and miscellaneous events as approved by the Vice Chancellor;*
- c) *"Academic Council" means the Academic Council of the University;*
- d) *"Academic Regulations" means the Academic Regulations of the University;*
- e) *"Academic Session" means an academic year comprising of Monsoon and Winter sessions;*
- f) *"Act" means the Assam Private Universities Act, 207;*
- g) *"AEC" means Ability Enhancement Courses;*
- h) *"AECC" means Ability Enhancement Compulsory Courses;*

- i) "AICTE" means All India Council for Technical Education;
- j) "Audit Course" means a course for which no academic credit has been given;
- k) "Basket" means a group of courses bundled together based on the nature/type of the course;
- l) "BOM" means the Board of Management of the University;
- m) "BOS" means the Board of Studies of a particular School of the University;
- n) "CBCS" means Choice Based Credit System;
- o) "CE" means Continuous Evaluation;
- p) "Chancellor" means Chancellor of the University;
- q) "Chief Mentor" means a senior faculty member, who is responsible for coordinating with all mentor-mentee groups of the University;
- r) "CGPA" means Cumulative Grade Point Average;
- s) "Clause" means the duly numbered Clause, with Sub-Clauses included, if any, of these Regulations;
- t) "COE" means the Controller of Examinations of the University;
- u) "Course" means, a specific content(area) of a Discipline usually identified by its course-code and course-title, with specified credits and syllabus/course-description, a set of references, taught during a specific academic-session/semester and expected Course Outcomes;
- v) "Course Instructor" means the teacher/faculty member or the course in - charge of a course;
- w) "Credit" means a unit by which the course work is measured;
- x) "Credit Point" means the product of grade point and number of credits for a course;
- y) "Curriculum" means the Curriculum governing a specific Degree Program offered by the University and includes the set of Baskets of Courses along with minimum credit requirements to be earned under each basket for a degree/degree with specialization/minor/honours in addition to the relevant details of the courses and Course catalogues (which describes the course content and other important information about the course);
- z) "DAC" means, the Departmental Advisory Committee of a concerned Academic Department/ Centre of the University;
- aa) "DC" means Doctoral Committee;
- bb) "Dean" means the Dean of the concerned School;
- cc) "Dean Academics" means Dean Academics of the University;
- dd) "DEC" means Department Examination Coordinator;
- ee) "Degree Program" means UG, PG, Ph.D. and other academic programs offered by the University;
- ff) "Department" means the Academic Department under a school of the University;
- gg) "DRC" means Departmental Research Committee;
- hh) "DSA" means Dean Student Affairs of the University;
- ii) "DSCC" means Discipline Specific Core Courses;
- jj) "DSE" means Discipline Specific Elective;
- kk) "Dy Registrar" means Deputy Registrar of the University;
- ll) "EC" means Examination Committee;
- mm) "ERP" means Enterprise Resource Planning;
- nn) "ESE" means End Semester Examination;
- oo) "GCU" means Girijananda Chowdhury University;
- pp) "GEC" means Generic Elective Courses;
- qq) "Grade Point" means a numerical weight allotted to each letter grade;
- rr) "HOD" means the Head of an Academic Department;

- ss) "ICC" means Internal Complaints Committee;
- tt) "IEC" means Inter-disciplinary Elective Course;
- uu) "JRF" means Junior Research Fellowship;
- vv) "MDC" means Multi - Disciplinary Course as per NEP 220;
- ww) "Mentor" means a teacher of the University who is assigned to a single or a group of students to provide regular guidance with respect to the students' academic, professional and personal matters of concern;
- xx) "Mentee" means a student of the University who is attached to a teacher (Mentor), for guidance, advice, and support in their pursuit of studies, for a successful professional career and for ensuring physical, mental and moral well-being;
- yy) "MOOC" means Massive Open Online Course;
- zz) "MOU" means the Memorandum of Understanding;
- aaa) "NCrF" means National Credit Framework;
- bbb) "NET" means National Eligibility Test;
- ccc) "OBE" means Outcome Based Education;
- ddd) "OEC" means Open Elective Course;
- eee) "Parent Department" means the department that offers an Academic Program;
- fff) "PCI" means Pharmacy Council of India;
- ggg) "PG" means Post Graduate;
- hhh) "PRN" means Program Roll Number;
- iii) "Program" means study in a discipline leading to award of a Degree/Diploma/Certificate;
- jjj) "Registrar" means Registrar of the University;
- kkk) "School" means a constituent academic unit of the University established to conduct teaching – learning, research and extension activities in broadly related fields of studies under its constituent departments;
- lll) "SEC" means Skill Enhancement Course;
- mmm) "Semester" means 15 – 16 weeks of Academic work equivalent to minimum of 90 contact days for preparation and conducting examinations;
- nnn) "SGPA" means Semester Grade Point Average;
- ooo) "Statutes" means the Statutes of Girijananda Chowdhury University, Assam;
- ppp) "Sub-Clause" means the duly numbered Sub-Clause of these Regulations;
- qqq) "Summer Term" means an additional Academic Term conducted during the summer break (typically in June-July) for a duration of about eight (08) calendar weeks, with a minimum of thirty (30) contact days;
- rrr) "SWAYAM" means Study Webs of Active-Learning for Young Aspiring Minds;
- sss) "UG" means Under Graduate;
- ttt) "UGC" means University Grant Commission;
- uuu) "University" means Girijananda Chowdhury University, Assam;
- vvv) "VAC" means Value Added Course;
- www) "Vice Chancellor" means the Vice Chancellor of the University;
- xxx) "Visitor" means The Governor of Assam.

1.3. Academic Calendar

The Academic Calendar specifying the schedule of academic activities such as registration, induction of students, commencement of teaching - learning and assessment *etc.* and indicating the duration of semesters in an academic year shall be prepared by the Registrar. The Registrar will work out a uniform Academic Calendar of the University in consultation with the Deans of different schools and the Dean of Students Affairs. It will be later approved by the Academic Council. The same shall be notified by the Registrar at least two weeks prior to the beginning of each Academic Year. The Academic Calendar shall also include student activities (Cultural, Sports *etc.*) and students' holidays. The Academic Calendar should be strictly adhered to by all concerned to the maximum extent possible.

An academic year in the University shall normally be divided into two semesters consisting minimum of ninety (90) University working days each, known as Monsoon Semester (usually from July to December) and Winter Semester (usually from January to June).

During the summer break, i.e., (June/July), there may be an additional academic session known as the Summer term. The duration of the Summer term is around four (4) calendar weeks and shall include a minimum of thirty (30) contact days.



Registrar

Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

CHAPTER 2

ADMISSIONS

Any candidate seeking admissions as a student of this University into any academic program is required to fulfil the prescribed minimum eligibility criteria for the respective academic program in the University.

2.1. Program wise eligibility criteria

2.1.1. Bachelor of Technology (B.Tech.) as per AICTE norms

- I. Qualified 10+2 examination with Physics/ Mathematics/ Chemistry/ Computer Science/Electronics/ Information Technology/ Biology/ Informatics Practices/ Biotechnology/Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship.
- II. Obtain at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.

Or

- III. Qualified D.Voc. Stream in the same or allied sector.

2.1.2. Bachelor of Technology (B.Tech.) for Lateral Entry as per AICTE norms

- I. Qualified minimum three year/two year (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) in any branch of Engineering and Technology.

Or

- II. Qualified B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to reserved category) and Qualified 10+2 examination with Mathematics as one of the subjects.

Or

- III. Qualified B.Voc./3-year D.Voc. in the same or allied sector.

2.1.3. Bachelor of Technology (B.Tech.) for Working Professional as per AICTE norms

- I. Be a professional working in Registered Industry/Organization (Central/ State)/Private/Public Limited Company/MSMEs located within 75 KM radial distance from the Institute.
- II. Have minimum one year Full time/Regular working Experience.

- III. Have qualification same as candidates eligible for Lateral Entry to second Year B.Tech. Program (As specified in the Approval Process Handbook published by AICTE from time to time).

2.1.4. Master of Technology (M.Tech.) as per AICTE norms

- I. Qualified Bachelor Degree or equivalent in relevant discipline.
Or
Qualified M.Sc. in relevant discipline.
- II. Obtain at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

2.1.5. Master of Computer Application (MCA) as per AICTE norms

- I. Qualified any graduation degree (e.g.: B.E./B.Tech./B.Sc./B.Com./B.A./B.Voc./BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level.
- II. Obtain at least 50%marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

2.1.6. Master of Business Administration (MBA)as per AICTE norms

- I. Qualified Bachelor Degree of minimum 3 years duration.
- II. Obtained at least 50% marks (45%marks in case of candidates belonging to reserved category) in the qualifying examination.

2.1.7. Integrated Master of Computer Application (BCA / MCA) as per AICTE norms

- I. Qualified 10+2 examination with Mathematics/ Statistics/ Accountancy as compulsory subjects.
- II. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together

2.1.8. Integrated Master of Business Administration (BBA / MBA) as per AICTE norms

- I. Qualified Bachelor Degree of minimum 3 years duration.
- II. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

2.1.9. Master of Business Administration for Working Professional As per AICTE norms

- I. Be a professional working in Registered Industry / Organization (Central / State) / Private/Public Limited Company/ MSMEs located within 75 Km radial distance from the Institute.
- II. Have a minimum of one year Full time/Regular working Experience.

- III. Have qualification as Specified in Approval Process Handbook published by AICTE from time to time.

2.1.10. Bachelor of Pharmacy (B. Pharm) as per PCI norms

- I. Qualified 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics (P.C.M) and or Biology (P.C.B / P.C.M.B.) as optional subjects individually.
Or
- II. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.

2.1.11. Bachelor of Pharmacy (B. Pharm.) Lateral Entry (in third semester) as per PCI norms

- I. Qualified D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

2.1.12. Bachelor of Pharmacy (B. Pharm.) (Practice) as per PCI norms

- I. Qualified D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act and a registered Pharmacist with minimum four years of Pharmacy practice experience in any Community or Hospital Pharmacy.

2.1.13. Diploma in Pharmacy (D.Pharm.) as per PCI norms

- I. Qualified in 10+2 examination (science stream) with Physics, Chemistry and Biology or Mathematics.
Or
- II. Have any other qualification approved by the Pharmacy Council of India as equivalent to the above examination.

2.1.14. Master of Pharmacy (M.Pharm.) as per PCI norms

- I. Qualified B. Pharm. Degree examination of an Indian university established by law in India or from an institution approved by Pharmacy Council of India, and have scored not less than 55 % of the maximum marks (aggregate of 4 years of B.Pharm.).
- II. Every student, selected for admission to post graduate pharmacy program in any PCI approved institution should have obtained registration with the State Pharmacy Council.
Or
- III. Should obtain the same within one month from the date of her/his admission, failing which the admission of the candidate shall be cancelled.

Note: It is mandatory to submit a migration certificate obtained from the respective university where the candidate had Qualified her/his qualifying degree (B.Pharm.).

2.1.15. UG (BA/ BSc/ BCom/ BSW)

- I. Qualified Senior/ Higher Secondary (10+2) level Examination from any State/ Central Board /Council.

2.1.16. PG (MA/MSc/M.Com./MSW)

- I. Qualified UG level Examination from any recognized Indian/Foreign Institute/University.

2.1.17. Bachelor of Medical Laboratory Technology (BMLT) and Bachelor of Physiotherapy (BPT)

- I. Qualified Senior/ Higher Secondary (10+2) level Examination in Science stream from any State/Central Board/Council.

2.1.18. Master of Medical Laboratory Technology (MMLT)

- I. Qualified BMLT Examination from any recognized Indian/ Foreign Institute/University.

2.1.19. Master of Physiotherapy (MPT)

- I. Qualified BPT Examination from any recognized Indian/ Foreign Institute/University.

2.1.20 Master of Law (LLM)

- I. Qualified a Law-related UG degree; such as B.A. LLB, B.A. LLB (H), BBA LLB, BBA. LLB. (H), B.Com. LLB, B.Com. LLB (H), LLB, LLB (H) with minimum 50% marks or equivalent grade (5% relaxation to SC/ST/OBC-Non-Creamy Layer).
- II. Candidates in Final Semester can also apply. They can take provisional admission and after the declaration of result they have to provide the Qualified Certificate within Seven days of the declaration of result to the Administrative Branch of GCU.

2.1.21. Doctor of Philosophy (Ph.D.)

Candidates for admission to the Ph.D. program of GCU (Assam) should successfully complete any of the following criteria:

- I. Qualified 1-year/2-semester Master degree program (after 4 year undergraduate degree) securing at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.

Or

Qualified an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions.



- II. Qualified 2-year/4-semester Master degree program (After 3 years Undergraduate Degree), securing at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.
- III. A candidate qualifying a 4-year/8-semester bachelor degree program and having a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.
- IV. Candidates who have qualified the M. Phil. course work with at least 55% marks in aggregate or an equivalent degree from a Foreign Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. program.

2.2. Reservation of Seats

A relaxation of 5% of marks or an equivalent relaxation of grade may be allowed for candidates belonging to SC/ST/OBC (non-creamy layer)/Differently abled, Economically Weaker Section (EWS) and other categories of candidates as and when declared by the Government, in each of the program in clause 2.1 above as per the decision of the authority from time to time.

Note: The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned in clause 2.1 above are permissible.

2.3. Admission Procedure

The candidate shall apply online for admission, by registering and logging on to University's website www.gcuniversity.ac.in. Admission of the candidates is strictly on merit basis as per regulation in force. Applicant can also visit Admission Cell at Guwahati/Tezpur campus for getting more information.

2.3.1. Admission test

2.3.1.1. Admission test will be conducted for giving admission of students to some selective programs in the university. In such case the notification will be issued by the Registrar and initiated with the applicants.

2.3.1.2. To enrol in the Ph.D. program, a candidate shall qualify the Girijananda Chowdhury University – Research Entrance Test (GCU – RET) conducted by the University. The score obtained in NET may be used for admission to Ph.D. programs in place of written test conducted by the University as per UGC guidelines. The candidates awarded with JRF by UGC and CSIR will be exempted from GCU – RET. Candidates qualifying any other test conducted by National regulatory bodies (GATE/GPAT/CEED etc.) may also be exempted from GCU – RET.

2.4. Last date of Admission

Last date for seeking admission to this University for all academic programs usually cannot be beyond one month from the date of commencement of the semester. However, if the competent Authority considers the genuineness of the delay in seeking admission and is of the opinion that the candidate would be able to fulfil the academic requirements, an exception may be granted after the last date of admissions

2.5. Relaxation of fees and Scholarship

A relaxation of fees in the form of Scholarship may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently abled, Economically Weaker Section (EWS) and other categories of candidates, in each of the program in clause 2.1 above as per the decision of the authority from time to time wherever found necessary.

2.6. Payment of Prescribed Fee for Continuing Students

Continuing students must pay the prescribed fee on specified dates before beginning of each semester.



Registrar

Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

CHAPTER 3

COURSE REGISTRATION

The University follows an Outcome Based Education (OBE) system across all the programs offered by different Schools.

3.1. Registration Process

At the beginning of each Semester, a student shall enrol/register for the courses she/he intends to pursue in the particular semester under the respective program. Without registration, any academic activity (Course/ Seminar/Practical/Project work/Internship, etc.) undergone by a student will not be counted towards the requirements of course credits. The student has to register for the courses through the University ERP system.

After getting admission to a program in the University each student is assigned to a Mentor who will counsel and guide the student on matters related to the academic/registration process. Every student after consulting her/his Mentor is required to register for the courses of her/his choice from the list of proposed courses within the period fixed for such registration as notified in the Academic Calendar or the University Notification to this effect.

3.2. Late Registration

No late registration shall be permitted. However, considering medical exigencies, specifically hospitalization, trauma or contagious disease only, a student may be permitted for late registration with prior approval from the respective Program Head/ HOD or Deans. The student must produce medical certificates, medical prescriptions, hospital discharge report, medical fitness report and all such relevant documents duly attested by the concerned registered medical officer of the hospital where the concerned student was hospitalized or medically treated. The student shall not be eligible for late registration if she/he fails to produce authentic medical certificates and relevant documents in support of the medical exigency.

3.2.1. Further, in such specified cases of medical exigency (*viz. hospitalization, trauma or contagious disease only*), the maximum period permissible for late registration shall not be more than fifteen (15) University working days counted from the commencement of semester as announced by the University or as per the notification issued by the University in this regard. Under no circumstances, such a student shall be permitted to register for the academic term after the permissible period for late registration of fifteen (15) University working days counted from the commencement of semester.

3.2.2. Further, if a student has been selected/nominated by State/National/International Organizations/Boards to represent the State and/or India in State/National/International Competitions/Events, or approved by Dean Student Affairs for representing the University, the concerned student may be permitted for late registration. The student must produce duly attested documents and/or Certificates to be eligible for the provision of late registration. The number of days for which the concerned student shall be given permission for late registration shall be approved by the Vice Chancellor on their commendation of the Dean of the School concerned. Further, no relaxation shall be given on attendance requirement, except as permissible special cases.

3.2.3. In case of any other reason for late registration other than the medical exigencies, the maximum permissible period for late registration shall not be more than five (5) University working days counted from the specified date of Registration announced by the University.

The student shall pay a Late Fee for late registration as specified by the University at the commencement of the academic program. Further, no relaxation whatsoever shall be given on attendance requirement for late registration. Under no circumstances shall such a student be permitted to register for the academic term after the permissible period for late registration of five (5) University working days counted from the specified date of Registration.

3.3. Registration to next Semester

3.3.1. A student shall be permitted to register in the next semester only if all the following conditions are fulfilled:

1. The student has paid all specified fees of the University as per the University Fee Policy and payment schedule;
2. The student has cleared all University, Hostel, Transport and Library dues (if any);
3. The student has not been debarred from registering on any specific ground by the University.

3.4. Registration of Audit Course

A student who desires to register to an Audit Course shall consult her/his Mentor and seek approval of the concerned course instructor. Registration to Audit Course shall only be permitted as per the criteria and guidelines prescribed by the concerned course instructor and duly approved by the concerned Departmental Academic Committee (DAC). The student does not earn credits for the Audit Courses.

3.5. Registration in SWAYAM (MOOC) Courses

Instead of registering in a course offered by the respective department/school, a student may register herself/himself in a SWAYAM course. In this case, the SWAYAM course has to be approved by the respective department/school or by the concerned DAC or BOS as appropriate.

3.6. Mandatory registration for creating ABC account

Every student of the University is required to register for ABC ID - a unique 12-digit code to digitally store, manage, and access all their academic credits, including degrees, diplomas, certificates, training details, and co-curricular accomplishments etc.

3.7. Withdrawal from a Program:

3.7.1 Temporary Withdrawal:

A student who has been admitted to a Degree Program of the University may be permitted to withdraw temporarily, for a period of one Academic Year, on medical grounds, provided:

1. The student submits an application to the University, stating fully the reasons for withdrawal together with supporting documents and endorsement from her/his parent/legal guardian;
2. The University is satisfied that, without counting the period of withdrawal, the student is likely to complete the requirements for the award of the Degree of the concerned Program within the specified maximum duration to complete the Program.
3. A student seeking temporary withdrawal shall not claim any refund of the Annual Fee paid to the University for the concerned Academic Year.
4. There are no outstanding dues with the Department/School/Hostels/Library/etc.
5. Scholarship holders are bound by the appropriate rules applicable to them.
6. Normally, a student will be permitted only one such temporary withdrawal during her/his tenure as a student

3.7.2. Rejoining the Program

A student who temporarily withdraws from the Program and rejoins the Program in the following Academic Year, shall be governed by all the Regulations of the University and the University Fee Structure in force at the time of her/his rejoining the program.

3.7.3. Withdrawal

The rules pertaining to withdrawal of admission at the time of joining the University are as stipulated by the Admission Rules and Fee Policy of the University.

In case of a student seeking withdrawal from the Program of study after completion of one/more Academic Year(s), the rules and terms of withdrawal are as stipulated in the Withdrawal from Program and Fee Refund Policy of the University.

The decision of the Vice Chancellor regarding all aspects of withdrawal of a student from the Program of study shall be final and binding.

CHAPTER 4

COURSE CREDIT STRUCTURE

4.1. COURSE CREDIT STRUCTURE

'Credit' is recognition that a learner has been awarded for completing a prior course of learning, corresponding to a qualification at a given level. For each such prior qualification, the student would have put in a certain volume of institutional or workplace learning, and the more complex a qualification, the greater the volume of learning that would have gone into it. Credits quantify learning outcomes that are subject achieving the prescribed learning outcomes to valid, reliable methods of assessment. The credit points will give the learners, employers, and institutions a mechanism for describing and comparing the learning outcomes achieved. The credit points can be calculated as credits attained multiplied with the credit level.

The Course Credit Structure serves as a vital framework for defining different course types, ensuring they align with specific teaching methods and assessment approaches. It offers the necessary flexibility to meet learning objectives while maintaining consistency in allocating Credits. A key aim is to establish a transparent, reliable, and strong system for planning, delivering, and evaluating courses across the University's diverse programs. Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only practicum component.

4.2. A one credit point is equivalent to a total of 15 hours of lectures in a semester or one-hour lecture per week for a theory course. *For example, in a semester of minimum 15 weeks duration, a three-credit lecture course is equivalent to 45 hours of teaching.*

A one credit for tutorial work means one hour of engagement per week. *For example, in a semester of 15 weeks duration, a one-credit tutorial in a course is equivalent to 15 hours of engagement.*

A one-credit course in practicum or lab work, community engagement and services, and fieldwork in a semester mean two-hours engagement per week. In a semester of minimum 15 week duration, a one-credit practicum in a course is equivalent to 30 hours of engagement.

A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hours engagement per week. Accordingly, in a semester of minimum 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement.

Sl. No.	Course Type	Course Components			Total Credit
		Lecture/per week	Tutorial/per week	Practical/per week	
1.	Theory only	4	0	0	4
2.	Theory	3	1	0	4
3.	Theory	2	1	2	4
4.	Practical only	0	0	8	4
5.	Theory + Practical	2	0	4	4
6.	Vocation training	0	0	8	4
7.	Dissertation/Internship Project	0	0	8	4

4.3. Types of Courses

The following types of courses have been incorporated in the curriculum across various programs of the University:

- 1) Core Courses
- 2) Discipline Specific Core Courses
- 3) Discipline Specific Elective Courses
- 4) Open Elective Courses/Inter-disciplinary Elective Courses
- 5) Multi-Disciplinary Courses
- 6) Skill Enhancement Courses
- 7) Ability Enhancement Courses
- 8) Value-Added Courses
- 9) Vocational Courses
- 10) Research Project/ Dissertation
- 11) Internship
- 12) Field visit/Industry visit etc.
- 13) Audit Courses

4.3.1. Core Courses: Core courses are the compulsory courses of a degree program chosen by the student.

4.3.2. Discipline Specific Core Courses (DSCC): Discipline Specific Core courses are the compulsory courses of a degree program chosen by the student. These courses are offered by the parent department.

4.3.3. Discipline Specific Elective Courses (DSEC): Elective courses offered under the core discipline of the study are Discipline Specific Elective Courses (DSEC).

