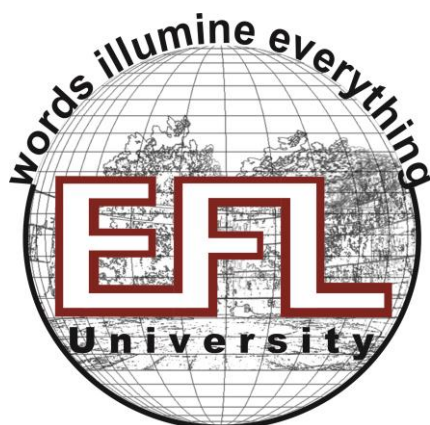


**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY  
HYDERABAD**



**ORDINANCES GOVERNING  
ACADEMIC AND ADMINISTRATIVE MATTERS**

(Based on the UGC Model Ordinances – 2012)

### **IMPORTANT NOTE**

- 1. Existing Ordinances governing the subjects provided for in these Ordinances stand repealed with effect from the date of the operation of these Ordinances. (Applicable from 28<sup>th</sup> April 2014 as provided for in Section 38(5) of EFLU Act and Statutes 2007).**
- 2. Anything not contained or not provided for in these Ordinances shall be governed by the UGC Model Ordinances as approved by the Department of Higher Education, Ministry of Human Resource Development, (GOI) communicated vide letter No. F.No.57-5/2011-Desk(U), dated 28/03/2012.**
- 3. Such matters not covered by the existing Statutes, Ordinances or Regulations shall be governed by the UGC / MHRD / GOI rules as applicable and as issued from time to time.**

## CONTENTS

Sl. No.	Title	Page
1.	Assignment of Departments and Centres to Schools of Studies	
2.	Powers and Functions of the Deans of the Schools of Study	
3.	Powers and Functions of the School Board	
4.	Functions of the Departments/Centres in the School	
5.	Terms of Appointment, Powers and Functions of the Head of the Department / Centre	
6.	Constitution of the Board of Studies and Term of office of its Members	
7.	Board of Undergraduate Studies	
8.	Board of Research Studies	
9.	Curricular Framework and Academic Programmes (Excluding Research)	
10.	Medium of Instruction, Examination and Evaluation Pattern, Attendance and Teacher Assessment	
11.	Admission, Enrolment, Reservations and Migration of Students	
12.	Curricular Framework of Research Programmes	
13.	Conferment of Honorary Degrees and Convocation	
14.	Fees Payable By Students Of The University	
15.	Academic Calendar	

## **ORDINANCE-1\***

### **Schools of Study and Assignment of Departments and Centres to Schools of Studies**

*(Section 30 (n) of the Act and Statute 15(1) (5) (a) of the Statutes)*

The University shall have the following Schools of Study and departments assigned thereto shall be as follows:

#### **1. School of Language Sciences**

- i) Department of Phonetics and Spoken English
- ii) Department of Linguistics and Contemporary English
- iii) Department of Computational Linguistics

#### **2. School of Literary Studies**

- i) Department of English Literature
- ii) Department of Comparative Literature and India Studies
- iii) Department of Hindi
- iv) Department of Indian and World Literatures
- v) Department of Translation Studies

#### **3. School of Inter-disciplinary Studies**

- i) Department of Cultural Studies
- ii) Department of Aesthetics and Philosophy
- iii) Department of Communication
- iv) Department of Film Studies
- v) Department of Social Exclusion Studies

#### **4. School of English Language Education**

- i) Department of English as Second Language Studies
- ii) Department of Materials Development, Testing and Evaluation
- iii) Department of Training and Development
- iv) Department of Education

#### **5. School of Distance Education**

- i) Department of English Language Teaching
- ii) Department of Linguistics and Phonetics
- iii) Department of Literatures in English

#### **6. School of European Languages**

- i) Department of Russian Studies
- ii) Department of Germanic Studies
- iii) Department of French and Francophone Studies

iv) Department of Hispanic and Italian Studies

## **7. School of Arab and Asian Studies**

i) Department of Arab Studies

ii) Department of Asian Languages (Chinese, Korean, Japanese, Persian and Turkish)

\* No objection conveyed by the University Grants Commission vide letter No.F.33-7/2007 (CU) dated 3<sup>rd</sup> January 2014)

## **ORDINANCE-2**

### **Powers and Functions of the Deans of the Schools of Study**

*(Section 30 (1) (k) (n) of the Act)*

#### **2.1 The Deans shall have the following powers and functions:**

- I. to co-ordinate and supervise the teaching and research work in the School through the Heads of Departments;
- II. be ex-officio Chairperson of the School Board;
- III. be responsible for convening the meeting of the School at least once in each semester;
- IV. to recommend to the higher authorities all proposals (academic and non-academic) and leave applications originating from the Departments.
- V. to take steps to promote inter- disciplinary research;
- VI. to maintain discipline in the Schools through the Heads of Departments;
- VII. to keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials, seminars or practicals where these are prescribed through the Heads of the Departments/Centres;
- VIII. to co-ordinate with the Controller of Examinations for conducting examinations of the University and declaring the results on time in respect of the students of the School in accordance with such directions as may be given by the School Board or by the Academic Council;
- IX. to take steps to give effect to the decisions and recommendations of the School Board; and present to the Vice Chancellor any conflict arising on matters relating to students and faculty in the School for a final decision;
- X. to perform such other duties as may be assigned to her/him by the Academic Council, Executive Council or the Vice Chancellor.
- XI. The Dean shall be allotted an office with supporting staff for discharging his/her responsibilities and duties.

#### **2.2 Campus Deans**

- i. Each Campus of the University shall have a Dean for each School.
- ii. The powers, functions and terms of appointment of Campus Deans shall be as per the provisions of the Statutes. However, a campus Dean may be appointed

by the Vice Chancellor on the recommendation of the Director of the Campus. If no Professor is available, an Associate Professor may be appointed as In-Charge. If no Associate Professor is available the Deanship of the School shall be with the Director until a Professor/Associate Professor is available.

- iii. The Campus Dean/ Deputy Dean shall place before the Director any conflict arising on matters relating to students and faculty in the School. The Director shall take suitable action as per the situation. However, if the matter remains unresolved then the Director shall forward the case to the Vice Chancellor for a final decision.
- iv. A Campus Dean shall perform such other duties as may be assigned to her/ him by the Academic Council, Executive Council, the Vice Chancellor and the Director of the Campus.

### **ORDINANCE-3**

#### **Composition, Powers and Functions of the School Board**

*(Section 15(3) of the Statutes)*

**3.1.1** Each School shall have a School Board.

**3.1.2** The composition, powers and functions of the School Board shall be as follows:

- i. The School Board shall consist of :
  - a) Dean of the School as the ex-officio Chairperson;
  - b) All Professors in the School;
  - c) Heads of the Departments/Centres assigned to the School as the ex-officio members.
  - d) One Associate Professor and one Assistant Professor from each Department in the School by rotation on the basis of seniority;
  - e) One representative each of the Boards of other Schools which have inter-disciplinary work with the School, to be nominated by the Vice Chancellor on the recommendations of the School Board concerned; and
  - f) Not more than five persons, not in the service of the University, nominated by the Vice-Chancellor for their special knowledge and expertise in the subject concerned. However, not more than one person per subject shall be nominated.

Provided that ordinarily atleast one person from the field of higher education shall be nominated from the