4.3.4. Open Elective Course (OEC): Open Elective Course, also called Inter-disciplinary Elective Course (IEC) is an elective course which the student may choose from any other discipline/subject, with an intention to seek exposure beyond core course/ discipline in all the programs. The student shall select any one from the given basket of courses in the given semester, other than her/his DSCC across the disciplines.

4.3.5. Multi - Disciplinary Courses (MDC): Multi - Disciplinary Courses are introductory-level courses relating to any of the broad disciplines like Natural and Physical Sciences, Mathematics, Statistics, Computer Applications, Media science, Commerce, Humanities and Social sciences etc. These courses are intended to broaden the intellectual experience and form part of liberal arts and science education.

4.3.6. Skill Enhancement Courses (SEC): Skill Enhancement Courses are aimed at imparting practical skills, hands-on training, soft skills, etc., to enhance the employability of students. The University may design courses as per the students' needs and available resources in the University.

4.3.7. Ability Enhancement Course (AEC): These Courses aim at enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills. Ability Enhancement Courses include Modern Indian Language (MIL) & English language focused on language and communication skills.

4.3.8. Value Added Courses (VAC): These courses aim at enabling the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the basic framework of the goals and policies of national development, and the constitutional obligations with special emphasis on constitutional values and fundamental rights and duties. The VAC courses would also focus on developing an understanding among student-teachers of the Indian knowledge systems, the Indian education system, and the roles and obligations of teachers to the nation in general and to the school/community/society. Course components relating to health and wellness seek to promote an optimal state of physical, emotional, intellectual, social, spiritual, and environmental well-being of a person can also be incorporated in designing these courses. The syllabi of these courses shall also be designed to deepen the knowledge and understanding of India's environment in its totality, its interactive processes, and its effects on the future quality of people's lives.

4.3.9. Vocational Courses: Vocational course refers to instructional and hands-on training programs/courses that focus on the skills required for a particular job function or trade for various programs of the University.

4.3.10. Research Project/Dissertation: An elective course designed to acquire special/advanced knowledge; such as supplement study/support study to a project work, and a student shall study such a course on her/his own, with an advisory support of a teacher/faculty member is called Research Project/Dissertation.

4.3.11. Internship: It shall be a short-term internship of 10-15 days or long-term internship of about 30 days in lieu of Dissertation/ Research project work for a job training in a suitable organization or hands on training or activity-based course at college level in order to gain work experience or to satisfy the requirements for a qualification.

4.3.12. Audit Courses: These courses are courses for which no academic credit is calculated. The students shall attain only pass (Grade P) for these courses.

4.3.13. The credit points assigned to various courses are as follows:

Sl No.	Type of Course	Credit points assigned
1	Core Courses	2 – 6
2	Discipline specific core course	2 – 6
3	Multi-disciplinary courses	3
4	Skill Enhancement Courses	2 - 3
5	Ability Enhancement Courses	2 - 3
6	Value-Added Course	2 - 3
7	Vocational Courses	4
8	Project/ Dissertation	3 – 12
9	Internship	2 – 6
10	Audit Course	0

CHAPTER 5

PROGRAM SPECIFIC REGULATION

All the academic programs offered in the University are categorized as Diploma, Under Graduate (UG), Post Graduate (PG), Post Graduate Diploma and PhD programs. Further, the program credits are dependent on the classification of the program based on the minimum duration of the program as per the UGC /AICTE /PCI norms.

5.1. Programs offered in accordance with UGC Regulations.

5.1.1. The Four-Year Multidisciplinary Under Graduate Programs (UG) with Multiple Entry and Exit Options

The Four-year Multidisciplinary Undergraduate Programs is a Choice Based Credit System (CBCS) under Semester Scheme. The program is structured in a semester mode with multiple entry and exit options as below–

1. A UG certificate after completing 1 year (2 semesters) of study
2. A UG diploma after 2 years (4 semesters) of study
3. A bachelor degree after a 3-year (6 semesters) of study
4. A 4-year bachelor degree (honours) after eight semesters of study. However, if the student completes a rigorous research project in her/his major area(s) of study in the 4th year, then the student gets a bachelor degree (honours) with research.

The students who exit with Certification, Diploma and Basic Bachelor Degree shall be eligible to re-enter the program at the exit level to complete the program or to complete the next level.

The framework offers flexibility for learners to move from one institution/university to another to enable them to have multi and/or interdisciplinary learning. There is a provision to transfer the credits earned by the student during transfer from one institution/university to other. Credits earned are accumulated in the Academic Bank of Credit (ABC).

The framework provides flexibility to the students to determine their learning trajectories by allowing her/him to opt for courses depending on her/his choice across specific discipline and/or combination of discipline specific and allied courses.

The program permits the consideration of credits earned from SWAYAM and other platforms recognized by the University.

5.1.1.1. Duration of the Program

1. The duration of the UG program is 4 years or 8 semesters. Students who desire to undergo a 3-year UG Program will be allowed to exit after completion of the 3rd year. If a student wants to leave after the completion of the first or second year, the student will be given a UG Certificate or UG Diploma, respectively, provided they secure the prescribed number of credits.
2. Students who exit with a UG certificate or UG diploma are permitted to re-enter within three years and complete the degree program.
3. Students may be permitted to take a break from the study during the period of study but the total duration for completing the program shall not exceed 7 years.

4. Students who are not able to complete a course of study within the time specified for the program, may be allowed an extension of another 1 (one) with special approval from the Vice Chancellor of the University.

5.1.1.2. Eligibility criteria and Multiple Entry and Exit Options with minimum Credit requirements

Entry Requirement	Stage of exit	Minimum Credit requirements	Type of Award
Secondary School Leaving Certificate obtained after the successful completion of Grade 12 or 10+2.	After successful completion of 1st Year	40 credits with one vocational course of 4 credits	Certificate in the Discipline
Certificate obtained after completing the first year (two semesters) of the undergraduate program.	After successful completion of 2nd Year.	80 credits (40 credits per year) with one vocational course of 4 credits	Diploma in the Discipline
Diploma obtained after completing two years (four semesters).	After successful completion of 3rd Year.	120 credits (40 credits per year)	UG Degree (with Single/Double Major) in the Discipline(s).
An individual seeking admission to a Bachelor degree (Honours) in a discipline would normally have completed all requirements of the relevant three-year bachelor degree in that discipline.	After successful completion of 4th year.	160 credits (40 credits per year)	UG Degree (Honours) (with Single/Double Major) in the Discipline
Students who secure 75% marks or a CGPA of 7.5 out of 10.0 and above in the first six semesters	After successful completion of 4 th year.	160 credits (40 credits per year) including 12 credits from a research project/ dissertation	UG Degree (Honours with Research) (with Single/Double Major) in the Discipline.

5.1.1.3. Major and Minor disciplines

Major discipline is the discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (about 50% of total credits) through core courses in the major discipline.

Minor discipline helps a student to gain a broader understanding beyond the major discipline. *For example, if a student pursuing an Economics major obtains a minimum of 12 credits from a bunch of*

courses in Statistics, then the student will be awarded B.A. degree in Economics with a Minor in Statistics.

Students, however, can opt for Under Graduate with single major, Under Graduate with double major, Interdisciplinary Under Graduate Programs and Multidisciplinary Under Graduate programs.

a) UG Degree Programs with Single Major: A student has to secure a minimum of 50% credits from the major discipline for the 3-year/4-year UG degree to be awarded a single major. *For example, in a 3-year UG program, if the total number of credits to be earned is 120, a student of Physics with a minimum of 60 credits will be awarded a B.Sc. in Physics with a single major. Similarly, in a 4-year UG program, if the total number of credits to be earned is 160, a student of Physics with a minimum of 80 credits will be awarded a B.Sc. (Hons. /Hon. With Research) in Physics in a 4-year UG program with single major.*

b) UG Degree Programs with Double Major: A student has to secure a minimum of 40% credits from the second major discipline for the 3-year/4-year UG degree to be awarded a double major. *For example, in a 3-year UG program, if the total number of credits to be earned is 120, a student of Physics with a minimum of 48 credits will be awarded a B.Sc. in Physics with a double major. Similarly, in a 4-year UG program, if the total number of credits to be earned is 160, a student of Physics with a minimum of 64 credits will be awarded a B.Sc. (Hons. /Hons. With Research) in Physics in a 4-year UG program with double major.*

c) Interdisciplinary UG Programs: The credits for core courses shall be distributed among the constituent disciplines/subjects so as to get core competence in the interdisciplinary program. *For example, a degree in Econometrics requires courses in Economics, Statistics, and Mathematics. The total credits to core courses shall be distributed so that the student gets full competence in Econometrics upon completion of the program. The degree for such students will be awarded as B.Sc. in Econometrics for a 3-year UG program or B.Sc. (Honours)/ B.Sc. (Honours with Research) in Econometrics for a 4-year UG program.*

d) Multidisciplinary UG Programs: In the case of students pursuing a multidisciplinary program of study, the credits to core courses will be distributed among the broad disciplines such as Life sciences, Physical Sciences, Mathematical and Computer Sciences, Data Analysis, Social Sciences, Humanities, etc., *For example, a student who opts for a UG program in Life sciences will have the total credits to core courses distributed across Botany, Zoology and Human biology disciplines. The degree will be awarded as B.Sc. in Life Sciences for a 3-year program and B.Sc. (Honours) in Life Sciences or B.Sc. (Honours with Research) for a 4-year program without or with a research component respectively.*

5.1.1.4. Program Structure

The Four Year Under Graduate (FYUGP) shall have following components viz.,

- (i) Core Courses (Major/Minor)
- (ii) Elective Courses – Discipline Specific Elective (DSE)/ Open Elective (OEC)
- (iii) Multi – Disciplinary Courses (MDC)
- (iv) Ability Enhancement Courses (AEC)
- (v) Skill Enhancement Courses (SEC)
- (vi) Value Added Courses (VAC)
- (vii) Summer Internship

(viii) Research Project/ Dissertation

Sl No.	Broad Category of Course	Minimum Credit Requirement	
		3 – year UG	4 – year UG
1	Major (Core)	60	80
2	Minor Stream	24	32
3	Multidisciplinary	09	09
4	Ability Enhancement Courses (AEC)	08	08
5	Skill Enhancement Courses (SEC)	09	09
6	Value Added Courses common for all UG	06 – 08	06 – 08
7	Summer Internship	02 – 04	02 – 04
8	Research Project / Dissertation*	-	12
	Total	120	160

Note: *Honours students not undertaking research will do 3 courses for 12 credits in lieu of a research project / Dissertation.

5.1.1.5. Registration and Change of Courses in a Semester

1. Students are entitled to select their bundle of courses from among the courses that will be offered during that particular semester. The same will be notified in the Departmental Notice board and the web-site of the University at the beginning of each semester.
2. If a student finds the number of courses to be unmanageable in a semester or for any other valid reason, she/he can drop some course(s) [up to a maximum of 2 (two) courses per semester] within three weeks from the commencement of the classes in the semester with the written consent of her/his HOD and with the approval of the Academic Registrar/assigned authority of the University. Students under this category shall also be treated as “I” grade for the concerned course(s).
3. A student can register for a backlog course either for (i) study or for (ii) examination. In case of study, her/his previous marks/grades will be cancelled and will have to attend all classes and examinations along with next batch of students. In case of registration for examination, she/he need not attend the classes, but will appear only for the end-semester examinations as and when they are conducted. Students with backlogs registering for study or examinations have to submit an undertaking that they will not change the status of their registration in the subject during the semester. This is applicable only for the regular students with “I” or “F” Grade.
4. Students can opt for a change of major within the broad discipline (Natural and Physical Sciences, Mathematical, Statistics, and Computational Sciences, Library, Information and Media Sciences, Commerce and Management, and Humanities and Social Sciences) at the end of the first year.

5.1.2. Two years PG program (as per CBCS)

The Choice Based Credit System (CBCS) is an academic system implemented in the educational institutions around the world, including in India. It is designed to offer students flexibility in choosing courses and subjects according to their interests, abilities, and career goals. CBCS is based on the concept of credits. Each course is assigned a certain number of credits based on its academic workload. The workload includes time spent in lectures, laboratory, tutorials, and self-study. Typically, one credit corresponds to 15/30 hours of student workload. CBCS allows students to choose courses from a wide range of options, including core, elective, open elective/inter – disciplinary and skill enhancement courses.

The program permits the consideration of credits earned from SWAYAM and other MOOC platforms recognized by the University.

5.1.2.1. Duration of the Program

1. The minimum duration for completion of a two year post graduate degree program in any discipline is four semesters. Every student will necessarily have to study for four semesters to obtain a post graduate degree in the discipline.
2. Students may be permitted to take a break from the study during the period of study but the total duration for completing the program shall not exceed 4 years.
3. Students who are not able to complete a course of study within the time specified for the program, may be allowed an extension of another 1 (one) year with special approval from the Academic Council of the University.

5.1.2.2. Program Structure

The PG program shall have following components viz.,

- (i) Discipline Specific Core Courses (DSCC)
- (ii) Elective Courses – Discipline Specific Elective Courses (DSEC)/ Open Elective Courses (OEC)/Inter Disciplinary Elective Courses (IEC)
- (iii) Skill Enhancement Courses (SEC)
- (iv) Summer Internship
- (v) Research Project/ Dissertation

The minimum total credits for all two year PG programs as per CBCS system shall be 80.

5.1.3. The Post Graduate Programs (PG) as per NEP 2020

In conformity with the Four Year Under Graduate Programs mentioned in clause 5.1.1, the Post Graduate programs are designed keeping in mind the flexibility offered to students as per NEP 2020. The main features of this PG program are:

1. Flexibility to move from one discipline of study to another.
2. Flexibility for students who qualify UG with a double major to opt for any of the two subjects they have majored.
3. Flexibility for students who qualify UG with a major and minor (s) to opt for either major or minor(s) subject in Master program.
4. Opportunity for learners to choose the courses of their interest.
5. Flexibility to switch to alternative modes of learning (offline, ODL, Online learning, and hybrid modes of learning).

6. Mobility and flexibility as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021, and UGC Guidelines for Multiple Entry and Exit in Academic Programs offered in Higher Education Institutions.
7. In case a learner through employment gains experience relevant to the PG program she/he wants to pursue; the work experience can be converted to credits after assessment. Accordingly, the duration can be adjusted by the HEIs. The maximum weightage provided for under this dimension is two (2) i.e. a candidate/ trained person can at best earn credits equal to the credits acquired for the base qualification/ skill, provided he has more than a certain number of years of work experience. The redemption of credits so earned, however, shall be based on the principle of assessment bands given in the NCrF.

The Curriculum Components of the Post Graduate program is structured as below:

1. A 2-year Post Graduate program with the second year devoted entirely to research / Coursework / Course work + research.
2. A 1-year Integrated Post Graduate program devoted entirely to research / Coursework / Course work + research.

5.1.3.1. Duration of the Program

The Post Graduate program is structured in semester mode spread over four semesters. For the 2-year Post Graduate programs, there is only be one exit point, at the end of the first year of the program. Students who exit at the end of one year should complete a 4 credit Vocational Course relevant to the chosen discipline and shall be awarded a PG Diploma.

5.1.3.2. Eligibility criteria and minimum Credit requirements:

Entry Requirement	Stage of exit	Minimum Credit requirements	Type of Award
3 year Bachelor degree	Two years or four semesters after obtaining a Bachelor degree).	80 credits with a research project/ dissertation	Master Degree
3 year Bachelor degree	One year or two semesters with Vocational Course/Internship equivalent to 4 credit relevant to the chosen discipline.	44 credits	Master Degree Diploma
4 year Bachelor Degree (Honours/Research)	One year or two semesters	40 credits	Master Degree

5.1.3.3. Changing Subjects in Postgraduate Program

1. A student is eligible for admission in a master program either in the major or minor discipline chosen by the student in a UG program. [Clause 5.1.1.]
2. Irrespective of the major or minor disciplines chosen by a student in a UG program, a student is eligible for admission in any discipline of Master programs if the student qualifies the



National level or University level entrance examination in the discipline of the Master program.

3. Candidates who have completed 4-year undergraduate program or a 3 year UG and 2 year master program or 5 year integrated program (UG + PG) in STEM subjects will be eligible for admission in M.E., M. Tech. in allied areas.

5.1.3.4. Program Structure

Each program shall have three components,

- i) Discipline Specific Core Courses (DSCC)
- ii) Discipline Specific Elective (DSE)
- iii) Dissertation / Research Project: An elective course designed to acquire special/advanced knowledge; such as supplement study/support study to a project work, and a student shall study such a course on his / her own, with an advisory support of a teacher/faculty member is called Dissertation/ Research project.

The PG program curriculum should include vocational courses relevant to the chosen discipline.

5.2. Programs offered in accordance with AICTE Regulations

5.2.1. The Under Graduate Programs (B.Tech./B.Tech. (Lateral)/B.Tech. for Working Professionals)

The following Under Graduate programs are offered by the University, structured in semester mode and approved by All India Council for Technical Education (AICTE)

1. Four years Bachelor of Technology (B.Tech.)
2. Three years Bachelor of Technology (B.Tech. Lateral)
3. Three years Bachelor of Technology (B.Tech.) for Working Professionals

5.2.1.1. Duration of the Programs

- a) The duration of the UG programs leading to degree of B. Tech. shall be of minimum four academic years.
- b) The duration of the UG program leading to B.Tech. program under lateral entry to second year is of three academic years.
- c) The duration of the UG program leading to B.Tech. program for working professionals is of three academic years and shall fulfil the total contact hours as prescribed for completion of duration of the course.

Or

The duration of the UG program leading to B.Tech. program for working professionals is of three academic years with at least minimum of one semester extra to fulfil the total contact hours as prescribed for completion of duration of the course.

- d) However, the duration may be extended up-to eight years from the date of initial registration for B.Tech. and up-to six years from the date of initial registration for B.Tech. (lateral) /B.Tech. for working professionals.

e) Students who are not able to complete a course of study within the time specified for the program, may be allowed an extension of another 1 (one) with special approval from the Vice Chancellor of the University.

5.2.1.2. Eligibility criteria with minimum Credit requirements

Entry Requirement	Minimum Credit requirements	Type of Award
Passed 10+2 examination with Physics/ Mathematics/ Chemistry/ Computer Science/ Electronics/ Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/ Entrepreneurship or passed D.Voc. Stream in the same or allied sector.	160 credits	B.Tech. Degree
Passed Minimum three years / two years (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) in any branch of Engineering and Technology. Or Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject. Or Passed B.Voc/3-year D.Voc. Stream in the same or allied sector.	120 credits	B.Tech. (Lateral Entry to Second year)
Passed minimum three years/two years (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) in any branch of Engineering and Technology. Or Qualified B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject. Or 1. Qualified B.Voc/3-year D.Voc. Stream in the same or allied sector. 2. Professionals working in Registered Industry / Organization (Central / State) / Private/ Public Limited Company/ MSMEs located within 75 km radial distance from the Institute. 3. Minimum of ONE Year Full time / Regular working Experience.	120 credits	B.Tech. for working Professional

5.2.1.3. Course of study:

The UG program shall comprise following type of courses

- (i) Foundation and Core Courses. These are compulsory courses and mandatory to clear/pass for award of degree.
- (ii) Elective Courses. These courses are offered to augment the studies in specific fields. They may be interchanged.
- (iii) Courses of special nature (like Corporate Internship, Start-up Incubation, Preparatory English Courses, Audit Courses, Self-Study Courses, Seminars, Term papers and Capstone Projects) etc.
- (iv) Open Elective Courses. These courses are offered to augment the studies with the knowledge of other domain apart from the field chosen by the student as electives. These courses may be selected from any School across the university.

Sl. No.	Course Type	Course Component			Total Credit
		Lecture	Tutorial	Practical	
1.	Course (Theory)	3/4	0	0	3/4
2.	Course (Practical)	0	0	2	1
3.	Course (Theory + Practical)	3	0	2	4
4.	Vocation training	0	0	8	4
5.	Dissertation/Internship Project	0	0	8	4

5.2.1.4. Change of Courses

An option to change a course may be exercised only once in a semester within first weeks from the date of commencement of the First/Third semester.

5.2.2. The Post Graduate Programs (PG)

The two year Post Graduate program is structured in semester mode with the second year devoted entirely to research / Coursework / Course work + research. The following AICTE approved Post Graduate Programs are offered by the university

1. Master in Technology (M.Tech.)
2. Master in Computer Application (MCA)
3. Master in Business Administration (MBA)
4. Master in Technology (M.Tech.) for working Professionals
5. Master in Business Administration (MBA) for working Professionals

5.2.2.1. Duration of the Program

The Post Graduate programs in Technology (M.Tech.)/in Computer Application (MCA)/in Business Administration (MBA) are of two years/four semester duration as per AICTE regulations.

The Post Graduate programs in Technology (M.Tech.) and in Business Administration (MBA) for Working Professionals are also of two years / four semesters duration and shall fulfil the total contact hours as prescribed by the Affiliating University for completion of duration of the course. Timings for conduct of classes normally shall be in any flexible convenient timings in alignment with timings of Industry / Organization. However, the mode of Conduct of Classes shall be as applicable for Regular Programs

5.2.2.2. Eligibility criteria and minimum Credit requirements:

Entry Requirement	Minimum Credit requirements	Type of Award
Passed Bachelor Degree or equivalent. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	80 credits with a research project/ dissertation	M.Tech.
Passed Bachelor Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	100 credits with a research project/ dissertation	MBA
Passed any graduation degree (e.g.: B.E./B.Tech. / B.Sc. / B.Com./B.A./B. Voc./BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level, obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	80 credits with a research project/ dissertation	MCA
1. Passed Bachelor Degree or equivalent. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination. 2. Professionals working in Registered Industry / Organization (Central / State) / Private/ Public Limited Company/ MSMEs located within 75km 3. Minimum of ONE Year Full time / Regular working Experience	80 credits	M.Tech. for working Professional
Passed Bachelor Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination. 1. Professionals working in Registered Industry / Organization (Central / State) / Private/ Public Limited Company/ MSMEs located within 75km. 2. Minimum of ONE Year Full time / Regular working Experience	100 credits	MBA for working Professional

5.2.2.3. Program Structure

Each program shall have three components, viz.,

- i) Discipline Specific Core Courses (DSCC)
- ii) Discipline Specific Elective (DSE)/ Open Elective (OEC)
- iii) Dissertation / Research Project: Each student of Post-Graduate Degree Program of the University shall be required to undertake research work on a research program, the findings of which shall be presented in the form of a thesis/project report. The student in consultation with the Major Adviser shall prepare such program. The selection of topic for carrying out the research program shall be done as per guidelines prescribed by the Department Advisory Committee (DAC) from time to time. The student shall present a seminar on the research/project work with all the data and its analysis at the end of the semester. After presenting the thesis/project seminar the student shall prepare the thesis as per guidelines prescribed by the Department Advisory Committee (DAC) from time to time. The student shall submit three 2 (two) paper bound typed copies of the thesis after incorporating the recommendations of the thesis seminar, to the HOD. The thesis must also accompany a certificate in prescribed form *i.e.* Certificate-I signed by the Major Adviser and one copies of abstracts.
- iv) Internship: It shall be a short-term internship of 10-15 days in 3rd Semester and long-term internship of about 30 days in lieu of Dissertation/ Research project work in 4th Semester for a job training in a suitable organization or hands on training or activity based course at college level in order to gain work experience or to satisfy the requirements for a qualification.

5.2.3. The Integrated Programs (PG)

The following Integrated Programs are offered by the university under AICTE regulations:

1. Integrated Program in Business Administration (Integrated MBA)
2. Integrated Program in Computer Application (Integrated MCA)

5.2.3.1. Duration of the Program

The Integrated Post Graduate programs in Computer Application (MCA) and in Business Administration (MBA) are of four years / Eight semester duration as per AICTE regulations. It will allow the students to pursue their bachelor and master degree program all at the same time. A student who discontinues the course after three years/ six semesters will be awarded a Bachelor of Business Management (BBA) / Bachelors of computer Applications (BCA), subject to the fulfilment of three years successfully. However, for reasons found to be considerable, the university may allow a student who has earned credits for at least one semester, to extend the program up to the maximum duration of seven years in the case of Integrated MCA (5 year).

5.2.3.2. Eligibility criteria and minimum Credit requirements:

Entry Requirement	Stage of exit	Minimum Credit requirements	Type of Award

1. Passed 10+2 examination with Mathematics/ Statistics/ Accountancy as compulsory subjects.	After successful completion of 3rd Year.	120 credits	BCA
2. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together	After successful completion of 4th year.	160 credits with a research project/ dissertation	MCA
1. Passed 10+2 examination.	After successful completion of 3rd Year.	120 credits	BBA
2. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the qualifying examination.	After successful completion of 4th year.	160 credits with a research project/ dissertation	MBA

5.2.3.3. Program Structure

Each program shall have three components (Details given in Annexure I), viz.,

- i) Discipline Specific Core Courses (DSCC)
- ii) Discipline Specific Elective (DSE)/ Open Elective (OE) Courses
- iii) Dissertation/Research Project: An elective course designed to acquire special/advanced knowledge; such as supplement study/support study to a project work, and a student shall study such a course on his / her own, with an advisory support of a teacher/faculty member is called Dissertation/ Research project.
- iv) Internship: It shall be a short-term internship of 10-15 days or 30 days in lieu of Dissertation/ Research project work.

5.3. Programs offered in accordance with PCI Regulations

5.3.1. Diploma in Pharmacy (Part-I and Part-II)

The Diploma in Pharmacy is of two years with first year known as Part – I and second year known as Part II, under the regulations directed by Pharmacy Council of India.

5.3.1.1. Duration of the Programs

The duration of the Diploma programs leading to degree of Diploma in Pharmacy shall be of minimum two academic years.

5.3.1.2. Semester System

The duration of the course shall be for two academic years with each academic year spread over a period of not less than one hundred and eighty working days in addition to 500 hours practical training spread over a period of not less than 3 months.



Registrar

Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

5.3.1.3. Eligibility criteria with minimum Hour requirements:

Entry Requirement	Minimum Hours requirements	Type of Award
Qualify in any of the following examinations with Physics, Chemistry and Biology or Mathematics. (1) Intermediate examination in Science; (2) The first year of the three year degree course in Science; (3) 10+2 examination (academic stream) in Science; (4) Pre-degree examination; (5) Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examination.	825 hours Theory, 800 hours Practical and 125 hours Tutorial class collectively in Part I and Part II	Diploma in Pharmacy

Each course may have only a lecture component or a lecture and tutorial component or a lecture and practicum component or a lecture, tutorial, and practicum component, or only practicum component.

Course of study:

The Diploma program shall comprise following type of courses

Part I	Part II
Pharmaceutics (T&P)	Pharmacology (T&P)
Pharmaceutical chemistry (T&P)	Community Pharmacy & Management (T&P)
Pharmacognosy (T&P)	Biochemistry & Clinical Pathology (T&P)
Human Anatomy & Physiology (T&P)	Pharmacotherapeutics (T&P)
Social Pharmacy (T&P)	Hospital & Clinical Pharmacy (T&P)
	Pharmacy Law & Ethics

*T&P means Theory and Practical.

5.3.1.4. Attendance and Participation of Students in Teaching-Learning activities

Students have to be regular and satisfactorily undergone the course of study by attending not less than 75% of the classes held both in theory and in practical separately in each subject shall be eligible for appearing at the Diploma in Pharmacy (Part-I and Part-II) examination.

5.3.2. Bachelor of Pharmacy Program

The Undergraduate Program leading to the Bachelor of Pharmacy degree is based on Semester Scheme as per the PCI regulations.

5.3.2.1. Duration of the Program

The course of study for B.Pharm. shall extend over a period of eight semesters (four academic years) and six semesters (three academic years) for lateral entry students. The curricula and syllabi for the program shall be prescribed from time to time by Pharmacy Council of India, New Delhi.

5.3.2.2. Eligibility criteria and minimum Credit requirements:

Entry Requirement	Minimum Credit requirements	Type of Award
Qualify 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics (P.C.M) and or Biology (P.C.B / P.C.M.B.) as optional subjects individually. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.	28 Credit	B. Pharm.
Qualify in D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.	The lateral entry students shall get 52 credit points transferred from their D. Pharm program. Such students shall take up additional remedial courses of 'Communication Skills' (Theory and Practical) and 'Computer Applications in Pharmacy' (Theory and Practical) equivalent to 3 and 4 credit points respectively, a total of 7 credit points to attain 59 credit points, the maximum of I and II semesters.	B. Pharm.

5.3.2.3. Program Structure

Courses are broadly classified as Theory and Practical. Theory courses consist of lecture (L) and /or tutorial (T) hours, and Practical (P) courses consist of hours spent in the laboratory.

Credits (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and tutorial hours, and a multiplier of half (1/2) for practical (laboratory) hours.



5.3.2.4. Attendance and Participation of Students in Teaching-Learning activities

1. Each semester shall consist of not less than 100 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from December/January to May/June in every calendar year.
2. A candidate is required to put in at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations.

5.3.3. Bachelor of Pharmacy (Practice) (First Year and Second Year)

B.Pharm. (Practice) shall consist of a degree certificate of having completed the course of study and qualified examination as prescribed in PCI regulations for the purpose of additional qualification to be entered in the register of pharmacists.

5.3.3.1. Duration of the Programs

The duration of the course shall be of two academic years with each year spread over a period of not less than 180 working days

5.3.3.2. Eligibility criteria with minimum Hour requirements

Entry Requirement	Minimum Hours requirements	Type of Award
<ol style="list-style-type: none">1. Qualify in Diploma course in Pharmacy from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act, 1948.2. A registered pharmacist.3. A minimum of four years of pharmacy practice experience in a community or hospital pharmacy –<ol style="list-style-type: none">a) A certificate from competent authority stating that the candidate is endorsed as registered pharmacist in the drug license of a pharmacy as proof of practice experience in case of community pharmacistb) A certificate from the Principal/Medical Superintendent/competent person of the Hospital/Health Unit stating that the candidate is working as a pharmacist will be accepted as proof of practice experience in case of hospital pharmacist.4. A 'No Objection Certificate' from the employer in prescribed format.	A total of 800 contact hours in two years duration.	Bachelor of Pharmacy (Practice)

5.3.3.3. Course of study

The course of study shall consist of the subjects as given in the Tables below. The course shall consist of class room teaching and assignment works. The assignment works shall be done at the place of work under the supervision and guidance of teaching staff of the academic institution.

First Year	Second Year
Pathophysiology and Pharmacotherapeutics I	Pathophysiology and Pharmacotherapeutics III
Pathophysiology and Pharmacotherapeutics II	Pathophysiology and Pharmacotherapeutics IV
Pharmacy Practice I	Pharmacy Practice III
Pharmacy Practice II	Pharmacy Practice IV
Applied Pharmaceutics	Social Pharmacy II
Social Pharmacy I	Pharmaceutical Jurisprudence
Case presentation, Seminar, Assignments	Case presentation, Seminar, Assignments

5.3.3.4. Attendance and Participation of Students in Teaching-Learning activities

Students have to be regular and satisfactorily undergone the course of study by attending not less than 80% of the classes held both in theory and has submitted the assignments/ project report duly approved by the supervising teacher shall be eligible for appearing at the B.Pharm. (Practice) (First year and Second Year) examination.

5.3.4. The Two-Year Post Graduate Programs (M.Pharm.)

The Two-year Post Graduate Programs is based on Semester Scheme as per the PCI regulations.

5.3.4.1. Duration of the Programs

The program of study for M.Pharm. shall extend over a period of four semesters (two academic years).

5.3.4.2. Semester System

Each semester shall consist of not less than 100 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from the month of December/January to May/June in every calendar year.

5.3.4.3. Eligibility criteria with minimum Credit requirements

Entry Requirement	Minimum Credit requirements	Type of Award
1. B. Pharm Degree examination of an Indian university established by law in India from an institution approved by Pharmacy Council of India and has scored not less than 55 % of the maximum marks (aggregate of 4 years of B.Pharm.). 2. Every student, selected for admission to post graduate pharmacy program in any PCI approved institution should have obtained registration with the State Pharmacy Council or should obtain the same within one month from the date of her/his admission, failing which the admission of the candidate shall be cancelled.	95 Credit	M.Pharm. Degree

5.3.4.4. Credit hours for different types of courses:

Courses are broadly classified as Theory and Practical. Theory courses consist of lecture (L) and Practical (P) courses consist of hours spent in the laboratory. Credits (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and a multiplier of half (1/2) for practical (laboratory) hours.

5.3.4.5. Attendance and Participation of Students in Teaching-Learning activities

A candidate is required to put in at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations.

5.4. PhD program

Girijananda Chowdhury University, Assam shall offer programs leading to the award of Ph.D. degree through its wide range of areas in Engineering, Pharmacy, Natural Sciences, Management, Humanities and Social Sciences with a special emphasis on maintaining interdisciplinary research to support the major issues confronting the community, society, the entire North Eastern Regions and the country as a whole. The award of Ph.D. degree shall be in recognition of high academic achievements, independent research and application of knowledge to the solution of social, managerial, technical and scientific problems. The degree of doctor of Philosophy (Ph.D.) of the GCU shall be conferred on a scholar who fulfils all the requirements specified in these Ordinances and Regulations.

The procedure and requirements spelt out in these Ordinances and Regulations aims to ensure high standards of performance in research work at the University.

5.4.1. Statutory Bodies and their responsibilities

1. The Research Council

The Research council administers the research program of the University. The Research Council shall consist of the following:

- a) The Vice Chancellor shall be the ex-officio Chairperson
- b) All Deans of the Schools of Studies and the dean R&D shall be the members
- c) Five Professors nominated by the Academic Council
- d) Two teachers nominated by the Vice Chancellor
- e) Three reputed academicians from other Universities / Higher Education Institutions
- f) The Controller of Examinations shall be the ex-officio Member secretary

The Power & functions of the Research Council: The Research Council shall be mainly responsible for the following functions:

- a) Shall arrange for policy formulations for research in the different Schools of Studies.
- b) Shall recommend guidelines on identification of the Thrust areas of research by the various department under the schools of studies.
- c) Shall recommend the draft Ordinance and regulations for admission to the PhD programs consistent with the Guidelines and the Regulations of the Government.

- d) Shall recommend the guidelines for conduct of research leading to the award of the PhD degree in various subjects consistent with the Guidelines and Regulations of the Government.
- e) Consider recommendation of the Deans of the Schools on the formation of the Doctoral committee (DC), and the Departmental Research committee (*DRC) for the Ph.D. students
- f) Shall consider the progress report of the PhD students as recommended by the DRCs.
- g) Shall consider the Panels of the Examiners of the PhD thesis as recommended by the DRCs and recommended to the Vice Chancellor for appointment of the Ph.D. thesis Examiners from the recommended panels.
- h) Shall examine all research work of the University for ensuring compliance of the guidelines, Regulations of the regulatory bodies to ensure the standard and quality of research.
- i) Shall examine all research work of the University for ensuring compliance of the guidelines, Regulations of the regulatory bodies to ensure the standard and quality of research.
- j) Shall supervise and monitor the Student Research Projects, Field Studies and Internship projects of the graduate and post graduate students consistent with the requirement of the prescribed guidelines, Regulations, etc., of the University and the regulatory bodies of the Government.

2. The Departmental Research Committee (DRC)

Composition of the Department Research Committee: Department Research Committee is the Research Committee of a teaching department of the University. There shall be a Departmental Research Committee (DRC) constituted as below in each Department –

- a) Head of the Department – Chairperson
- b) All eligible Ph.D. Supervisors of the subject concerned - Members
- c) Minimum two members outside of the department - Members

nominated by the Vice Chancellor as and when necessary.

Regulations:

- a) In case, the Head of the Department is not an eligible Ph.D. Supervisor, the Dean of the school concerned shall be the Chairperson of the DRC concerned. He/She shall function until the Head of the Department acquires eligibility to be a Supervisor.
- b) Provided that in the case of Departments where the Head of the Department being a single eligible recognized Supervisor, at least two members for the DRC of such Departments shall be nominated by the Dean of the School concerned from the allied Departments in consultation with the Chairperson, DRC.
- c) Provided further that the Vice-Chancellor shall constitute appropriate DRCs for the subjects in which there is no Post Graduate teaching Department in the University

Functions of the DRC: The DRC shall consider all matters related to the research works in the subject(s) concerned. The functions of the DRC are

- a) It shall look after all activities related to entrance and admission to the Ph.D. Course Work as per the prescribed admission criteria and procedure.
- b) It shall conduct and do the needful for evaluation of the Ph.D. Course Work



- c) It shall consider the recommendations of the Doctoral Committees related to the registration of the Ph.D. research Scholars. It shall recommend a Ph.D. proposal (synopsis) for registration only after its presentation before the DRC by the concerned Scholar.
- d) It shall convene the end Semester presentations of the Ph.D. Scholars of the concerned department.
- e) It shall scrutinize the progress reports of the Ph.D. research Scholars in regular interval and recommend the same to the Dean of the School concerned.
- f) The DRC shall organize the Pre-submission seminars of the Ph.D. Scholars and receive the abstracts along with the panel of examiners from the Doctoral Committees and recommend to the Research Council concerned for further needful.
- g) The DRC shall consider any other issues relevant to the Ph.D. works of the scholars.

1. The Doctoral Committee (DC)

Composition of the Doctoral Committee (DC): The formation of the DC will be initiated by the supervisor(s) to monitor the progress of each of the research students. The DC shall consist of supervisor(s) and a minimum of two faculty members of the Department/Centre concerned in which the research student pursues her/his research work, with the supervisor as the chairperson. A maximum of two members may be from allied Department(s)/Centre(s) of the University to this Committee. The number of members of the DC shall not exceed 5 (five). The formation of the Doctoral Committee shall be notified by the Chairperson of the DRC concerned and the copies of it shall be sent to the Offices of the Dean of the School concerned, Dean, Research and Development and Joint Registrar (Academic).

The Doctoral Committees shall be responsible for following functions

- a) The Doctoral Committee shall examine the research proposals and recommend the same to the DRC concerned if found appropriate for Ph.D. registration.
- b) It shall monitor the progress of research of the scholar and recommend the progress reports to the DRC concerned. The progress of the research scholar shall be regularly monitored by the DC. The six monthly progress reports shall be first presented before the DC. The DC shall forward the same subject to its recommendation to the DRC.
- c) It shall monitor, suggest and guide the Ph.D. Scholar on her/his research as and when necessary.
- d) It shall examine the abstracts of the Ph.D. Thesis prior to the pre-submission seminar and recommend the same to the DRC concerned.
- e) It shall ensure the corrections and modifications in the thesis as per the recommendation of the examiners before the viva-voce examination.

5.4.2. Allocation/recognition/change of the Research Supervisor/Co-supervisor

Eligibility criteria to be a Research Supervisor, Co-Supervisor with Number of Ph.D. scholars permissible per Supervisor, supervisor's obligations, change of supervisors etc. were discussed as follows:

1. Any permanent Professor/Associate Professor of the University, with a Ph.D. and having at least five research publications in peer-reviewed or refereed journals and any permanent Assistant Professor of the university with a Ph.D. degree and at least three research

publications in peer reviewed/refereed journals/UGC-CARE Journals may be recognized as Research Supervisor.

2. Scientists working in Central government/State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as co-supervisors/co-guide under GCU if they fulfil the above requirements. An application in prescribed format needs to be submitted after the allocation.
3. Research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors with prior approval of the Vice-Chancellor. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post-graduate Colleges/institutes would be in violation of these Regulations.
4. Provided that in areas/disciplines where there is no or only a limited number of peer reviewed or refereed journals, GCU may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
5. Only a full-time regular teacher of the University can act as a Research Supervisor. Adjunct faculties are not permitted to be Research Supervisors except being Co-supervisor. However, Co-Supervisors from within the same department or outside the university may be permitted with the approval of the Research Council.
6. In the case of topics which are inter-disciplinary/multidisciplinary and where the Schools/Department concerned feels that the expert opinion in the research topics has to be supplemented from outside, the GCU on behalf of DRC may appoint a Research Co-supervisor from the outside the Department/ Schools/ Faculty/ College/ University on such terms and conditions as may be specified and agreed upon by the consenting Institutions. It is obligatory to submit the approval in Prescribed format for recognition of outside laboratory/Dept. The allocation of Research Supervisor under GCU for a selected research scholar shall be decided strictly as per UGC regulations (2022). This may be decided by the Departmental Research Committee concerned depending on the number of scholars per Research Supervisor, availability of specialization among the Supervisors, and research interests of the scholars as indicated by them at the time of interview/viva voce.
7. A Research Supervisor who is a Professor cannot guide more than eight (8) Ph.D. scholars at any given point of time. An Associate Professor as Research Supervisor can guide upto a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars as per UGC regulations.
8. Each Research Supervisor/Co-Supervisor can guide two international students on a supernumerary basis over and above the permitted number of Ph.D. scholars.
9. GCU may decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.
10. At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed.
11. In case of relocation of a woman Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent Institution/ Supervisor from any funding agency. The scholar shall, however, give due credit to the parent guide and the institution for the part of research already done.



12. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision as per UGC regulations. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

13. The Supervisor's Obligations

- a) It is supervisor's responsibilities to ensure all formalities described in the PhD Regulations and also in the Ordinances of GCU are fulfilled. The supervisor is also expected to guide the Ph.D. scholars in other related issues of teaching skills and career guidance.
- b) The supervisor's responsibilities include information and advice to scholars on all aspects related to the Ph.D. program while focusing on guidance on academic aspects of research activities. This may include regular meetings with a scholar (typically once a week unless restricted due to reasons otherwise).
- c) The supervisor should ensure relevant and adequate advice on important aspects such as involvement of additional supervisors were deemed appropriate, whether the proposed Ph.D. project is feasible within the given time frame, whether the project has the potential to lead to new results of significantly high standard of an international level Ph.D. thesis, and whether the scholar has sufficient time to enable him to have a realistic opportunity for submission of thesis. It is envisioned that an ideal Ph.D. program necessitates a good working relationship between the student and the supervisor from the beginning of the Ph.D. program and they have reached an agreement on the demands and expectations from each other.

14. Other responsibilities of the supervisor include:

- a) Guiding the scholar about the choice of relevant courses and conferences related to the field.
- b) Advising the scholar for contacting relevant national and international organizations in the area of research.
- c) Assisting the scholar on incorporation of knowledge dissemination element in the course of study.
- d) Regular review and feedback on the Ph.D. project & Preparation of the final statement from supervisor summarizing the overall Ph.D. program at the time of Ph.D. thesis submission.
- e) Active participation in the assessment and Ph.D. defence.

Provision for change of supervisor/co-supervisor:

- a) For change of supervisor/co-supervisor within the Ph.D. tenure, a candidate may apply in the prescribed format with an undertaking letter (specifying valid reasons) to the Chairman (DRC) of the university. A candidate's request to switch supervisors may or may not be approved depending on the application's scrutiny and the DRC's recommendation.
- b) In any circumstances, if the supervisor leaves the University permanently, and to maintain the smooth functioning of the Ph.D. research work, the DRC shall recommend her/him to act as Co-supervisor of her/his Ph.D. students and in the meanwhile may appoint a qualified faculty member of the University to act as Supervisor.
- c) In any circumstances, if the supervisor temporarily leaves the University online or voluntarily retires from service, she/he shall continue to supervise the student(s) till the project work is

completed. However, with the supervisor's approval, the student(s) may submit an application to the DRC/CRC for a Co- or a different supervisor.

- d) In any circumstances, on the death/serious illness of supervisor while guiding the Ph.D. student's, the DRC based on (a) the consent of the ill supervisor inability to guide further, and (b) student's concern, shall take necessary actions to appoint a new supervisor from the respective department/schools, while ensuring that the student's work and tenure in the Ph.D. program are not jeopardized.

5.4.3. Duration of the Program

1. Ph.D. program in GCU (Assam) including course work shall be for a minimum duration of three years and a maximum of six years as per specified in UGC regulations 2022.
2. For any extensions that go beyond the aforementioned parameters shall be subject to the pertinent provisions outlined in the ordinances of the University or specific Institution in question, but not for longer than two years and not exceeding eight (8) years from the date of admission. The extension of time allowed requires the prescribed format for submission of PhD thesis.
3. Women candidates and candidates who are differently-abled (more than 40% disability) may be allowed a relaxation of two years for a Ph.D. in the maximum duration and not exceeding ten (10) years from the date of Ph.D. program. In addition, women candidates may be provided Maternity Leave/Child Care Leave for up to 240 days once in the entire duration of Ph.D.
4. The registration of a student will stand cancelled in case of failure of submission of thesis within the prescribed period including the extended period. Such students shall be allowed to re-register as a fresh candidate for continuation of her/his research. She/he shall be treated as fresh candidate however the minimum period for thesis submission shall be four (4) semesters.

5.4.4. Course work: Credit requirements, attendance, duration, syllabus, minimum standards for completion, etc.

1. For Ph.D. coursework the Credit requirement shall be in a minimum of 12 credits, including a research methodology course and "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1- 1/218 (Journal/CARE list) in 2019. The Ph.D. curriculum based on the recommendation of the University Research Council can also implement UGC recognized online courses as part of the credit requirements for the Ph.D. program.
2. Any school or department that wishes to enrol Ph.D. candidates must first establish the DRC and create a course syllabus along with course curriculum with the appropriate permission of the relevant Committee(s) for the students' course work. No department or school should be permitted to enrol Ph.D. students without fully developing its own course syllabus.
3. All candidates admitted to the Ph.D. program shall be required to complete the course work prescribed by the Schools/Department during the initial one or two semesters. Provision of blended mode should be made available. The Department where the scholar pursues her/his research shall prescribe the course(s) to her/him based on the recommendations of the Departmental Research Committee (DRC).
4. All courses prescribed for Ph.D. course work shall conform to the credit hour instructional requirement and shall specify the content, instructional, and assessment methods. They shall be duly approved by the authorized academic bodies.



Registrar

Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

5. During course work, students must report to the department/centre on a regular basis and attend courses or complete given assignments. For all categories of students, the proportion of attendance during course work must be 75%.
6. Once the DRC decides on the nature of course work a student shall register for the course(s), submitting the Ph.D. course registration form in the prescribed format.
7. Those who have completed course work of equivalent standard/credits at another university may be exempted from course work at GCU, and credits obtained by the student in other universities may be transferred to GCU for continuation process of the Ph.D. program. The DRC may take all necessary actions by recommending to the Chairperson (RC) for necessary approval. However, if the DRC believes it is necessary, it may recommend course work (credit or non-credit) for the benefit of such applicants.
8. During their doctoral term, all Ph.D. scholars regardless of their discipline are obliged to complete training in the teaching, education, pedagogy, and writing associated with the Ph.D. subject they have chosen. In order to carry out tutorial or laboratory work and evaluations, Ph.D. scholars may also be given a 4-6 hour per week teaching/research assistantship provided that their research work shall not be hampered
9. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-pointscale in the course work to be eligible to continue in the program and submit his or her thesis. If a student does not achieve the required or desired percentage marks or CGPA, she/he will be given the opportunity to improve the CGPA, but only one time.

5.4.5. Change of category of candidature

1. A Ph.D. student may change her/his category from full time to part time or vice versa exclusively once throughout the program's duration based on valid and genuine reasons viz. (a) Medical ground, (b) Employability, (c) Other valid reasons.
2. Change of category may be allowed in the prescribed format only after successful completion of the course work with valid documents (NOC/appointment letter) of proof for above reasons.

5.4.6. Evaluation/Continuous assessment methods of thesis and minimum standards/credits for award of the degree

1. Upon satisfactory completion of course work and obtaining the marks/grade, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations. The DRC shall constitute a Doctoral Committee at respective Schools/Department level to monitor the continuous assessment and progress of the research work.
2. During the tenure of research work and with the consent of the supervisors, the Ph.D. candidate shall present a seminar on her/his progress report on every semester to the DRC. For documentation purpose, a copy of the progress report and minutes of the meeting with attendance register shall be maintained by the Ph.D. students (Ph.D. file) through the supervisor and a copy shall be submitted to the DRC duly signed by the respective members. The DRC shall send the progress report to the Controller of Examination for appraisal one of the following recommendations:
 - a) Satisfactory reports wherein the Ph.D. candidate may be allowed to enrol in the next semester.

- b) Satisfactory reports with minor/major revision, wherein the Ph.D. candidate may be allowed to enrol in the next semester (provided changes/revision has been made).
- c) Unsatisfactory reports, wherein the Ph.D. candidate may be advised to discontinue.

5.4.7. Submission of thesis

The Ph.D. candidate shall strictly follow the guidelines of drafting the thesis as per the template specified in the university website. Thesis will be submitted with the prescribed format and must have certificate of the supervisor as prescribed. Before the submission of the thesis, the scholar shall make a presentation in the Department before the Department Research Committee (DRC) of the University concerned which shall also be open to all faculty members and other research scholars. The pre-submission seminar must be presented during the final semester, and the thesis must be submitted on or before the last date of the specified time, completing all thesis submission requirements. The thesis/dissertation of the Ph.D. scholar shall be submitted together with an originality report produced by an anti-plagiarism software application officially approved by UGC. The supervisor (and co-supervisor, if there is any) shall receive an originality report on the whole text of the thesis and shall take this report into account in the evaluation on the submission.

Note: An originality report is not to be considered as sufficient proof that the submitted thesis does not contain plagiarized text. Avoiding plagiarism and other forms of academic misconduct in the authorship of the thesis remains the sole responsibility of the researcher. If the Research Supervisor (or Co-Supervisor) suspects plagiarism, he or she may ask. For the extension time for submission of PhD thesis candidate has to take permission in prescribed format which has to be approved by Academic Council (AC).

The Academic Council of GCU shall evolve a mechanism using well-developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have

- (a) an undertaking from the research scholar claiming of plagiarism with permissible percentage (as per UGC)
- (b) a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted elsewhere for the award of any other degree/diploma of the same department/School where the work was carried out, or to any other Institution/Universities.

5.4.8. Examination/evaluation of thesis

1. The Ph.D. thesis submitted by a research scholar shall be evaluated by at least two external examiners, who are experts in the field and not in employment of the University. Examiner(s) should be academics/renowned professionals in the concerned discipline having a good record of scholarly publications in the field. Out of the two external examiners, one must be from out of the state in which the university is located. Where possible, one of the external examiners may preferably be chosen as a distinguished academician from outside India.
2. DRC of the concerned school/department shall form an internal committee (Board of Examiners for thesis evaluation) duly approved by the Academic Council to look into the entire process. The supervisor shall act as an internal examiner of the internal committee thereby certifying the thesis right from the process of submission, evaluation, receipt of comments of the external examiners and vice versa. She/he will be given the thesis as well as

the remarks of the External Examiners without their identities. The Supervisor/Internal Examiner must examine not only the thesis but also the opinions of the External Examiners, which must be considered/incorporated by the concerned Ph. D. student in her/his thesis.

3. The external examiners appointed for evaluating the thesis shall submit the examination report to the examining authority in the prescribed format by the university which indicates whether the thesis is (a) accepted as such without modifications; (b) accepted with major/minor modifications; (c) Not satisfactory for further process to viva-voce, but re-submission may be permitted for re- evaluation, and (d) Fully rejected.
4. The viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the examiner(s) on the thesis recommends acceptance. If one of the evaluation reports of the examiner in case of a Ph.D. thesis, recommends rejection, the university shall send the thesis to an alternate examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the alternate examiner is satisfactory. If the report of the alternate examiner is also unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the degree.
5. The time period allowed for the completion of the evaluation process by the external examiner shall be limited to four months from the date of submission with the provision of two months extension period. For any circumstances, that the report of thesis has not been within the desired period (six months), the thesis shall be automatically sent to another external examiner.
6. In the event of recommendations, the student must submit the modified/corrected version of the thesis within six (6) months after making the requested changes. In the event of recommendations under where both the external examiner completely rejected the thesis, the candidate may be allowed to reregister to the Ph.D. program taking into account that she/he may be exempted from the duration to complete the course work. For any instance, where one examiner accepts the thesis and the second examiner rejects the thesis, the third examiner duly approved by the concerned authority may be appointed for re-evaluation and if the third examiner rejects the same, then the thesis shall deem remains rejected and the candidate may re-register to Ph.D. program as specified above in this section.
7. For any comments and corrections to the revise thesis made by both the examiners, the same shall be intimated and sent to the supervisors from the Examination cell. The supervisor along with her/his candidate shall made necessary corrections/revisions/modifications to the thesis minimum within the period of four months or as decided by the university and the revised report shall be sent back to the examiner for review.

5.4.9. Oral defence/viva-voce process

1. If the entire process of Ph.D. evaluation is successful, the viva-voce examination based, among other things, on the critiques given in the evaluation report, shall be conducted, wherein the controller of examination shall fix a date for open defence/viva-voce of the concerned Ph.D. candidate. The Research Supervisor and at least one of the two external examiners and shall be open to be attended by Members of the Research Council, DRC members, all faculty members of the Department, other research scholars and other interested experts/researchers.

2. On completion of all necessary formalities, the house shall recommend its opinion to the Chairperson and AC through the Controller of examination in the standard format prescribed by the university.

5.4.10. Award of Ph.D. degree

1. The degree shall be entitled to the relevant candidate by the Board of Management, and the award shall be announced by the Controller of Examinations of GCU.
2. By ordinance, the Chairperson of Board of management is authorized to grant the provisional Degree Certificate before Convocation to a needy student upon receipt of a written request, a supporting document, and payment of any applicable fees.

If the research results of the thesis constitute new possible things for the protection of intellectual property rights (IPRs), the Ph.D. candidate and Supervisor shall inform the University or the Research Council about the matter. In this case, the Ph.D. candidate, with the consent of the Supervisor, may request that the submitted dissertation be treated discreetly before the thesis is submitted for assessment, until the defence/viva-voce. The IPR Cell or the competent body of the university designated for the purpose shall conduct the procedure for legal and commercial protection of research results, in accordance with the relevant Regulations. In this case, the public defence can be extended, in agreement with the Ph.D. candidate, at the latest for a year, starting on the day of the procedure of evaluation of the dissertation.

5.4.11. Ph.D. through Part-time Mode

1. GCU shall permit Ph.D. programs through part-time mode, provided all the conditions stipulated in these Regulations are fulfilled.
2. A NOC "No Objection Certification shall be obtained through the candidate for a part-time Ph.D. program from the appropriate authority in the organization where the candidate is employed, clearly stating that:
 - a) The candidate is permitted to pursue studies on a part-time basis.
 - b) Her/his official duties permit her/him to devote sufficient time for research.
 - c) If required, she/he will be relieved from the duty to complete the course work

Not with standing anything contained in these Regulations or any other law, for the time being in force, no Higher Educational Institution or research institution of the Central government or a State Government shall conduct Ph.D. programs through distance and/or online mode.

The Ph.D. scholar is expected to participate in and stay at other places with active research environments, including research institutions for a part of the Ph.D. period study may be encouraged for the same. To facilitate the international level of education, a lengthy stay of one to six months at a foreign/Indian research institution in an organization academically relevant to the Ph.D. programs is envisaged. It is expected that residence may be for a minimum length of three consecutive weeks.

Depository with INFLIBNET/Institutional Electronic Archive: Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Schools/Department concerned shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET/Institutional Electronic Archive, for hosting the same so as to make it accessible to all Institutions.



5.4.12. Authorship

For academic accountability, all the authors must make a genuine, identifiable contribution to the content of a research publication in experimental planning, experimentation, collection/ analysis of data, software, and/or writing of the text. It is also important that all authors have agreed on the final version of the work to be published. Unless it has been explicitly stated otherwise, they all share responsibility for the published work.

CHAPTER 6

EVALUATION AND GRADING OF STUDENTS

6.1. The Outcome Based Education (OBE) System

Outcome Based Education focuses on defining specific learning outcomes or objectives that students should achieve by the end of a course or program. These outcomes are typically described in terms of what students should know, understand, and be able to do upon completion of the educational experience. OBE shifts the focus from what content is taught to what students are expected to learn, allowing for greater alignment between teaching, learning, and assessment practices. All the programs in the University shall base on OBE system.

6.2. The Continuous and Comprehensive Assessment System (CCAS)

Continuous and Comprehensive Assessment Systems, involve ongoing evaluation of student learning throughout the duration of a course or program. Instead of relying solely on end-of-term exams or final assessments, this system incorporates various forms of assessment, such as quizzes, projects, presentations, and class participation, to provide a more holistic view of student progress. By continuously assessing students' knowledge and skills, educators can identify areas where students may be struggling and provide timely support and feedback to help them improve.

When implemented together, OBE and CCAS can help ensure that education is focused on achieving specific learning outcomes and that student learning is assessed in a continuous and comprehensive manner. This approach can support student-centred learning, provide meaningful feedback to students and teachers, and promote continuous improvement in teaching and learning practices. The University shall follow CCAS for evaluating the students' learning. Continuous evaluation and monitoring of students' progress will ensure that students are on track to achieve the intended learning goals.

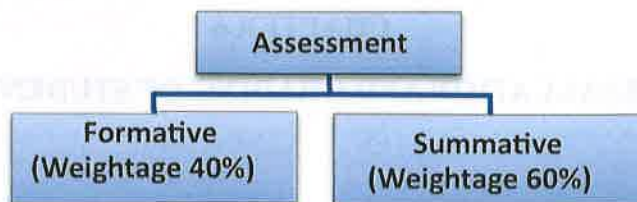
6.3. Course Evaluation

The CCAS shall be divided into two parts: FORMATIVE ASSESSMENT (FA) and SUMMATIVE ASSESSMENT (SA). The methodology and various strategies to be used for Formative and Summative assessment should be transparent and shall be shared with the students before the beginning of each course. This will help students understand how their performance aligns with the expected outcomes and how they can strive to achieve it.

6.3.1. Programs offered in accordance with the directives of AICTE and UGC

All programs in the University offered under the School of Engineering and Technology and PG program offered by Department of Business Administration follow the AICTE guidelines. The programs offered under the School of Humanities and Social Sciences, School of Natural Sciences, School of Allied Health Sciences follow UGC guidelines. Programs offered by Department of Commerce also follow UGC guidelines.

The assessment of all courses of these programs is divided into two categories: Formative and Summative with the following weightage:



6.3.2. Programs offered in accordance with the directives of PCI

All programs offered under the School of Pharmaceutical Sciences which include B.Pharm. B.Pharm. Practice, M.Pharm. and D.Pharm. follow PCI guidelines. According to which the CCAS has two components – (i) Formative Assessment, (ii) Summative Assessment. Mark distribution for summative and formative assessments is dependent on the total marks of the respective course in each of these programs.

6.3.2.1 Courses with 100 marks:

- (i) Formative Assessment: 25 Marks
- (ii) Summative Assessment: 75 Marks

6.3.2.2. For courses with 150 marks (Practical Course)

- (i) Formative Assessment: 50 Marks
- (ii) Summative Assessment: 100 Marks

6.3.2.3. For courses with 50 marks (Theory Course)

- (i) Formative Assessment: 15 Marks
- (ii) Summative Assessment: 35 Marks

6.3.2.4 For courses with 50 marks (Practical Course)

- (i) Formative Assessment: 15 Marks
- (ii) Summative Assessment: 35 Marks

6.3.2.5. For courses with 25 marks (Practical Course)

- (i) Formative Assessment: 10 Marks
- (ii) Summative Assessment: 15 Marks

Note: To get more detail information about various assessment criteria of any courses not included in clause 6.3.2. the PCI guidelines to be followed.

6.4. Course Evaluation Tools

6.4.1. Formative Assessment:

During a semester the concerned subject teacher /course instructor shall be responsible for evaluating each and every student registered under that course for the formative assessment continuously by using any of the following tools:

- (i) Class test/ Periodic test/Sessional

- (ii) Assignments
- (iii) Group discussion/ Group activities
- (iv) Quiz
- (v) Presentation
- (vi) Project (Individual/Group)
- (vii) Field visits/excursion etc.
- (viii) Laboratory Experiments
- (ix) Viva etc.

6.4.2. Summative Assessment

For both Theory and Laboratory courses End Semester Examination is considered as the tool for Summative Assessment.

Crafting a comprehensive question paper entails a deliberate fusion of diverse cognitive levels to guarantee a comprehensive evaluation of students' comprehension while staying in harmony with the desired course objectives. The arrangement of cognitive levels in each question ought to correspond with at least one of the course outcomes.

To appear in the Summative Assessment of a course, a student needs minimum 75% attendance in that course. However, relaxation/consideration in the attendance may allowed as mentioned in the clause 7.2.2.

6.5. Conduction of Summative Assessment for Theory Courses

Summative Assessment of theory courses shall be of maximum 60 marks (100 marks in case of courses under programs as per clause 6.3.2.) and maximum duration provided shall be 2 hours and 30 minutes (3 hours in case of courses under programs as per clause 6.3.2.).

6.5.1. Summative Assessment for theory courses shall commence as per the academic calendar approved by the Academic Council. However, in case of any emergency, the Competent authority is empowered to reschedule any examination.

6.5.2. A student having completed FA satisfactorily but absent for ESE due to genuine reasons, as mentioned in academic rules and regulations, shall obtain “Ab” grade. Such student shall be allowed to appear for subsequent supplementary examination without alteration of the FA marks.

6.5.3. A student who has not completed FA satisfactorily i.e. a student scored less than minimum score to complete FA shall not be allowed to appear in the SA of that particular course. Such student shall be allowed to appear for the supplementary examination in the same semester if the respective faculty member(s)/course instructor(s) allow(s). If the student is allowed to appear in the SA, then the respective course instructor will take necessary measures for the improvement of the FA marks.



6.5.4. Every academic Department under each School shall nominate (recommended by the respective HOD) at least one faculty member as Department Examination Coordinator (DEC) who will look after the conduction of summative assessment of all courses offered by her/his respective department.

6.5.5. The detail seat plan of the respective examination should be made available to the students at least one hour before commencement of the examination via the University notice board.

6.5.6. Invigilators shall distribute the answer booklets to the students at least 10 minutes before the start of the examination and question papers at beginning of the examination time. She/he shall check the identity cards/Hall tickets of the students, check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer booklets and then shall sign on the answer booklets of the students. He / she shall then obtain the signature of the students on the attendance sheet.

6.5.7. Invigilator shall check/ensure the general discipline in the assessment block during the conduct of summative assessment. For any case of indiscipline, misbehaviour and any other activity which shall consider as act of indiscipline, Invigilator shall report the DEC of the respective department immediately for further necessary action.

6.5.8. For differently able examinees alternative mode of examination like oral/presentation/computer based etc. shall be adopted as per convenience. However, the examinee must submit a request for authorization to enable to COE in a defined proforma well in advance. The COE will then confirm the medical certification and provide the examinee with a letter of authorization for using the scribe. COE shall then take the undertaking from the scribe in a prescribed proforma. Such examinee shall produce the permission letter from COE for using scribe to the invigilator.

6.6. Conduct of Summative Assessment for Laboratory Courses

6.6.1. Summative Assessment for laboratory courses shall be conducted as per the examination schedule prepared by HOD of respective department which will be published after due approval from the COE.

6.6.2. DEC shall act as coordinator for conducting practical/oral/dissertation phase examinations. HOD/DEC of the concerned department shall be responsible for proper conduct of the practical/oral/dissertation phase examinations and various examination related activities of the department.

6.6.3. The External Examiner for the laboratory courses (both UG and PG) shall be a competent faculty/person from outside of the University as applicable. The HOD/DEC shall submit the schedule and final list of examiners for all lab examinations to Office of the COE for approval. Based on the list of examiners received from HOD, COE shall issue the appointment orders. In case of need for substitute appointment, the HOD shall intimate the same to COE for approval and necessary action. For UG project and PG dissertation ESE examinations, external examiner outside the University is mandatory.

6.6.4. For PG dissertation, the HOD shall send the required panel of examiners to the examination branch. The appointment orders of internal and external examiner shall be issued by COE.

6.6.5. Laboratory examination shall be conducted in any one of the following manners:

a) Oral Examination only: Both internal and external examiners shall assess her/his knowledge of the course which may include Presentation, Viva – voce etc.

b) Practical and Oral Examination: The student shall perform the given task as a laboratory work. The performance of the student shall be assessed jointly by both the examiners considering the laboratory work and knowledge of the course. After the laboratory examination of the course is over, internal examiner along with the external examiner shall prepare the mark list, and submit it to DEC on the same day.

c) Any discrepancy (excluding marks) in the record submitted for laboratory examination shall be corrected only after recommendation and written permission from HOD and concerned faculty.

6.7. Mandatory Audit Course evaluation

The evaluation of mandatory audit courses will be done at the course instructor level and marks should be submitted to DEC. The mark sheet, then need to be submitted to examination branch.

6.8. Evaluation of Formative Assessment marks

Formative Assessment marks would be awarded to students based on participation in Teaching-Learning Process and performance of students in the assessment tools as prescribed in clause 6.4.1.

Progress towards achievement of learning outcomes will be assessed using a combination of the tools mentioned in clause 6.4.1. and will be decided based on the type of the course and by the concerned faculty/course instructor.

6.9. Evaluation of Summative Assessment marks

6.9.1 Assessment procedure

6.9.1.1. It shall be mandatory for every faculty of the University to assess the answer booklets of her/his course or answer booklets of other courses within stipulated time.

6.9.1.2. In case of any discrepancies in the question paper that may affect the assessment, a committee consisting of COE, HOD, Deans and course expert (other than the paper setter) shall decide the course of action and shall give the guidelines for assessment.

6.9.1.3. In case of any discrepancies observed or reported in assessment, COE is authorized to get the answer books evaluated from any other competent internal or external evaluator and update the results accordingly.

6.9.2. Preservation of answer booklets

Assessed answer booklets of a course shall be preserved for one more year after completion of the stipulated time period of the respective program.

6.10. Tabulation and Declaration of Results

6.10.1. Conversion of FA and SA marks into Grades

The concerned Course Coordinator/Course faculty shall decide marks of FA based on the record of students' performance in various modes of assessment conducted by her/him as per clause 6.4.1 and clause 6.8. The course faculty shall upload the FA marks in the ERP Software as per laid down procedure at the end of the semester before commencement of SA. The last date for same shall be notified by Examination Branch.

Similarly, the SA marks shall be uploaded in the ERP as per laid down procedure and also be available both in softcopy and hardcopy format after completion of the evaluation process and the same will be used for tabulation process.

6.10.2. The Grading System: Students will receive grades depending on their achievement in all areas of a course's evaluation structure. The student's performance on a scale from 0 to 10 will be graded using a letter grade system.

1. An "O" grade denotes exceptional performance as per the course teacher's expectations in a holistic sense. The minimum passing grade is "P," which means Pass. The letter "F" stands for failure (poor performance).
2. Any student who receives a F in a class must take the supplementary examination.
3. The 'X1' grade denotes failure of student due to shortage of minimum attendance (less than 75% of the total hours engaged for that course). She/he needs to register for subsequent supplementary examination.
4. The 'X2' grade denotes failure of student due to disciplinary action. A student who obtains 'X2' grade in any course has to necessarily re-register for the course in the subsequent semester(s) until a passing grade is obtained. Such students shall not be allowed to appear for makeup examination.
5. The student can be given an 'I' grade if she/he is unable to complete, within the semester, the requirements of a registered course due to extraordinary circumstances (e.g. *proven medical reasons*). The student desirous of getting an 'I' grade must contact the Academic Registrar or the assigned authority with the necessary documents as early as possible. An I grade in any semester must be converted to a letter grade (between A and F) within the time limit announced by the Controller of Examination failing which it would be automatically converted to an F grade. A course with an 'I' grade will not count towards calculation of the SGPA/CGPA; however, once the grade is converted to a letter grade between A and F, it will be counted in the semester where the course was taken.

6.10.2.1. Courses offered as per AICTE and UGC guidelines

Table I: Grade points

Grade	Description	Min. Marks	Max. Marks	Grade Point
O	Out standing	≥ 91	≤ 100	10
A+	Excellent	≥ 81	≤ 90	9
A	Very Good	≥ 71	≤ 80	8
B+	Good	≥ 61	≤ 70	7
B	Above Average	≥ 51	≤ 60	6
C	Average	≥ 45	≤ 50	5
P	Pass	≥ 40	≤ 44	4
F	Fail	≥ 00	< 50	0
Ab	Absent in ESE	-	-	0
P	Pass*	≥ 40	≤ 100	-
NP	Not Pass*	≥ 00	< 40	-
X1	Fail due to attendance shortage /non satisfactory performance	-	-	-
X2	Fail due to disciplinary action	-	-	-

* For Audit/Non Credit Course

6.10.2.2. Courses offered as per PCI Guidelines

Table I: Courses with 150 marks

Range of %	Range of marks	Grade	Grade Point
90-100	135-150	O	10
80-89.99	120-134.99	A	9
70-79.99	110-119.99	B	8
60-69.99	90-109.99	C	7
50-59.99	75-89.99	D	6
0-49.99	0-74.99	F	0
Absent	Absent	AB	0

Table II: Courses with 100 marks

Range of %	Range of marks	Grade	Grade Point
90-100	90-100	O	10
80-89.99	80-89.99	A	9
70-79.99	70-79.99	B	8
60-69.99	60-69.99	C	7
50-59.99	50-59.99	D	6
0-49.99	0-49.99	F	0
Absent	Absent	AB	0

Table III: Courses with 50 marks

Range of %	Range of marks	Grade	Grade Point
90-100	45-50	O	10
80-89.99	40-44.99	A	9
70-79.99	35-39.99	B	8
60-69.99	30-34.99	C	7
50-59.99	25-29.99	D	6
0-49.99	0-24.99	F	0
Absent	Absent	AB	0

Table IV: Courses with 25 marks

Range of %	Range of marks	Grade	Grade Point
90-100	22.5-25	O	10
80-89.99	20-22.49	A	9
70-79.99	17.5-19.99	B	8
60-69.99	15-17.49	C	7
50-59.99	12.5-14.99	D	6
0-49.99	0-12.49	F	0
Absent	Absent	AB	0

6.10.2.3. An 'Ab' grade shall be awarded in a course where the student is unable to appear in the SA having completed his FA due to any unavoidable reasons including medical reasons. The same must be intimated to COE through application stating proper reason (in case of medical reason, medical certificates issued by registered medical practitioner), preferably within maximum fifteen days of completion of the SA. Such students will be allowed to appear for the supplementary examination of such courses in the subsequent semester. When such student appears for the supplementary examination in the subsequent semester and passes the course, she/he will be awarded with the grade in a regular manner, with no grade penalty. In case she/he fails in subsequent supplementary examination, she/he will be assigned "F" grade and should apply for the supplementary examination in the subsequent semester.

However, if a student is absent for SA of any course in any semester with prior permission of Dean of the respective school due to official participation in International/National/State/Zonal /University level co-curricular/Extra co-curricular activities/sports/NSS etc., then she/he is eligible for supplementary examination or can appear for subsequent ESE. In such case, grade "Ab" will be awarded in the original grade card. Accordingly, the rules of supplementary/ Regular Examination will be applicable.

6.10.2.4. To be eligible to pass in any kind of professional courses mentioned in clause 6.3.1. (*B.Tech, M.Tech., BBA, BCA, MBA, MCA, BMLT, MMLT, BPT, MPT, LLM etc.*) a student must obtain 50% marks in FA and 50% marks in SA.

6.10.2.5. To be eligible to pass in any kind of non-professional courses mentioned in clause 6.3.1. (B.A., B.Sc., M.A., M.Sc. etc.) with minimum “P” grade, a student must obtain 40% marks in FA and 40% marks in SA.

6.10.2.6. To be eligible to pass in any kind of courses mentioned in clause 6.2.2. with minimum “C” grade, the conditions as per the PCI guidelines must be fulfilled.

NOTE: Credit(s)/Grade(s) earned from any online learning platform like NPTEL/SWAYAM/MOOCs etc. will directly reflect in the grade card and the same will be used for calculation of SGPA/CGPA.

6.10.3 Calculation of SGPA and CGPA:

6.10.3.1. The performance of a student in a semester is indicated by **Semester Grade Point Average (SGPA)**. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. The same shall be calculated as:

$$SGPA = \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i}$$

Where, C_i = Number of credits assigned for the i^{th} course

G_i = Grade Point earned in i^{th} course

n = number of registered courses in the semester

6.10.3.2. Cumulative grade Point Average (CGPA) is the weighted average of the grade points obtained in all the courses registered by a student from the beginning of the first semester.

$$CGPA = \frac{\sum_{i=1}^m SGPA_i \times C_i}{\sum_{i=1}^m C_i}$$

Where, C_i = Number of credits earned for the i^{th} semester

m = number of semesters completed

Both the SGPA and CGPA will be rounded off to the second place of decimal.

The CGPA may be converted into a percentage, if needed, using the following formula:

$$\text{Percentage marks} = CGPA \times 10$$

Sample Calculations of SGPA

Semester-I Course	Credit	Marks Obtained	Grade Achieved	Grade Points	Credit Points
1	3	80	A	8	24
2	3	91	O	10	30
3	4	76	A	8	32
4	3	84	A+	9	27
5	3	50	C	5	15
Total	16	76.2%	-	-	128

Credit Points = Earned credits × Grade Points

$$SGPA = \frac{\text{Total Credit Points}}{\text{Total Earned Credits}}$$

$$SGPA = \frac{128}{16} = 8.00$$

Sample calculation of CGPA

Sample Calculations of CGPA Semester	SGPA	Credits Earned	SGPA × Credits Earned
1	8.00	16	128
2	7.38	20	147.6
3	9.3	18	167.4
4	8.4	20	168
TOTAL		74	611

$$CGPA = \frac{611}{74} = 8.25$$

6.10.4 Compilation of Grades & Result declaration:

The FA and SA will decide the total marks obtained by a candidate. If the total has a fractional part, then the tabulator shall round the total to the immediate next integer, if the fractional part is ≥ 0.5 . If the fractional part is < 0.5 , it shall be rounded to immediate lower integer.

- (i) Compensatory marks shall not be applicable at any stage of tabulation.
- (ii) In the further grading process, the failed students shall be excluded from tabulation process.
- (iii) The grades shall be calculated as per the Table I in clause 6.10.2.1. and Table II – Table IV in clause 6.10.2.2. and assigned to each student.
- (iv) The final results shall be declared after obtaining endorsement from COE and Vice Chancellor.
- (v) The University ERP system shall prepare the grade cards, verify it, and display the results within stipulated time period. The grade cards will be accessible through software and no hard copy of the same will be delivered.
- (vi) In case of any discrepancies observed or reported in assessment, COE is authorized to get the answer books evaluated from any other competent internal or external examiner and update the results accordingly. The COE shall take necessary further actions, if any.

6.10.5. Amendment of Results due to errors

At any stage of result preparation or after result declaration, if it is found that the same has been affected by errors, the HOD shall amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary. The error means

- i) Error in computer/data entry, printing or programming or due to hacking.
- ii) Clerical error, manual or machine error, in totalling or entering of marks on ledger / register.
- iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.

6.11. Re – evaluation

The student should apply for re-evaluation within fifteen days after declaration of result. A Fee as decided by the university per paper will be charged for re-evaluation and the same can be applied for maximum 2 papers in a semester. Results for the re-evaluation will be declared before commencement of Supplementary examinations. Re-evaluation in Supplementary examination is not permitted.

6.12. Supplementary Examination

6.12.1. Supplementary examination is compulsory for students securing “F” grades in ESE.

6.12.2. Candidates willing to appear in supplementary examination must need to fill up examination form for each such course(s) (including Non Credit Courses) and deposit a supplementary examination fee per course as notified by the University.

6.12.3. The FA marks of candidates appearing in supplementary examination will remain unchanged and the same shall be carried forward for calculation of grades/grade points. New FA marks shall be considered for students falling under the category as mentioned in the clause 6.5.3.

6.12.4. If the student fails to clear the course, even in supplementary examination, she/he shall have to re-appear for the course in subsequent supplementary examination with FA marks carried ahead as it is.

6.12.5. Notification in relation to supplementary examination will be published immediately after declaration of regular SA results.

6.12.6. If the grade obtained by the student in the supplementary examination is improved, a new grade card shall be issued for that semester in which grade is improved. Otherwise, previous grade(s) will be retained.

6.13. Grade Report

A printed final grade card shall be issued to the students at the end of program.

A Cumulative grade card shall be issued after clearing all the registered courses.

6.13.1. The grade card/report shall include the following;



- i) The list of courses registered in a semester along with credits.
- ii) The total number of credits earned by a student.
- iii) SGPA, CGPA (till the particular semester) and Grade obtained after improvement (if any).
- iv) Examination details (Name of student/PR No/Branch)
- v) A transcript will be issued to the students after successfully acquiring requisite credits for completion of a particular certificate/degree/post graduate degree program.

6.14. Award of Degree

A student shall be eligible for the award of a certificate/diploma/degree from the University provided the student has:

- i. passed all the prescribed courses [Credit as well as non-credit courses] and earned all the credits as mentioned in the respective program structure.
- ii. **a) Obtained CGPA ≥ 5.00 in the scale of 10.00 [for programs as mentioned in clause 6.10.2.5]**
b) Obtained CGPA ≥ 4.00 in the scale of 10.00 [for programs as mentioned in clause 6.10.2.6]
- iii. Acquires University No Dues Certificate at the time of collecting final grade card.
- iv. The Academic Council of the University shall recommend the list of students for award of Certificate / Diploma / Degree.
- v. No case of indiscipline / mis conduct pending against her/him.

Following CGPA levels will be used to offer class to an eligible candidate:

Class	CGPA
First Class with Distinction	≥ 8.50
First Class	≥ 6.50
Second Class	≥ 5.00
Pass	≥ 4.00

6.15. Evaluation of Degree of Doctor of Philosophy

6.15.1. Ph.D. Course Work

6.15.1.1. For Ph.D. coursework the Credit requirement shall be in a minimum of 12 credits, including a research methodology course and “Research and Publication Ethics” course as notified by UGC vide D.O. No. F.1- 1/2018 (Journal/CARE list) in 2019. The Ph.D. curriculum based on the recommendation of the University Research Council can also implement UGC recognized online courses as part of the credit requirements for the Ph.D. program.

6.15.1.2. Any school or department that wishes to enrol Ph.D. candidates must first establish the DRC and create a course syllabus along with course curriculum with the appropriate permission of the

relevant Committee(s) for the students' course work. No department or school should be permitted to enrol Ph.D. students without fully developing its own course syllabus.

6.15.1.3. All candidates admitted to the Ph.D. program shall be required to complete the course work prescribed by the Schools/Department during the initial one or two semesters. Provision of blended mode should be made available.

6.15.1.4. The Department where the scholar pursues her/his research shall prescribe the course(s) to her/him based on the recommendations of the Departmental Research Committee (DRC). All courses prescribed for Ph.D. course work shall conform to the credit hour instructional requirement and shall specify the content, instructional, and assessment methods. They shall be duly approved by the authorized academic bodies. Once the DRC decides on the nature of course work a student shall register for the course(s), submitting the Ph.D. course registration form in the prescribed format.

6.15.1.5. During course work, students must report to the respective department on a regular basis and attend courses or complete given assignments. For all categories of students, the proportion of attendance during course work must be 75%.

6.15.1.6. Those who have completed course work of equivalent standard/credits at another university may be exempted from course work at GCU, and credits obtained by the student in other universities may be transferred to GCU for continuation process of the Ph.D. program. The DRC may take all necessary actions by recommending to the Chairperson (RC) for necessary approval. However, if the DRC believes it is necessary, it may recommend course work (credit or non-credit) for the benefit of such applicants.

6.15.1.7. During their doctoral term, all Ph.D. scholars regardless of their discipline are obliged to complete training in the teaching, education, pedagogy, and writing associated with the Ph.D. subject they have chosen. In order to carry out tutorial or laboratory work and evaluations, Ph.D. scholars may also be given a 4-6 hour per week teaching/research assistantship provided that their research work shall not be hampered.

6.15.1.8. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC10-pointscale in the course work to be eligible to continue in the program and submit his or her thesis. If a student does not achieve the required or desired percentage marks or CGPA, she/he will be given the opportunity to improve the CGPA, but only one time.

6.15.2. Evaluation of Ph.D. Thesis

6.15.2.1. The Ph.D. thesis submitted by a research scholar shall be evaluated by at least two external examiners, who are experts in the field and not in employment of the University. Examiner(s) should be academics/renowned professionals in the concerned discipline having a good record of scholarly publications in the field. Out of the two external examiners, one must be from out of the state in which the university is located. Where possible, one of the external examiners may preferably be chosen as a distinguished academician from outside India.

6.15.2.2. DRC of the concerned school/department shall form an internal committee (Board of Examiners for thesis evaluation) duly approved by the Academic Council to look into the entire process. The supervisor shall act as an internal examiner of the internal committee thereby certifying the thesis right from the process of submission, evaluation, receipt of comments of the external



examiners and vice versa. She/he will be given the thesis as well as the remarks of the External Examiners without their identities. The Supervisor/Internal Examiner must examine not only the thesis but also the opinions of the External Examiners, which must be considered/incorporated by the concerned Ph. D. student in her/his thesis.

6.15.2.3. The external examiners appointed for evaluating the thesis shall submit the examination report to the examining authority in the prescribed format by the university which indicates whether the thesis is (a) accepted as such without modifications; (b) accepted with major/minor modifications; (c) Not satisfactory for further process to viva-voce, but re-submission may be permitted for re-evaluation, and (d) Fully rejected.

6.15.2.4. The viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the examiner(s) on the thesis recommends acceptance. If one of the evaluation reports of the examiner in case of a Ph.D. thesis, recommends rejection, the university shall send the thesis to an alternate examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the alternate examiner is satisfactory. If the report of the alternate examiner is also unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the degree.

6.15.2.5. The time period allowed for the completion of the evaluation process by the external examiner shall be limited to four months from the date of submission with the provision of two months extension period. For any circumstances, that the report of thesis has not been within the desired period (six months), the thesis shall be automatically sent to another external examiner.

6.15.2.6. In the event of recommendations under the student must submit the modified/corrected version of the thesis within six (6) months after making the requested changes. If both the external examiner completely rejected the thesis, the candidate may be allowed to reregister to the Ph.D. program taking into account that she/he may be exempted from the duration to complete the course work. For any instance, where one examiner accepts the thesis and the second examiner rejects the thesis, the third examiner duly approved by the concerned authority may be appointed for re-evaluation and if the third examiner rejects the same, then the thesis shall deem remains rejected and the candidate may re-register to Ph.D. program as specified above in this section.

6.15.2.7. For any comments and corrections to the revise thesis made by both the examiners, the same shall be intimated and sent to the supervisors from the Examination cell. The supervisor along with her/his candidate shall made necessary corrections/revisions/modifications to the thesis minimum within the period of four months or as decided by the university and the revised report shall be sent back to the examiner for review.

6.15.3. Conduct of Viva-Voce/Oral Defence

6.15.3.1. If the entire process of Ph.D. evaluation is successful, the viva-voce examination based, among other things, on the critiques given in the evaluation report, shall be conducted, wherein the controller of examination shall fix a date for open defence/viva-voce of the concerned Ph.D. candidate. The Research Supervisor and at least one of the two external examiners and shall be open to be attended by Members of the Research Council, DRC members, all faculty members of the Department, other research scholars and other interested experts/researchers.

6.15.3.2. On completion of all necessary formalities, the house shall recommend its opinion to the Chairperson, BOM and Academic Council through the Controller of examination in the standard form as prescribed by the university.

6.15.4. Award of Ph.D. Degree

6.15.4.1. The degree shall be entitled to the relevant candidate by the Board of Management, and the award shall be announced by the Controller of Examinations of GCU.

6.15.4.2. By ordinance, the Chairperson of Board of management is authorized to grant the provisional Degree Certificate before Convocation to a needy student upon receipt of a written request, a supporting document, and payment of any applicable fees.



Registrar

Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017

CHAPTER 7

STUDENTS' DISCIPLINE

The term 'student discipline' describes the corrective measures administration of an institution takes to deal with those behaviours of the students which obstruct the process of continuous learning or go against a policy set forth by the institution. Discipline and rules help students to take better care of themselves, other people, and the surroundings. The following regulations shall apply to all students of Girijananda Chowdhury University, Assam, which are intended to enforce good behaviour and discipline both inside and outside the university campus.

7.1. General Discipline

Following activities of the students shall be deemed as act of indiscipline:

1. Making too loud noises (shouting, hooting, playing music etc.) inside and outside the classrooms causing disturbance to other academic activity.
2. Physical assault or threat to use physical force, against any member of the teaching or non-teaching staff or other students of the University.
3. Remaining absent or influencing others to remain absent in the classes, tests, examinations or any other curricular/co-curricular /extra-curricular activity, which she/he is expected to participate in.
4. Carrying of, use of or threat to use any weapon.
5. Misbehaviour or cruelty or intent of cruelty or threat towards any other student, teacher or any other employee of the University.
6. Use of drugs or other intoxicants such as cigarettes and any other form of tobacco, Gutkha, Tamol, alcohol etc. inside the University campus.
7. Indulging and participating in Ragging as defined in the Anti-ragging Booklet issued by the University.
8. Any violation of the provisions of the Civil Rights Protection Act, 1976.
9. Indulging in or encouraging violence or any conduct, which involves moral turpitude.
10. Any form of gambling inside the campus.
11. Violation of the status, dignity and honour of a student belonging to a Physically Disabled or Tribal communities.
12. Discrimination against any student/member of staff on grounds of religion, caste, creed, language, place of origin, social and cultural background or any of them.
13. Practicing casteism and untouchability in any form or inciting any other person to do so.
14. Any act, whether verbal or otherwise, derogatory to women.
15. Consumption of alcohol in the campus.
16. Any attempt at bribing or corruption of any manner.
17. Wilful destruction of the property of the University.
18. Behaving in a rowdy, intemperate or disorderly manner in the premises of the university or encouraging or inciting any other person to do so.
19. Creating discord, ill will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
20. Causing disruption in any manner of the academic or other functioning of the academic System;

21. Truancy and unpunctuality.
22. Using unfair means in the examination.
23. Fraudulent use of Student Identity Card;
24. Any other form of indiscipline that shall be taken up by the "Office of the Dean Student Affairs" and "Disciplinary Committee" either sue-motto or under specific complaint.

7.2. Discipline in Class Rooms/Departments/Laboratories

7.2.1. The HOD/teacher shall be responsible for the maintenance of discipline and good behaviour of students within her/his Department/Class.

1. The students shall attend the classes regularly.
2. The students will not misbehave with the teachers or classmates.
3. Mass absence from the classes will invite punishment.
4. Using mobile phones, capturing photographs or making videos inside classrooms and laboratories, specially while classes are going on unless permitted to do so by the Teacher.

7.2.2. Attendance and Participation of Students in Teaching-Learning activities

1. A student shall be considered to have satisfied the credit requirement of a semester provided she/he attends/participates in not less than 75 per cent of the number of contact hours actually held for Teaching-Learning activities up to the end of the semester in each of the courses. However, students applying leave of absence may be considered as deemed appropriate by the University.

2. Any student securing less than 75% due to medical reasons will have to apply for medical leave (within seven days from the date of absence) accompanied by clear reason(s) for absence to the authorized functionaries. The application will have to be supported by a Medical Certificate from an authorized medical practitioner. The Dean/Head will examine each case of medical absence individually and decide whether it merits exemption. However, the minimum attendance after accounting for medical leave granted will still have to be 75%. Under no circumstances will a student be allowed to appear for the summative assessment if his/her attendance, after consideration of medical leave, falls below 75%. Such consideration will be subject to the condition that the student must have a minimum of 60% attendance.

3. If a student participates in University/State/ Nation in Sports/NCC/ NSS/Cultural or any officially sponsored activities he/she may be permitted to claim attendance for actual number of days participated, based on the recommendation of the Head of the Department concerned.

4. If a student is selected to participate in national level events such as Republic Day Parade etc., he/she may be permitted to claim attendance for actual number of days participated based on the recommendation of the Head of the Department concerned.

5. A student, who does not satisfy the requirement of attendance in one or more courses, shall not be permitted to appear in the summative assessment of these courses.

7.3. Discipline in Summative Assessment

1. Identification of examinee: An examinee shall carry her/his identify card and hall ticket with her/him to the examination hall and shall produce the same when asked for.



3. No examinee shall be allowed to go out of the examination hall within the first half an hour and the last 30 minutes of the examination.
4. Discussion with others during any examination, creating disturbance or acting in a manner so as to cause inconvenience to other students in the examination hall or nearby shall be treated as adoption of unfair means.
5. An act of possessing unauthorized materials and attempting to copy, copying there from, copying from the answer scripts of other students or from any other sources or sharing her/his answer scripts with others, shall be treated as adoption of unfair means.
6. Use of mobile phones, digital watch and any other non - permissible electronic gadgets by an examinee shall be considered as adoption of unfair means.

7.4. Discipline in Hostel and elsewhere within the Campus or outside

Boarders are expected to maintain discipline and proper atmosphere of study in the Hostels. The following acts of indiscipline are strictly prohibited.

1. Ragging in any form in hostels or in the University campus.
2. Drinking alcoholic beverages or using any other narcotic drugs and intoxicant of any kind inside as well as outside the University campus committing insubordination or showing disrespect to the authority.
3. Absence from hostel and classes without permission from the Warden and Head of the Department
4. Playing of audio and visual systems and other musical instruments /systems inside the room or in the hostel premises causing disturbance to other boarders and neighbours.
5. Picking up quarrel or altercation with fellow boarders and employees of the hostel. Use of foul language or indulging in any unruly or indecent behaviour or smoking, getting inebriated while traveling in the University buses.
6. Participating in or promoting any disruptive activity in the campus.
7. Making false official statement to any university official, faculty or staff and altering University records.
8. Misuse of and/or damage caused to library books, journals and computer facilities.
9. Tampering with existing electrical fittings/systems.
10. Unauthorized possession of any property belonging to the University, hostel or any other individual.
11. Fraudulent use of Student Identity Card.
12. Organizing any meeting, function etc. in the hostel without prior permission from the Warden.
13. Any other acts which in the opinion of the Prefect/Warden are detrimental to the interest of other boarders as well as to the University.

14. All kinds of shouting, hooting, violent knocking or any other act, movement or behaviours which are likely to cause disturbance or annoyance to others.
15. Leaving their room with the lights and fans on while being absent from the room.
16. Entry of female visitors into the rooms of the boarders in Boys' Hostel and male visitors into the rooms of Girls' Hostel without written permission.
17. Maltreating or abusing the hostel employees, canteen staff and others including outsiders, students, teachers and other university employees.
18. Cooking inside the room.
19. Use of electric heaters, electric rod, electric stove and other similar electrical appliances in the room.
20. Any form of gambling inside or outside the campus.
21. Keeping fire arms, weapons etc. in the hostel.
22. Damaging, misusing and stealing of any hostel properties or stealing others' belongings.
23. Boarders staying outside overnight without prior permission from the Warden.
24. Staying in the Hostels during a semester break without permission from Warden.
25. Entry and hosting of outsiders in the Hostel without permission of the Warden.
26. Absence of boarders from the hostel after the stipulated time as fixed by the authority.
27. Sexual harassment of any kind which shall also include unwelcome sexual propositions/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent or unwelcome sexual jokes and/ or comments.
28. Arousing communal, caste or regional feelings or creating/causing disharmony among students.
29. Any form of Public Display of Affection (PDA) inside or outside the Hostel.
30. Unauthorized collection of money/donation inside the campus.
31. Indulging in any unruly or indecent behaviour such as smoking, spitting on hostel wall and inside hostel premises.
32. Inappropriate and irrational use of mass media, social media maligning the image of the University or any member of the University.
33. Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, women staff member/visitor and vice versa.
34. Use of abusive, defamatory, derogatory or intimidatory language against any member of the University Community.



35. Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.
36. Blockade or forceful prevention of any normal movement of traffic in the hostel premises or outside the hostel.
37. Use of common room of the hostel other than the purpose meant for it.
38. Keeping pet animals in the room and/or feeding stray dogs/cats inside the hostel premises including dining hall.
39. Any other act which is an act of violation of discipline and conduct.

7.5. Disciplinary actions for Breach of Discipline:

Following punishments/disciplinary actions shall be recommended subjected to confirmation by the Disciplinary Committee of the University for committing any act of indiscipline defined in clause 7.1, clause 7.2, and clause 7.4. above

1. Warning the defaulter.
2. Imposing a fine (individual).
3. Informing the guardian.
4. Temporary expulsion from class/ cancellation of attendance.
5. Suspension of class for a specific period.
6. The defaulter may be expelled from the Institute, in such cases she/he shall not be readmitted to the University.
7. For a stated period, the defaulter may be rusticated and shall not be allowed to attend the program, till the expiry of the period of rustication.
8. For a stated period, the defaulter may not be admitted to a course or courses of study of the University.
9. The defaulter or the whole class may be imposed with fine of a specified amount of money.
10. Any other penalties that might be decided by the Disciplinary Committee/Anti – ragging committee as and when the situation demands.

7.6. Disciplinary actions during Summative Assessment

Students must follow the disciplines as described in clause 7.3. The following punishments/disciplinary actions are recommended subjected to confirmation by the Disciplinary committee of GCU in consultation with the COE and Examination Committee:

1. For discussion with others during any examination, creating disturbance or acting in a manner so as to cause inconvenience to other students in the examination hall or nearby the invigilator shall warn the concerned student(s).
2. For non-response to the warning the Invigilator shall deduct up to 10 marks from the marks secured in that paper and inform the COE who in turn intimate the matter with the concerned Department(s) of the respective student(s).
3. For possessing unauthorized materials and attempting to copy, copying there from, copying from the answer scripts of other students or from any other sources or sharing her/his answer scripts with others or using mobile phones or any other non - permissible electronic gadgets

the invigilator shall take the unauthorized object(s) along with the answer script of the student and submit it to the office of COE. In such case the student will be given 'F' grade in that particular course for that Summative Assessment. However, she/he may be allowed to sit in the Make-up examination for that particular course. The matter should also be intimated with the HOD of concerned department of the student.

4. For any other offence of any nature by a student relating to examination not covered in clause 7.3 the invigilator should intimate the matter with COE. COE in consultation with the Disciplinary committee will decide the appropriate course of action(s).
5. For forging teacher's signature in practical records, answer scripts *etc.* strict disciplinary actions including rustication for a stipulated time period will be taken.

7.7. Rules Regarding Ragging

Ragging in any form is strictly prohibited within the premises of the University or in any part of the University (such as hostel, class, canteen etc.) as well as on public transport, or at any other place, public or private. Any individual or collective act or practice of ragging shall constitute as an act of gross indiscipline and shall be dealt with under the provisions as laid down in UGC/AICTE/PCI regulations issued for curbing the menace of ragging in higher educational institutions, or any other law prescribed for the purpose of ragging, which includes police action. Each student and her/his parents are required to read and understand the provisions of these regulations which are available on www.aicte-india.org, www.ugc.ac.in and <http://www.antiragging.in/>.

7.8. Formation of Disciplinary Committee

7.8.1. For the Guwahati campus of the University, the Disciplinary Committee shall comprise of the following members

1.Senior most Dean of the Campus	Chairperson
2.Deans of all Schools	Member
3.DSA	Member
4.Two senior teachers (nominated by the Vice Chancellor)	Member
5.Chief Warden	Member
6.One students' representative (nominated by the Chairperson)	Member
8.An additional teacher member may be co-opted by the Chairperson, if felt necessary.	Member

7.8.2. For the constituent campus of the University in Tezpur, Assam the Disciplinary Committee shall comprise of the following members:

1.Principal	Chairperson
3.DSA representative	Member
4.Four senior teachers nominated by the Vice Chancellor	Member



6.Hostel Wardens	Member
7.Onestudents' representative (nominated by the Chairperson)	Member
8.An additional teacher member may be co-opted by the Chairperson, if felt necessary.	Member

To take a decision at least two third of the members must be present in the Committee Meeting.

7.8. Placement on conduct probation:

A student found guilty of violating the rules and regulations of the University/Hostel or any acts of indiscipline or misbehaviour by the Disciplinary Committee may be placed on conduct probation for a specified period, which shall not be less than one month. During the period of conduct probation, a student shall not be allowed to:

1. Represent the College/University in sports, cultural contests etc. inside or outside the University.
2. Receive any Scholarship, Fellowship or Stipend.
 - (i) When a student is deprived of a scholarship or fellowship or stipend on account of her/his placement on conduct probation, the loss entailed will be permanent and no arrears shall be payable subsequently on expiry of the period of conduct probation.
 - (ii) If a student who has been on conduct probation on two previous occasions, is again, found guilty of indiscipline he shall be dropped from the roll of the College.
3. If a Final year student is placed under Conduct Probation, her/his results shall not be declared during the period of Conduct Probation.

7.9. Rustication/Expulsion

Rustication is the temporary removal of a student from the rolls of the University as a punishment for indiscipline. The minimum period of rustication shall be one semester in addition to the remaining period of the semesters during which the order is passed.

Expulsion is the permanent removal from the University/Hostel. An expelled student shall not be permitted to get admission to that University or to any other constituent colleges of the University.

A rusticated student may rejoin his class in the University after expiry of the period of rustication after obtaining formal permission of the Disciplinary Committee.

7.10. Procedure for Disciplinary Action

Any complaint received against any student will be dealt with in the following manner:

1. The 'Disciplinary Committee' shall conduct the inquiry in case of breach of discipline and the 'Anti-ragging committee' shall conduct the inquiry in case of act of ragging.
2. During the conduct of inquiry the Committee may suspend the student (s) for the time being, if the situation so demands.
3. The involved student (s) would be given chance to explain her/his conduct in writing.
4. The Committee may call others for facilitating the enquiry.
5. The Committee shall submit its findings and recommendations to the Registrar for approval.

CHAPTER 8

STUDENTS' SUPPORT SYSTEM

8.1. Student Mentoring

The young and adolescent undergraduate students admitted to the universities are in a transitional phase in their lives to adulthood. This is an exciting yet difficult time. Confusion in making the right choice of subjects, choosing the correct career path and for many, getting into a new independent environment in the university, away from the family and home could be disturbing for them. The apprehension and the anxiety about the future cause considerable pain, depression and distraction from studies in the students. Universities have institutional mechanisms of coaching, counselling and mentoring the students in addressing their issues and problems. Each of these three exercises has different meanings, connotations and implications as briefly stated below:

1. Coaching: A structured process to enable students to achieve their academic goals.
2. Counselling: A professional guidance to enable students to negotiate with their emotional challenges.
3. Mentoring: A more involved and regular partnership with the students to guide them in taking the right decisions about their academic career, future professional career and overall well-being.

8.1.1. Mentoring Cell at GCU

Girijananda Chowdhury University (GCU) has a robust mechanism for mentoring the students. As a part of the University's mentoring policy, GCU has set up a Mentoring Cell to facilitate smooth coordination between various departments and students on the issues related to the academic, professional, emotional and personal matters. The same consists of at least one faculty member from each academic school. Every student is attached to experienced teacher-mentors. The process of mentoring continues till the students complete their academic programs and leave the university. However, often it transforms into life-long relationships. Besides, the teacher-based mentoring system, GCU also has Peer mentoring of junior students by selected, achieved senior students.

The Mentoring Cell operates at two levels:

Individual levels: Works on the basis of regular mentor-mentee communication and interaction.
Department level: Works through regular tripartite parent-student-teacher meetings.

8.1.2. Objectives of Student Mentoring at GCU

1. To empower students for academic pursuit, career, or entrepreneurship.
2. To promote the personal well-being of students, promoting their social skills and functionality.
3. To build and enhance capacity of the students to take up any vocation of their choice.
4. To enable them to develop into virtuous human beings equipped to face societal challenges.
5. To enable the students in developing respect for nature and environment for a sustainable world in alignment with India's commitment to the United Nations' Sustainable Development goals.
6. To encourage the students for involvement in extracurricular and co-curricular activities.
7. To sensitize students to become responsible, disciplined, and socially conscious human beings through values of empathy, integrity, and dedication.

8. To respect inclusivity and diversity across gender, culture and religion.
9. To capacitate students on assertive skills in refraining from any addictive habits.
10. To orient students about the Academic Bank of Credits and accreditation of their participation in any activity.
11. To enable the students to avail the opportunities of learning in the digital platform.

8.1.3. Principles of Student Mentoring

The underlying principle and philosophy of the Mentoring Cell of the University is premised on certain core values, such as: Respect for the mentor-mentee relationship, which involves:

1. maintaining confidentiality.
2. Instilling the importance of punctuality, discipline and commitment into the mentor - mentee relationship.
3. Inspiring introspection and then encouraging, motivating and enabling the students in setting their benchmarks and achieving their academic goals.
4. Instilling strong value system into the personalities of the students.
5. Promoting the skills of mentoring like, active listening, keen observation, building rapport and trust and the skills of negotiation on the part of the mentors.

8.1.4. Pre-requisites for the Mentoring Process

The following exercises are to be completed prior to the Commencement of the Mentoring processes.

1. List of admitted students are to be forwarded to the Chief Mentor from the Administration.
2. Assignment of faculty members as mentors of students.
3. Announcement of the list of mentor-mentee.

The Mentoring process begins with the following:

1. Introduction of students to the respective mentors during the Students' Induction program. A mentor may belong to departments other than from the departments to which the students are enrolled.
2. Mentee-submission of the filled in profiles to the concerned mentors.
3. Announcement of the provision for change of mentor in the event of course change by students, in due course of time to the students.

8.1.5 Guidelines for Student Mentoring

The Mentoring Cell of GCU has set up guidelines in the form of Dos and Don'ts for both Mentors and Mentees to make the process of mentoring effective and purposeful:

8.1.5.1. Dos for Mentors

1. A mentee is to be considered respectfully, as an individual with self-esteem and independent mindset.
2. The merit, strength and capacity of the students should be assessed while setting expectations for them.
3. Confidentiality about the problems and issues of the mentees should be maintained. The privacy of the mentees should be respected.
4. The problems of the mentee should be approached with understanding, affection and humility.

5. Record of the interactions, assessments, advices and feedback received from the mentees should be maintained meticulously and forwarded to the Chief Mentor for further necessary action and maintenance in the central documentation system, (Enterprise Resource Planning - ERP), for future reference.
6. Student progress records, as documented by the mentor are to be communicated to the parents, guardians at the end of each semester and for discussion in the parent teacher meetings.
7. Healthy life-style for the overall well-being of the mentee should be emphasized and ensured

8.1.5.2. Don'ts for Mentors

1. The number of mentees should not be more than one can manage.
2. Decisions or suggestions of the mentor should not be imposed on the mentees, forcefully.
3. There should be avoidance of being judgmental, presumptive and prejudicial in the approaches of the mentor.
4. The credit for the academic achievements of the mentees should not be undermined and claimed by mentor.
5. Any act of indiscipline by the mentee/s, should be addressed with a strategy of reform.

8.1.5.3. Dos for Mentees

The Mentees are expected to avail the mentoring facility by becoming:

1. Proactive in approaching the mentor for any guidance and support.
2. Frank in sharing the challenges, aspirations, and progress, honestly.
3. Mindful to the advice of the mentor.
4. Punctual and committed in attending the scheduled meeting with mentors.
5. Introspective about implementing and complying with the advices of the mentors and through self-analysis.
6. Respectful to the mentor and maintaining a professional demean or throughout the mentoring relationship.

8.1.5.4. Don'ts for Mentees

1. Unreasonable requests at the cost of mentor's valuable time and resources be avoided.
2. Mentor's advices, constructive criticism, should not be dismissed or non-complied with.
3. Efforts to implement or follow the advices of the mentors should not be stopped in the face of initial difficulties.

Note: Generally, students should meet their mentor every 15 days.

8.2. Regulations on Curbing the Menace of Ragging

Girijananda Chowdhury University (GCU) is committed to uphold the basic human rights of the students in its campuses in Guwahati and in Tezpur. The University ensures that students can pursue their studies and conduct themselves in the campuses in a secured and protected environment.

Every attempted act or act of ragging on any student or groups of students constitute a cognizable offence attracting the strictest of punishments, in accordance with the provisions of this regulation as directed by the Hon'ble Supreme Court of India and the Guidelines of the University Grants Commission (UGC) on Curbing the Menace of Ragging (2022).



The University has appropriate procedures and mechanisms in place to curb the menace of ragging which involves every stakeholder –the students, the parents and guardians and the authorities vested with statutory powers to prevent and punish any act of ragging on the campus.

These Rules shall apply to the two present campuses of GCU in Guwahati and Tezpur and to any future campuses that may be developed by the University elsewhere.

The campuses where these Rules shall be applicable shall include all the premises of the campuses- academic, residential, playgrounds, canteens and other eateries, auditorium, library, gymnasium or any other such places of the University premises.

These Rules shall also apply to locations within and outside the campus having residential places, eateries, etc., availed by the students of the GCU. The Rules shall also be applicable to incident of ragging on students while on transportation whether of the University or of other availed by the students for pursuit of their studies at the University.

8.2.1. Definitions

Aggrieved Student: refers to the student aggrieved by an act of Ragging as defined in the guidelines.

Anti-Ragging Helpline: refers to the 24/7 Anti-Ragging helpline of the University, which the students could access in distress owing to ragging related incidents, the toll-free Anti-Ragging UGC helpline operational round the clock, which can be accessed by students in distress owing to ragging related incidents.

Anti-Ragging Committee: the Committee constituted to ensure the compliance of the provisions of the Rules as well as any law for the time being in force concerning Ragging and also to monitor and oversee the performance of the Anti-Ragging Squad in the Prevention of Ragging.

Anti-Ragging Squad: refers to the body constituted by the University to maintain vigil, inquire into any incident/s of ragging and submit such reports to the Anti-Ragging Committee for further action/s

Ragging: As per the Merriam Webster Dictionary, the meaning of the word ‘Ragging’ is Torment, Tease; or an outburst of Boisterous fun.

8.2.2. What constitutes ragging?

Any one or more of the following act (s) constitute Ragging:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, derogatory, demeaning, abusive social media posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.
10. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, religion origins, linguistic identity, place of birth, place of residence or economic background.

8.2.3. Punishable Offences

1. Abetment to ragging
2. Criminal conspiracy to rag
3. Unlawful assembly and rioting during ragging
4. Public nuisance during the act of ragging
5. Violation of morals and decency during ragging
6. Injury to body including hurt or grievous hurt
7. Wrongful restraint
8. Wrongful confinement
9. Use of Criminal force
10. Assault as well as sexual offences or unnatural offences
11. Extortion
12. Criminal Trespass
13. Offences against property
14. Criminal Intimidation
15. Attempt to commit all or any one of the above offences
16. Physical or Psychological humiliation
17. Any other offences followed from the definition of "Ragging"

8.2.4. Measures for Prohibition and Prevention of Ragging

The University shall not permit or condone any reported incidence of Ragging in any form and shall take all necessary and required measures including but limited to the provisions of these Rules and Regulations to achieve the objectives of eliminating Ragging within the University's Main campus at Guwahati and Constituent campus at Tezpur and any future campuses that may be developed by the University elsewhere.

1. The University shall take action in accordance with these Rules and Regulations against those found guilty of Ragging and/or abetting Ragging actively or passively, or being part of conspiracy to promote Ragging.

2. In the University prospectus/website, there shall be clear statement that Ragging is totally prohibited on the University's Main campus at Guwahati and Constituent campus at Tezpur. Anyone found guilty of Ragging and/or abetting Ragging actively or passively, or being part of conspiracy to promote Ragging is liable to be punished in accordance with these Rules/Regulations/Act as well as under the provision of any penal law for time being in force.
3. The contact numbers of Anti-Ragging helpline, Anti-Ragging Committee, Anti-Ragging Squad and/or any other relevant contact numbers of the University shall be made available to students in possible manners.
4. The University website shall publish the Rules and Regulations in full on.
5. The students in distress may contact at antiragging@gcuniversity.ac.in or call at +91 9778 19978 / 7990 3454 or at National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail to helpline@antiragging.in. or They may also contact UGC Monitoring Agency i.e. Centre for Youth (C4Y) at antiragging@c4yindia.org or 11-4161905 or 98180 44577 (only in case of emergency).

The University shall constitute the following bodies namely, Anti-Ragging Committee and Anti-Ragging Squad.

1. The Anti-Ragging Committee shall be instituted by the Vice-Chancellor of the University at the University's Main campus at Guwahati and Constituent campus at Tezpur and any future campuses that may be developed by the University, elsewhere, to ensure compliance with the provisions of the regulations as well as the provisions of any law for the time being in force concerning ragging; investigate complaints and also, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. The Anti-Ragging Committee is responsible for inculcating a culture of Ragging Free Environment on Campus. The Anti-Ragging Committee is involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting an array of activities. The committee is also responsible for conducting awareness programs from time-to-time on campus.
2. The Anti-Ragging Squad office bearers work under the supervision and guidance of the Anti-Ragging Committee of the University shall engage in checking places like hostels, buses, canteens, grounds, classrooms and other places of student congregation to keep a vigil and stop the incidences of ragging, if any, and report them if they happen. The squad role is also to educate the students at large by adopting various means about the menace of ragging and related punishments there to.

8.2.5. Formation of Anti Ragging Committee and Anti Ragging Squad

The Anti Ragging Committee of the Girijananda Chowdhury University is hereby constituted with the following members for a period of 3 (three) years from the date of notification. The Committee will deal with issues related to ragging among students.

Dean Students' Affairs	Chairperson
Officer in charge, Azara Police Station	Member
President, Azara Gaon Panchayat	Member
Faculty members of different schools	Members
Student representatives	Members

Responsibilities of The Anti Ragging Committee are

1. Investigating complaints and monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
2. Inculcating a culture of Ragging Free Environment on Campus.
3. Designing strategies and action plan for curbing the menace of ragging in the University by adopting an array of activities.
4. Conducting awareness programs from time-to-time on campus.

Anti Ragging Squad of the Girijananda Chowdhury University shall be constituted with the following members for a period of 3 (three) years from the date of notification:

1. The Dean Students' Affairs as the Chairperson,
2. Faculty members of different schools,
3. Student members.

The Anti Ragging Squad shall:

1. Work under the supervision and guidance of the Anti-Ragging Committee of the University.
2. Engage in checking places like hostels, buses, canteens, grounds, classrooms and other places of student congregation to keep a vigil and stop the incidences of ragging, if any.
3. Report incidences of ragging if they happen.
4. Educate students at large by adopting various means about the menace of ragging and related punishments there to.

8.2.6. Zero Tolerance Policy

Girijananda Chowdhury University will adopt a 'Zero tolerance policy' towards ragging and such acts. No act of ragging, major or minor, shall go unnoticed. No ragger, male or female, student or non-student, shall go unpunished. The Supreme Court, in its judgement dated 8 May 2009 ordered the implementation of a ragging prevention program comprising, inter alia, setting up a toll-free anti-ragging helpline/ call center, a database of institutions/ students, and engaging an independent non-government agency as the monitoring agency. Regulatory provisions and the appropriate law are in force to eliminate ragging in all its forms from the universities, deemed universities and other higher educational institutions in the country by prohibiting, preventing its occurrence and punishing those who indulge in ragging.

8.2.7. Punishment Provisions

Any student or group of students found guilty of ragging on campus or off campus shall be liable to one or more of the following punishments:

1. Debarring from appearing in any sessional test/ university examination or withholding results. Suspension from attending classes and academic privileges.
2. Withdrawing scholarships and other benefits.
3. Suspension from the college for a period of one month.
4. Cancellation of admission.
5. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
6. Suspension/expulsion from the hostel.

7. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
8. Expulsion from the institution and consequent debarring from admission to any other institution.
9. Fine up to twenty-five thousand rupees.
10. Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both.
11. Collective punishment - When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

8.2.8. Students and Parents Undertaking through Affidavit

In compliance of the second amendment in UGC Regulations, it is compulsory for each student and every parent to submit an online Anti-Ragging undertaking affidavit every academic year. GCU shall implement the revised procedure for students to file online Anti-Ragging affidavits. The student will receive an e-mail with her/his registration number. The student will forward that e-mail to the Nodal officer of GCU. (The student will not receive PDF affidavits and she/ he is not required to print & sign it as it used to be in the earlier case).

8.2.9. Nodal officers' complete details

The email address and contact number of the Nodal Officer of the Anti-Ragging Committee of Girijananda Chowdhury University shall be on display on the website of the University and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities, etc.

8.3 Bina Chowdhury Central Library

8.3.1 Rules for Lending Books

1. Each member will have one Library Master Card.
2. Student Members must come to the library personally and tender her/his own Library Master Card at Circulation Counter at the time of transaction.
3. Loose issues of Journals/Periodicals are not meant for issue.

8.3.2. GENERAL RULES

1. All kinds of personal belongings except notebook are supposed to be kept in the Property Counter at the entrance.
2. Register your name at the Library Gate Register before entrance.
3. Keeping Silence is must inside the library.
4. Use of Mobile Phone is strictly prohibited inside the library.
5. Member shall not smoke or spit in any part of the library.
6. While browsing books, no book should be replaced by the user on the stack themselves. Users are requested to use the OPAC facility provided by the library to search a book available in the library.
7. The physical condition of the book should be good while checking out. Mutilation of pages if founds must be brought to the notice of the circulation in-charge. Otherwise, the borrower himself/herself shall be responsible for mutilation of the book if detected afterwards.
8. Underlining, marking, folding of pages, etc. in the book is strictly prohibited.

9. Upon any infringement of the library rules, members shall forfeit privileges of admission and membership of the library.
10. The Assistant Librarian reserves the right to suspend or delinquent membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
11. The members caught tearing of pages/stealing books or otherwise mutilating books will be suspended forthwith from using library facilities and further disciplinary action will be initiated against her/him by the Institute.
12. A fine per day will be charged as Late Fine if the Borrowers do not return/ renew the books as per the rule of the Library. Moreover, if the fines cross the maximum limit, then the Borrower's Membership will be temporarily suspended.
13. The loss of Library Master Card should be reported immediately in writing to the Assistant Librarian and a fine will be charged for re-issue of a new card.
14. A Library Clearance Certificate may be issued to members only on returning all books borrowed and surrendering the Library Master Card.
15. The Loss of books borrowed by a user in her/his custody, the borrower shall be liable to replace the book or bear the cost of replacement is not done within 15 days, the defaulter will be charged as follows:
 - i. Three times the cost of the book if book is in print.
 - ii. Four times the cost of the book, if the book is out of print.
 - iii. If the book of a multi-volume set is lost or damaged, the member concerned shall be liable to replace the whole set or pay the cost of the same on the above line.
16. The Assistant Librarian may recall any book from the member at any time.
17. Master Card is not transferable.
18. The Privilege of borrowing books from the library is restricted to the registered members only.

8.4. Hostels

These rules shall apply to all the boarders of Girijananda Chowdhury University Hostels for maintenance of discipline and good conduct within and outside the Hostel premises.

8.4.1. Hostel administration

1. Dean Student Affairs

The DSA looks after the discipline, general welfare of the students and their residential life in hostels. DSA also provides appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University, which contribute to their growth and development as matured and responsible human beings. She/he shall provide general instructions and guidance to the Superintendent and Wardens on matters concerning their functions.

2. Hostel Superintendent

Hostel Superintendent is the principal authority and shall ensure proper discipline in the Hostel and shall deal with any violation of discipline in accordance with the provisions of Hostel Rule. There shall be an office for the Wardens in each Hostel with necessary facilities.

3. Warden

An employee of the University, the Warden shall assist the Hostel Superintendent for smooth functioning of the Hostel. She/he shall look after the general condition of the hostel, overseeing the



day-to-day affairs of the hostels including Mess, sanitation and health and recreation of the residents of the Hostel and maintenance of student discipline.

- i. The Warden shall maintain an Admission Register for all the students admitted / readmitted to her/his hostel in the beginning of each semester and perform other related duty not specified in the Hostel Rules and as assigned by the authority from time to time.
- ii. The Warden shall maintain an account of expenditure of the imprest fund.
- iii. The Warden shall give a hostel clearance certificate to the boarders after the Final End Semester Examination or whenever it is required.

4. Assistant Warden

The Assistant Warden shall assist the warden for smooth functioning of the hostel.

5. Prefect(s)

The Prefect(s), one nominated from each wing **for one year** shall assist the Warden in administration of the Hostel affairs. The Prefects shall help the Warden/Assistant Warden to take the roll call of her/his Hostel. Failure of the Prefect to report such cases to the warden shall be considered as gross negligence of duty on her/his part and in that case, Warden may remove her/him as Prefect with immediate effect. If Prefect proceeds on leave, one boarder

should be nominated as prefect in-charge and shall be responsible for the roll call and reporting. The Prefect shall monitor that all Hostel rules are observed by the students and an atmosphere conducive to academic pursuit is maintained in the Hostel. Any discrepancy shall be reported to the Warden immediately. The Prefect will report sickness of any boarder to the Warden and the University Medical Officer. In case of severe illness, matter may be reported to Hostel Superintendent and DSA also. The Prefect shall report any case of emergency, misconduct and breach of any discipline on the part of the boarders to the Warden. The Prefect shall monitor proper cleanliness and sanitation in the Hostel and report any anomaly to the Warden for improvement. The Prefect shall be required to perform any other related duty not specified above which may be assigned by the Warden/Assistant Warden, or any competent authority.

8.4.2. Hostel Committee

1. At the hostel level, there will be a Hostel Committee consisting of Hostel Superintendent as President, Warden as Member Secretary, and all prefects as members. In absence of Warden, the Assistant warden shall be the Member Secretary. The DSA shall be the ex-officio member of the Hostel committee. The Committee will normally meet at least once in a month to discuss and mutually settle hostel affairs. The President shall put on the Notice Board the minutes of the meetings.
2. Members of the Hostel Committee will normally hold office for one year.
3. The Hostel Committee members shall be subjected to all rules / norms as boarders of the hostel and shall be liable to face disciplinary action for any violation of hostel rules, etc.
4. If any complaints are received against any prefect / Hostel committee members, the DSA in consultation with the Hostel Superintendent and Warden may remove the prefect and select another boarder in her/his place.

8.4.3. Mess Committee

Each hostel will have a Mess Committee consisting of Assistant Warden as ex- officio Chairman and six boarders of the hostel to be nominated by Warden considering the representation of different food habits of the boarders. The members will hold office for one year.

In general, the Committee will:

- a) supervise the working of the mess;
- b) supervise the food menu and check the quality of food served;
- c) supervise individually and jointly the supplies of food for consumption in the mess to ensure that supplies are as per approved quality and quantities.
- d) suggest improvement in the quality of food served in the mess.

8.4.4. General Rules

1. The University shall provide residential accommodation in its hostels at Guwahati and Tezpur to the students admitted to regular full time program, including Research Project Staff/Assistant/Associate of the University subject to availability of hostel seats.
2. Every boarder must acquaint himself/herself with the rules and regulations of the hostel. She/he must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.
3. All hostels shall remain closed during the period of semester break / vacation or at any time as notified by the University authority. During such break / vacation, boarders are to vacate the rooms of the hostel. Items will be locked in trunks/ suitcases and keys handed over to the Warden.
4. However, Ph.D. students and students having special requirement of course assignment or project work may be allowed to stay during vacation on recommendations of the concerned Head of the Department with due permission of the Warden.
5. All boarders of a room or hostel shall jointly and/or as a whole be responsible for any loss/damage of the property of the hostel.
6. For any complaint, no boarder shall directly approach the Dean, Student Affairs or any other higher official without approaching the Warden.
7. Students will be allowed to occupy the hostel room after the Hostel security deposit has been paid. The remainder dues will have to be paid within one week to continue staying in the hostel. In the case of any outstanding dues payable by any boarder at the end of each semester, the Warden may report it to the Controller of Examinations, through the Dean, Student Affairs for withholding of her/his result until the outstanding dues are paid by the student. If a student leaves the University without clearing all the hostel dues, the Warden may recover the outstanding dues from her/his hostel security and university security deposit. If any amount still remains un-recovered, notices to her/his guardians shall be sent who will finally be responsible to clear all outstanding dues.
8. All cases of illness shall be reported to the Prefect who in turn shall inform the Warden / Assistant Warden and / or the University Medical Officer/Doctor. In case of emergency, Warden will organise her/his medical treatment at the nearest hospital.
9. One Warden and one Assistant Warden per hostel will be appointed by the Management to run the hostel. In addition, one senior faculty member will be nominated by the management as Hostel Superintendent for overall supervision in running the hostels.



10. The Warden with the approval of the Dean, Students' Welfare shall appoint one Prefect per wing for each hostel from amongst the boarders of the respective hostels for a period of one year.
11. The Warden shall maintain permanent record (Stock Book) of all non- consumable articles of the hostel(s) supplied by the University.
12. The Warden shall be granted an *imprest* fund of Rs. 1000/- (Rupees Onethousand) only to meet the emergency and contingency expenditures required for maintenance of the hostel.
13. The Warden shall administer and manage the hostel and the Assistant Warden and the Prefect(s).
14. The mess of the hostel shall be maintained by the Mess Committee. The Assistant Warden shall be the Chairman of the Mess Committee. The dining hall shall remain open as per the timetable determined by the Mess Committee. Members of the Mess Committee shall be nominated by the Warden from amongst the boarders of the hostel.
15. Electric bulbs / fluorescent tubes for all boarders shall be supplied by the University only at the time of fresh admission to the hostel. Replacements of the same shall be the responsibility of the boarders.
16. Boarders shall not use any electrical appliances such as electric heaters, electric stoves etc., in their rooms. However, boarders may use computers and music systems in their rooms.
17. Boarders are strictly prohibited to have in their possession at any time under any circumstances, dangerous materials, explosives, arms and weapons or any other items prohibited by law.
18. Boarders are expected to keep their rooms clean, tidy and maintain cleanliness. No rubbish should be thrown into the wash basin, drain, corridors, outside the rooms or in the surroundings. The bins kept for this purpose should be used.
19. Every boarder shall leave the hostel room clean at the time of vacating her/his hostel seat failing which the Warden shall not issue clearance certificate to the boarder(s).
20. Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of the hostel from their normal place without the prior written permission of the hostel Warden.
21. Boarders on leaving their rooms shall always switch off the lights and fans.
22. Boarders shall not leave water flowing from taps.
23. No boarder is allowed to shift from her/his allotted room to any other room without written permission from the Warden. The boarders are also not allowed to shift / exchange furniture and other assets from one room to another.
24. In addition to these rules, boarders are also governed by the rules, orders, instructions etc. framed / issued by the competent authority from time to time.

8.4.5. Admission To Hostels

1. Application for admission to hostels shall be submitted to the Dean, Student Affairs in the prescribed application form, duly filled in and signed by the student and countersigned by his / her local guardian and parent / guardian.

2. A student if admitted to a hostel must furnish a written declaration in the prescribed form duly signed by the student and his / her guardian to the effect that the student shall abide by the University rules, hostel rules and code of conduct.
3. Students shall be admitted to the hostels at the beginning of the semester subject to the conditions that
 - e) the student applies for the same in prescribed form on time.
 - f) the student continues to be a regular student of the University.
4. A boarder after each semester shall apply for readmission to the hostel and the Warden shall recommend for readmission if the boarder maintained good conduct and discipline during his / her stay in the hostel and the boarder clears all outstanding dues, if any, to the University.
5. The boarder shall pay all the dues regularly, failing which the Warden may initiate disciplinary action as per rules.
6. A student shall occupy the seat in the hostel after depositing the prescribed fees within 7 days from the date of allotment or within the date mentioned in the admission prospectus failing which the allotment shall stand cancelled.
7. Students taking new admission are required to pay the hostel fees at the time of admission along with other fees.
8. Prescribed fees for hostel admission (per semester) as Notified.

Note:

- a) Security Deposit/admission fees is non-refundable within 1 year of withdrawal from the date of admission.
- b) Hostel dues may be revised by the University from time to time.
- c) All payments to be made in advance.
- d) A Fine per day will be charged for late payment.

8.4.6. Withdrawal From Hostel/Termination on Course Completion

Withdrawal from hostel within one year shall not be permitted.

In case, students still insist on vacating their room before one year, application for withdrawal from the hostel shall be counter-signed by the father / mother / guardian and submitted to the Dean Student Affairs through the hostel Warden. Such application shall be submitted after all hostel dues have been cleared. On approval from the concerned authority, she/he may be allowed to vacate her/his room but the security deposit will not be refunded. In spite of the fact that the boarder has actually vacated her/his room, she/he shall have to pay all the hostel dues including fines, upto the day she/he continues to be on the roll i.e. until her/his name is formally withdrawn.

Merely vacating the room will not be considered as withdrawal from hostel. In spite of the fact that the boarder has actually vacated her/his room, she/he shall have to physically leave the hostel and shall have to pay all the hostel dues including fines, till she/he continues to be on the roll i.e. until her/his name is formally withdrawn as per procedure.

8.4.7. Vacation Of Hostel Room – Procedure

1. All Hostels except the Hostels for research scholars shall remain closed during the period of semester break / vacation or as and when declared/notified by the University authority. During such break / vacation, boarders shall vacate the rooms of the Hostels. The room key



shall be returned to the Warden/Assistant Warden. Before leaving, if rooms are not cleaned by the boarders, the Warden may impose fine to the student.

2. During semester break, those boarders who wish to stay in the Hostel, shall take prior permission in prescribed format from the DSA and shall pay additional fee(s) for the facilities utilized during their stay. The additional amount for staying will be decided by the authorities of the University and approved by competent authority. They shall deposit such fee to the University cash counter and receipts must be submitted to the Warden of the concerned Hostel before occupying the room.
3. All terminal year/semester students must surrender their rooms to the concerned Warden at the end of their program of study i.e. by the date on which they complete the normal period of stay in the hostel. Provided, however, the Dean of Student Affairs may grant extension to such student(s) in very exceptional cases, in consultation with the hostel Superintendent and Warden of the hostel.
4. Those student(s) who discontinue their studies in the middle of a semester should submit an application for vacating the hostel to the Warden concerned at least seven days in advance of the date of leaving the hostel along with withdrawal form. Permission for vacating the hostel will be accorded by the Warden concerned after submission of the clearance of hostel dues by the student concerned.
5. Before vacating the hostel, each student must hand over to the Warden/ Assistant Warden the complete charge of his or her room with all furniture and fixtures intact and clear all hostel and mess dues. While leaving the room, the boarder must ensure that the room is clean, and no garbage is kept anywhere in the room. It is the responsibility of the Warden/Assistant Warden to take charge of a clean room upon vacated by the boarder.
6. The boarder while vacating or on being evicted from the hostel room will have to pay total cost of article(s) found either missing or damaged, allotted in her/his name keeping in view the original price of the article(s) minus depreciation value as may be decided by the Warden of the Hostel concerned.
7. Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.
8. The University reserves the right to close any or all hostels *Suo motto*, if situation demands so.

8.4.8. Hostel Leave Rules

1. For seeking leave from the hostel, the boarder must apply in the prescribed form. A boarder must obtain prior written permission (at least one day before) from the competent authority before proceeding on leave. Girl students are required to obtain the signature of the local guardian/parents/ Mentor on the leave form and submit the same to the warden
2. Leave from the Hostel upto two (2) consecutive days shall be granted by the Warden or Assistant Warden (in absence of Warden).
3. Leave from the hostel for more than two (2) consecutive days shall be granted only on the recommendation of the Mentor/Head of the Department of the concerned department of the Boarder /Hostel Superintendent/ DSA.
4. Absence from the hostel without prior permission from the Warden/Assistant Warden/ Superintendent/ DSA is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action as per rules.

8.4.9. Guest in Hostel

1. No boarder shall keep any guest(s) in the hostel. Sharing of room with guest is strictly prohibited.
2. Any resident hosting an unauthorized person shall be liable to be fined and such other disciplinary action as may be decided by the Warden or higher authorities. The relevant provision is reproduced below:

"The hostel resident(s) on account of harboring unauthorized person(s) in his/ her room would be fined in the first instance. If found guilty for second time, the fine will be higher than the first instance and if found guilty for the 3rd time, she/he will be evicted from the hostel."

8.4.10. Visitors

1. As a rule, female visitor(s) shall not be allowed to visit men's hostel room and vice-versa.
1. Visitor(s) should be received in the Visitors' room (Common room in the absence of a visitor's room) only. Under special circumstances, written permission from the Warden/ Assistant Warden must be obtained to take visitor(s) to room.
2. There shall be a Visitors' Register in every Hostel accessible to visitors. Visitors' Register will be maintained by the Assistant Warden of the Hostel and monitoring of visitor record is the duty of Prefect(s) and Warden.
3. Any visitor entering the hostel gate should register his / her name and other particulars in the Visitor's Register kept for the purpose at the Hostel entrance. Host (s) may literate their guest on this.
4. The hostel administration reserves the right to deny entry into the hostel to any visitor if, in its opinion, the visit including any student, is likely to disturb peace and order in the hostel.
5. Visitors are not allowed during The Annual Cultural fest "Euphuism" or any such technical and cultural events.

8.4.11. Night Roll Call

1. There shall be fix time for all boarders of girls' hostel as well as Boys' hostel to return to their respective hostels in the evening.
2. Attendance will be taken after the returning time get over respectively by the wardens. It is compulsory for a boarder to be present personally at the time of attendance.
3. Boarders are not allowed to leave the hostel after attendance.
4. Any boarder desiring to work late in the laboratory, library, computer center etc. must obtain a recommendation from the concerned Head of the Department. The Warden, if satisfied, gives permission for at-most three days in a month. For more than three days in a month, permission shall be granted by the Dean, Student Affairs on the recommendation of the Head of the



Department and the Warden.

5. A boarder taking permission for late-entry (after 7:00 P.M. and 8:00 P.M. respectively) to the hostel, should sign in the late-entry register kept with the security staff. The security personnel will not allow the boarder to enter the hostelgate if she/he cannot produce late entry permission pass and shall immediately inform the Warden.
6. All boarders leaving the hostel will be in possession of out-pass form duly signed by the warden with timings clearly indicated. This will be shown at the gate and entry made in the register maintained by the security staff. On return the boarder will again sign the register indicating the time of return.

8.4.12. Discipline Inside Hostel and on/outside The Campus

1. Any breach of discipline and conduct committed by a student inside or outside the hostel shall fall under the purview of disciplinary Rules.
2. No punishment shall ordinarily be imposed on a student unless she/he is found guilty of the offence for which she/he has been charged by DSA or any other inquiry after following the normal procedure and providing due opportunity to the student charged for the offence to defend himself/herself.
3. In case the Vice-Chancellor or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, Vice-Chancellor may order suspension of the student including withdrawal of any or all facilities available to a Bonafide student pending an inquiry by a duly constituted committee.
4. The Vice-Chancellor may, keeping in view the gravity/nature of misconduct/ act of indiscipline, the manner and the circumstances in which the misconduct/ indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.
5. Any issue as to the interpretation of these rules, the matter shall be referred to the DSA whose decision shall be final and binding. DSA may take advice of Vice-Chancellor, if it is required.

8.4.13. Hostel Disciplinary Committee

There shall be a Students' Disciplinary Committee to be constituted by the Vice- Chancellor that will enforce the "Regulations on Discipline and Proper Conduct of students of Girijananda Chowdhury University, Assam" and "Hostel Rules".

8.5. Grievance Redressal Committee

The Grievance Redressal Committee (GRC) of Girijananda Chowdhury University aims to investigate the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus through the online and grievance/ suggestion box. The University aims at solving the grievances of the students within stipulated time.

Grievance Redressal Committee will cover all regular faculty, staff, and students of the University.

8.5.1. Definition of grievance

‘Grievance’ for the purpose of this scheme would only mean a grievance relating to any staff member arising out of the implementation of the policies/rules or decisions of the institution. It can include matters relating to leave, increment, non-extension of benefits under rules, interpretation of Service Rules, etc., of an individual nature.

Students are the main stakeholders if any institution imparting education, and it’s our endeavour to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit in consideration the institute has decided to provide mechanism to students for Redressal of their grievances.

The Grievances may broadly include the following complaints of the aggrieved students

1. Academic
2. Non- Academic
3. Grievance related to Assessment
4. Grievance related to Victimization
5. Grievance related to Attendance
6. Grievance related to charging of fees
7. Grievance regarding conducting of Examinations
8. Harassment by colleague students or the teachers etc.

8.5.2 Procedure for handling grievances

Subject to the above provisions, individual grievances of faculty, staff members and students shall henceforth be processed and dealt within the following manner:

An aggrieved faculty, staff member or student shall take up his grievance (s) orally with his immediate superior who will give a personal hearing and try resolving the grievance (s) at his level within a week.

If the grievance is not satisfactorily redressed, the aggrieved faculty, staff member or student may submit his grievance in writing to the Registrar. The Registrar will record his comments on the representation within seven days, and if need be, refer it to the institute Grievance Redressal Committee in case the grievance is not resolved or settled amicably. The recommendation of the Institute Grievance Redressal Committee will be conveyed within one month to the Central Grievance committee and the decision of the Central Grievance committee will be final.

8.5.3. Formation of Grievance Redressal Committee

The committee will comprise of an Ombudsman, the Chairperson, Dean Students’ Affairs as the EX officio member, one nodal officer and faculty members from Different Schools, and student representatives.

8.6. Anti - Discrimination Cell

Scheduled Castes and Scheduled Tribes have been identified as the two most backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The Anti Discrimination Cell has been established to support and to bring students from such communities in the main stream.



This cell of the college was established with the purpose to empower the SC/ST students in the college. Students are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

8.6.1. Objectives

1. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
4. To provide the mechanism to redress the grievance of SC/ST students, if any.
5. To ensure protection and reservation as provided in the constitution of India.
6. To arrange for special opportunities to enhance the career growth.
7. To aware the SC/ST students regarding various scholarships program under State and Central Govt. schemes.
8. To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.
9. Circulate Govt. of India and Commission's decisions and to collect regularly, on an annual basis, information regarding admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the University for different courses, in suitable forms prescribed, by a stipulated date, and to take follow up action, where required.
10. To communicate with the students and motivate them for better future planning.

8.6.2. Functions

According to the UGC Guidelines of 1998, following are the functions of the Cell:

1. To circulate Govt. of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the College for different courses, in suitable forms prescribed, by a stipulated date, and to take follow up action, where required;
2. To circulate Govt. of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the College, in suitable forms by a stipulated date and take follow up action where required;
3. To collect reports and information regarding the Govt. of India orders on the various aspects of education, training and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policy by the Commission;
4. To analyse information on admissions, education, training and employment of SCs and STs, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required
5. To deal with representations received from Scheduled Castes and Tribes candidates regarding their admission, recruitment, promotion and other similar matters in the University;
6. To monitor the working of the remedial coaching scheme, if any.
7. To function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the University and render them necessary help in solving their academic as well as administrative problems.
8. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.

8.7. Internal complaint committee

In accordance with the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 (referred to as UGC Regulation), Girijananda Chowdhury University, Assam (GCU) will establish an independent regulatory framework to ensure preventive, remedial, and/or disciplinary actions against sexual harassment involving its employees and students. The university is dedicated to fostering an environment that is devoid of all types of gender-based discrimination and sexual harassment. A zero-tolerance policy towards sexual harassment will be upheld, and the university will ensure prompt and adequate compliance with the directives outlined in the UGC Regulation.

8.7.1. Applicability and Commencement

This regulation is applicable to every individual associated with the university, including students, employees (regardless of their tenure, position, designation, or gender), and visitors (in any capacity) across all campuses and workplaces.

8.7.2. Definition

In this regulation, unless stated otherwise, the terms used have the same meaning as defined in Section 2 of the UGC Regulation. The schedule attached provides the definitions of important terms for quick reference.

8.7.3. Authorities

To effectively administer the objectives of this regulation, the university will establish the following authorities, approved by the Vice Chancellor.

(a) Internal Compliance Committee (ICC)

1. The Internal Complaints Committee is the principal authority responsible for addressing and adjudicating complaints or grievances related to sexual harassment. It operates autonomously with the authority to make recommendations and issue punitive orders as per the regulations. The ICC comprises the following members –

- i. Presiding Officer/Chairman: Senior Woman Professor of the University.
- ii. Two faculty members and two non-teaching employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- iii. Three students, if the matter involves students, who shall be enrolled at the undergraduate, master, and research scholar levels respectively nominated in consultation with the Student Council of the University.
- iv. One member from non-government organizations or associations dedicated to women's causes or an individual knowledgeable about issues related to sexual harassment.

2. The Vice Chancellor will nominate or approve the appointment of all ICC members.

3. At least one-half of the total members of the ICC shall be women.

4. The ICC can convene as necessary for the inquiries with an obligation to hold a minimum of two meetings annually for performance and compliance review under this Regulation. A quorum, constituting at least two-thirds (2/3) of its members, is required. In the event of a deadlock on any ICC decision, the Presiding Officer/Chairman has the authority to cast a deciding vote.



5. Persons of Senior Administrative positions in the University such as Vice-Chancellor, Pro Vice-Chancellor, Registrar, Deans, Controller of Examination, Personnel Officer, Chief Finance Officer, Directors and Heads of Departments etc. shall not be members of ICC though however under special circumstances and in the context of the nature of the complaint/grievance, any one of them may be invited by the Presiding Officer/Chairman to attend the proceedings of the ICC.

6. The Presiding Officer/Chairman is authorized to request the participation of any faculty member, counsellor, employee, student, or other 'covered individuals' as witnesses or to provide supporting evidence during the ICC proceedings related to the instances leading to the complaint or grievance.

7. The Presiding Officer has the authority to designate one of the Members as the Secretary of the ICC, responsible for recording and documenting all its proceedings.

8. Any Member with a direct or indirect interest in the subject matter of any ICC inquiry proceedings must disclose their interest and refrain from participating in such proceedings.

9. The tenure of members of the ICC shall be three years but may be eligible for re-nomination at the discretion of the Vice-Chancellor.

10. Regardless of the specified term of office for ICC Members, the Vice Chancellor holds the discretion to alter or retract the nomination of any Member before the completion of their term for any reason deemed appropriate.

11. The Presiding Officer or any Member appointed to the ICC must promptly vacate the office if disqualified under the following circumstances –

- a) Violation of the provisions of section 16 of the Act (failure to maintain confidentiality).
- b) Conviction for an offence or the initiation of an inquiry into an offence under this Regulation or any applicable law.
- c) Found guilty in any disciplinary proceedings, or if disciplinary proceedings are pending against her/him by the University.
- d) Failure to disclose her/his interest in any ICC inquiry proceedings.
- e) Abuse of her/his position to an extent that continuing in office is detrimental to the objectives/policies of this Regulation or public interest.

12. The disqualified Presiding Officer or Member, as applicable, will be removed from the Committee. The resulting vacancy, whether due to disqualification or any casual vacancy, will be filled through a fresh nomination in accordance with this Regulation.

(b) Internal Complaints Appellate Committee (ICAC)

1. An Internal Complaints Appellate Committee (ICAC), chaired by the Vice Chancellor or his nominee, shall be established to address any appeals from either party regarding the findings, recommendations or orders of the ICC.

2. The ICAC, with three members including the Chairperson, will be nominated by the Vice Chancellor from the University community, ensuring adequate and relevant knowledge and experience.

3. The ICAC will review the findings and related evidence and, if necessary, re-examine witnesses and 'other covered individuals' when handling appeals.

4. The ICAC must conclude its appeal proceedings within 30 days from the date of filing the appeal. If it decides not to endorse the ICC's recommendations or is inclined to modify them, it will provide reasons conveyed to the ICC and the concerned parties. If the ICAC agrees with the ICC's recommendations/orders, a show cause notice will be served on the party facing action, answerable within ten days. Execution of the action will occur only after considering the reply or hearing the aggrieved person.

5. Appeals will not be considered unless received within 15 days of the ICC's decision communicated to the concerned party/parties.

6. The Vice Chancellor may appoint a Secretary to the ICAC who will be responsible for documenting the committee's proceedings.

8.7.4. Complaint of Sexual Harassment and working Procedure

1. Complaint Procedure

(a) An individual experiencing harassment must submit a signed written complaint to the ICC as soon as possible after the incident but not later than three months from the incident date. In the case of a series of incidents within a similar timeframe, the deadline is three months from the date of the second incident.

(i) If, for any reason, the complaint cannot be made in writing, the Presiding Officer/Chairman or any ICC Member must provide reasonable assistance to help the person file a written complaint.

(ii) Additionally, the ICC may, with written justification, extend the time limit by up to one month if satisfied that circumstances prevented the individual from filing a complaint within the specified period.

(b) The ICC will view any unjustified delay in reporting the incident as a failure on the part of the aggrieved individual when assessing the severity of the grievance and/or the intent of the aggrieved party.

(c) Friends, relatives, colleagues, co-students, psychologists, or any other associates of the victim may lodge a complaint in situations where the aggrieved person is unable to do so due to physical or mental incapacity or death. In the absence of immediate availability of any ICC members, students may report a complaint through the relevant Counsellor or Head of the Department. Others may notify the Dean or Director concerned, who will promptly forward the complaint to the ICC without adding any comments or opinions. The date of such notification will be considered the date of submission of the complaint to the ICC.

2. ICC Working Procedure

(i) Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of 3 (three) months from the date of incident and in case of a series of incidents, within a period of 3 (three) months from the date of last incident. A written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding. Provided that where such complaint cannot be made in writing, the Chairperson or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing. Provided further that the ICC for the reasons to be recorded in



writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(ii) Any complaint received by the members should be immediately forwarded to the Chairperson, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.

(iii) The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the University that no action is required to be taken in the matter.

(iv) Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents).

(v) The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.

(vi) The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.

(vii) No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the University Authority for necessary compliance.

(viii) The Committee shall provide the copies of the settlement as recorded under (vii) to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.

(ix) If conciliation is found to be not feasible, notice will be issued to both parties for hearing.

(x) The Committee may direct the Registrar to ensure the safety and protection of the aggrieved woman, if and when required.

(xi) As an interim measure, ICC may recommend –

(a) Transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee;

(b) Grant leave to the aggrieved woman up to a period of three months or restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman;

(c) Grant such other relief to the aggrieved woman as the case may require.

(xii) The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.

(xiii) The Chairperson shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day to day basis, to be decided by ICC.

- (xiv) The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.
- (xv) The Committee may at any time during the enquiry proceedings preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses, keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.
- (xvi) The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice. The aggrieved woman/respondent has to submit the written reply before the committee within the specified time given.
- (xvii) The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
- (xviii) The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
- (xix) The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
- (xx) The Committee shall have the right to terminate the enquiry proceedings and to give an ex-parte decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Chairperson.
- (xxi) The aggrieved woman and the respondent, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the aggrieved woman and/or the respondent on her/his behalf shall be (only) either a student, or a member of the academic or non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Chairperson specifically if they wish to exercise this right. The Chairperson shall allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.
- (xxii) The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the Committee. However, if the Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.
- (xxiii) All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, as audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
- (xxiv) If the aggrieved woman desires to tender any documents by way of evidence, the Committee can supply true copies of such documents to the respondent. Similarly, if the respondent desires to



tender any documents in evidence, the Committee shall supply true copies of such documents to the aggrieved woman.

(xxv) In the event the Committee thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.

(xxvi) The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However, such cross-examination shall be conducted in the form of written questions and responses via the Committee only. The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses.

(xxvii) The respondent/aggrieved woman may submit to the Committee, a written list of questions that she/he desires to pose to the aggrieved woman/witness. The Committee (ICC) shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive.

(xxviii) *Amicus Curie* can be called for helping the committee if and when required.

(xxix) After concluding its investigation, the Committee shall submit a detailed reasoned report to the University.

(xxx) If the Committee finds no merit in the allegations, it shall report to the University.

(xxxi) In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the University. The following actions may be recommended—

- (a)** A written apology
- (b)** Warning
- (c)** Reprimand or censure
- (d)** Withholding of promotion
- (e)** Withholding of pay rise or increments
- (f)** Undergoing a counselling session
- (g)** Carrying out of community service
- (h)** Terminating the respondent from service
- (i)** Any other punishment according to the service rules applicable to the respondent

(xxxii) When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved women or any other person making the complaint has made the complaint knowing it to be false or the aggrieved women or any other person making the complaint has produced any forged or misleading document, it may recommend to the University to take action against such falsification.

(xxxiii) Nothing precludes the University authority from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the inquiry proceedings or even after the communication of the findings to appropriate University authorities.

(xxxiv) If the allegation(s) is/are proved against the respondent, the Committee may direct the University to ensure the payment of compensation to the aggrieved woman by the respondent. The

determination of compensation to the aggrieved woman shall be decided based on the following facts

- (a) The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
- (b) The loss of career opportunity due to the incident of sexual harassment.
- (c) Medical expenses incurred by the victim for physical or psychiatric treatment
- (d) The income and financial status of the respondent
- (e) Feasibility of such payment in lump sum or in instalments

(xxxv) The University authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation. ICC shall have the necessary powers to take *suo moto* notice of incidents of sexual harassment and/or gender injustice in the University campus and act against the same in such manner as it deems appropriate.

(xxxvi) The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.

(xxxvii) No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.

(xxxviii) The Committee has the powers of a civil court in the following cases –

- (a) Summoning and enforcing the attendance of any person related to the incident.
- (b) Requiring the discovery and production of any documents.
- (c) Any other matter relating to the incident as decided by the Committee from time to time.

(xxxix) The aggrieved woman or respondent may prefer an appeal to the competent authority.

8.7.5. Frivolous Complaint

If, upon examination or independent inquiry by the Select Committee, a Complaint filed under this Regulation is determined to be false, untrue, or malicious, and such a conclusion is reached by the ICC based on its investigation proceedings, the Complainant may be subject to punishment as if they had committed the alleged offence.

- i) It is clarified that the mere inability to substantiate a complaint or provide adequate proof thereof shall not, on its own, be considered a sufficient reason to label the complaint as frivolous.
- ii) Additionally, it is emphasized that the malicious intent of the Complainant must be supported by appropriate evidence.



8.7.6. Punishment and compensation

(a) An employee of the University who is determined to be responsible for sexual harassment shall face appropriate consequences in line with the Employment Regulations and the specified Code of Conduct.

(b) In cases where a student respondent is determined to be guilty of sexual harassment, the ICC may recommend or impose one or more of the following penalties based on the severity of the offence –

- (i) Restriction of student privileges including but not limited to access to the library, auditoria, halls of residence, vehicle parking, scholarships, fee concession, and identity card.
- (ii) Temporary suspension or restricted entry into the campus for a specified duration.
- (iii) Imposition of reformatory measures such as mandatory counselling and/or community service.
- (iv) Prohibition from participating in the Semester Examination.
- (v) Expulsion and removal of the student's name from the University's rolls, with the possibility of denial of readmission, if the nature of the offence justifies such action.

(c) Under specific conditions, the aggrieved party may be eligible for monetary compensation, as determined and recommended by the ICC, subject to approval by the Vice Chancellor. The compensation, to be retrieved from the offender, may be applicable in the following circumstances –

- (i) Compensation for mental trauma, pain, suffering, and distress experienced by the aggrieved individual.
- (ii) Compensation for the loss of career opportunities resulting from the incident of sexual harassment.
- (iii) Reimbursement of medical expenses incurred by the victim for physical and psychiatric treatment.

8.7.7. Confidentiality Responsibility of ICC

(a) In relation to any complaint investigated by the ICC under this Regulation, the ICC is responsible for ensuring the strict confidentiality of both the identities and complaint details of the aggrieved party or the offender. This confidentiality mandate extends to every ICC member and prohibits the disclosure of such information to the public, both during and after the inquiry process.

(b) In accordance with Section 16 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 213, no personal or other information related to any complaint received, investigated, and/or resolved by the ICC shall be provided or shared under the Right to Information Act 205.

8.7.8. Supportive Responsibilities of ICC

In the context of any complaint investigated by the ICC under this Regulation, and as deemed necessary, the ICC is tasked with the following responsibilities –

- (a) Offer appropriate assistance if an employee or student opts to file a complaint with the police:

- (b) Establish dispute resolution mechanisms and facilitate dialogue to proactively address issues through fair and just conciliation. This approach aims to avoid solely punitive measures that could lead to increased resentment, alienation, or violence, while still upholding the rights of the complainant.
- (c) Safeguard the complainant's safety by maintaining confidentiality, providing essential relief such as sanctioned leave, relaxation of attendance requirements, or department transfers during the complaint's pendency. Additionally, the ICC may consider transferring the offender.
- (d) Ensure that victims or witnesses are not subjected to victimization or discrimination in the process of addressing sexual harassment complaints.
- (e) Guarantee the prevention of retaliation or adverse actions against a covered individual engaged in protected activities, whether an employee or a student.
- (f) Restrict the respondent from reporting on, evaluating, or influencing the work, performance, tests, or examinations of the complainant, as applicable.
- (g) Warn offenders to maintain distance from the aggrieved party and, if necessary due to a definite threat, restrict their entry onto the campus.

8.7.9. Institutional Responsibilities

The Vice Chancellor may nominate a Director responsible for overseeing the performance of the ICC and ensuring compliance with all necessary regulations outlined in this policy. This entails –

- (i) Disseminating information about this policy by publishing relevant abstracts, defining key terms, and outlining the University's policy on the website, Staff and Student Handbook. Additionally, details regarding the ICC office's location, contact phone, and email address should be included in these publications
- (ii) Arrange training sessions or, as appropriate, workshops for officers, staff, faculty, and students, as outlined in the SAKSHAM Report (Measures to Ensure the Safety of Women and Programs for Gender Sensitization on Campuses) published by the UGC.
- (iii) Facilitate awareness and sensitivity to the issue through the Counseling Committee/Peers within the university community at large, with a specific focus on vulnerable groups that may be reluctant to file complaints.
- (iv) Conduct routine orientation or training sessions for ICC members to enhance their functional skills.
- (v) Provide orientation sessions for students, staff, and administrators on matters related to gender sensitization and sexual harassment.
- (vi) Incorporate modules addressing gender-related issues into the Orientation and Refresher Programs conducted in the University, spanning across all disciplines.
- (vii) Offer infrastructure and administrative backing to the ICC, encompassing essentials such as an equipped office space with a computer, photocopier, audio-video equipment, administrative staff, access to counseling and legal experts, and financial allocation.



(viii) Conduct half-yearly review of the efficacy and implementation of the Regulation towards prevention, prohibition and redressal of Sexual Harassment in workplace by participating in the review meetings of the ICC.

(ix) Supervise the documentation process and ensure the timely submission of reports by the ICC, specifically regarding received complaints and addressed issues.

(x) Preserving confidentiality as deemed necessary.

(xi) Preparation and submission of annual report as may be required by UGC.

(xii) Update the ICC and ICAC with Regulatory changes in consonance with Court Judgments and/or changes in relevant Statutes from time to time.

8.7.10. General Provisions

These General Provisions are applicable to this Regulation in its entirety, regardless of whether explicitly stated under various clauses or other relevant regulations of the University.

- (i) Sexual Harassment is considered misconduct for any employee or visitor of the University, and appropriate punitive action will be taken if proven.
- (ii) Sexual Harassment by any student is deemed a violation of the University's disciplinary rules, and if proven, appropriate punitive action will be initiated against the perpetrator.
- (iii) All academic and administrative heads at the University's workplaces are responsible for ensuring compliance with this Regulation.
- (iv) All communications and notices related to this Regulation will be sent to the recipient's registered address with the University. Except for filing a complaint by the aggrieved party, electronic communication to and from the registered email address will be recognized as a valid mode of communication.
- (v) Document or Documentation referred to in this regulation shall include Minutes of Meetings, Record of Complaints and Disposals, Reports/Orders of the ICC, Minutes of Meetings, Minutes of Conciliation, Reports of ICAC, Annual Reports to UGC and any other document as may be specified. All the said documents shall be prepared in specified formats and shall be kept as 'classified' in the custody of the Presiding Officer and shall be accessible only to authorized persons.
- (vi) If the Aggrieved person opts to file the complaint directly to the State Machinery of Police prior to or after referring the matter to the ICC, no proceedings under this Regulation shall be pursued except that the University at its discretion may exercise its right as deemed suitable. The ICC in such a case shall be authorized to share in confidence all related information concerning the complaint to the Police without any prior or later reference to the Aggrieved or the Offender.
- (vii) Any issue related to the subject of this Regulation that is not explicitly addressed herein shall be regulated by the pertinent provisions outlined in the UGC Regulation.

8.7.11. Schedule of Definitions of Important Terms

Employee is defined in accordance with the UGC Regulation and encompasses any individual visiting the University in capacities such as Research Supervisor, Consultant, Auditor, Audit Assistants, or for any other purpose, whether employed or not.

‘Sexual Harassment’ means:

(i) Unwanted conduct with sexual undertones, whether occurring sporadically or persistently, that demeans, humiliates, or creates a hostile and intimidating environment, or is intended to induce submission through actual or threatened adverse consequences. This encompasses any one or more of the following unwelcome acts or behaviours, whether expressed directly or implied –

- (a) Any unwelcome physical, verbal or nonverbal conduct of sexual nature.
- (b) Demand or request for sexual favours.
- (c) Making sexually coloured remarks.
- (d) Physical contact and advances.
- (e) Showing pornography.

(ii) Any one or more of the following circumstances, if it is present in connection with behaviour that carries explicit or implicit sexual undertones –

- (a) An implied or explicit promise of preferential treatment as a quid pro quo for sexual favours.
- (b) An implied or explicit threat of adverse consequences in the execution of work.
- (c) An implied or explicit threat regarding the current or future status of the individual in question.
- (d) The establishment of an intimidating, offensive, or hostile learning environment.
- (e) Humiliating treatment likely to impact the health, safety, dignity, or physical integrity of the individual concerned.

‘University Community’ shall mean and include all its employees as defined including casual, part-time, contracted or full time, its Service Providers and its associated persons such as external members of in the Board of Studies, Academic Council and Board of Management.

‘Victimization’ refers to subjecting an individual to unfavourable treatment with the implicit or explicit intention of obtaining sexual favours.

‘Workplace’ refers to the University’s Campus or Campuses, encompassing –

- (a) Any department, organization, undertaking, establishment, enterprise, institution, office, branch, or unit established, owned, controlled, or substantially financed by funds provided directly or indirectly by the University.
- (b) Any sports institute, stadium, sports complex, or venue for competitions or games, whether residential or not, used for training, sports, or related activities within the University.



- (c) Any location visited by an employee or student during the course of employment or study including transportation provided by the University for such journeys undertaken for study within the University.

8.8. Gender Sensitization Cell

The Gender Sensitization Cell at GCU has been constituted as per directives of UGC. The cell will constantly work to spread the message of gender equality and eliminate gender bias and insensitivity,

8.8.1. Objective of Gender Sensitization Cell

1. To instil in the young students a sense of gender awareness and positive attitudes that uphold the rights of women;
2. To offer general advice to the peer group regarding the integration/mainstreaming of gender in all institution – wide activities, such as targeted group of discussions, debates, poster making contests etc.;
3. To make the students and professionals aware of the gender neutral language and practice it in day to day communication;
4. To offer an integrated, multidisciplinary approach to comprehending how gender is constructed socially and culturally and how it affects how men and women interact with society;
5. To raise knowledge of equality in the legal system, the social structure, and democratic processes.
6. To organize awareness – raising events such as debates, seminars, talk, workshops, lectures, film and documentaries screening, street plays etc.;
7. To makes it possible for both men and women to reach their full potential in a gender – sensitive setting.
8. To create a platform for candid conversation and debate about gender – related problems.
9. To deal with sexual, psychological, emotional and physical harassment.

CHAPTER 9

AWARD OF SCHOLARSHIP MEDALS AND FELLOWSHIP

9.1. Scholarship and Fellowships for Students

9.1.1. The University shall award scholarship to eligible students to pursue various degree programs of the University. Scholarships, fellowships, stipend, prizes etc. shall be instituted as specified by the Academic Council and approved by the Board of Management of the University.

9.1.2. In order to encourage meritorious and deserving students to pursue programs of studies and research in the University without great financial strain, the University shall strive to provide adequate number of Scholarships, Fellowships, Studentships and Free – ships as well as provide award of medals and Prizes.

9.1.3. There shall be instituted Scholarship in every subject to be awarded to the students of the University (wherever applicable) subject to the availability of funds. The University may institute fee concession in the form of half and full Free – ships of the tuition fee in each School and Academic Department as per norms of the University. There may also be a scheme of merit scholarship, subject to the availability of funds, where the first and second – rank holders in every program will be awarded a scholarship, the quantum of which shall be decided by the University from time to time. All types of scholarships shall be administered by the Board of Management on recommendations of the Academic Council.

9.1.4. There may be a scheme to award medals/prizes to the meritorious students of the University for their Best Performance in various University examinations.

9.1.05. Detailed guidelines shall be framed from time to time by the Academic Council governing the administration of Scholarships, Free – ships, Fellowships, Medals and other such endowments created in the University.

9.2. Honorary Degree

9.2.1. The Conferment of honorary degree

The University shall follow a conservative policy in the matter of granting honorary degrees. The University shall award honorary degrees only to distinguished persons who have made significant contributions in the field of Education, Research, Culture and Literature and rendered outstanding services to the Human Society with innovation and scholarship. The proposal for conferment of honorary degrees shall be placed before the Governing Body by the Vice Chancellor or resolution of the Board of Management, which shall be decided by a majority vote in the respective board.

9.2.2. Withdrawal of the honorary degree

The Governing Body may on recommendations of the Board of Management withdraw a honorary degree or any other academic distinction conferred by the University by the resolution passed with concurrence of not less than two thirds of the members. However, the concerned person(s) should be provided an opportunity to explain her/his action or to be heard in person.



CHAPTER 10

CONVOCATION

A Convocation for the Award of Degrees, Diplomas and Other Distinction of the University shall normally be held once in a year in the main campus of the University or at such other places as approved by Governing Body on such date as the Chancellor may fix.

10.1. Degrees/ Diplomas to be awarded at the Convocation

Graduates whose names are on the list of approved candidates as announced for various degrees or diplomas from the university will be awarded their degrees or diplomas "in person" or "in absentia" at the convocation that takes place following the publication of the list.

10.2. Convocation Notification

The Registrar, shall cause a notification to be published on the University website before the convocation indicating the place and date of the convocation and call for applications from candidates intending to take their Degrees and Diplomas 'in person'/'in absentia'

10.3. Application for original Degree/Diploma certificates

A candidate for a Degree/Diploma 'in person' shall submit within the specified date to the Registrar along with her/his application for admission to the Degree/Diploma in the prescribed form along with a prescribed fee. No person shall be admitted to the Convocation without Applying within the notified date .

10.4. Award of Honorary Degrees

The University shall award honorary degrees to distinguished persons who have made significant contributions in the field of Education, Research, Culture and Literature and rendered outstanding services to the Human Society with innovation and scholarship. The proposal for conferment of honorary degrees shall be placed before the Governing Body by the Vice Chancellor or resolution of the Board of Management, which shall be decided by a majority vote in the respective board.

10.5. Attendance of candidates at the convocation

The candidate shall wear the convocation robes prescribed for their respective Degrees/Diplomas and shall occupy their respective seats at least 30 minutes before the proceedings begin.

10.6. Approval of the Board of Management

The list of candidates who have met the university's academic requirements for their respective degrees and on whom the degrees or diplomas are to be conferred at the convocation will be reviewed by the Academic Council prior to the Convocation, and the Academic Council will recommend the list to the Board of Management for approval. The Academic Council's recommended list of candidates will be reviewed by the Board of Management, which will then give its approval for the qualifying applicants to receive their corresponding degrees or diplomas during the convocation.

10.7. Schedule of Convocation

1. Convocation Procession

At the location of the convocation, a procession will be led by the Chancellor, Chief Guest, and Vice-Chancellor, Registrar, Members of the Academic Council, Members of the Governing Body, and Members of the Board of Management.

The order procession will be as follows:

Registrar with the University Flag

- 1) Visitor
- 2) Chancellor
- 3) Chief Guest
- 4) Vice Chancellor
- 5) Deans of Schools and Dean Academic
- 6) Members of the Governing Body
- 7) Members of the Board of Management
- 8) Members of Academic Council

2. Hon'ble Visitor declares the convocation open

3. Welcome Address and Presentation of Annual Report

The Vice-Chancellor shall deliver the welcome address and present annual report of the University.

4. Presentation of candidates

- i. Honoriis causa – Vice Chancellor
- ii. Doctor of Philosophy – Dean of Respective Schools
- iii. Master degree - Dean of Respective Schools
- iv. Bachelor Degree - Dean of Respective Schools
- v. Diploma – Dean Academic
- vi. All candidates in absentia – Registrar

5. Presentation of Medals and Awards

6. Address by the Chancellor

7. Convocation Address by Chief Guest

8. Presidential Address by the Visitor

9. Visitor declares the Convocation closed



Registrar
Girijananda Chowdhury University, Assam
Azara, Guwahati - 781017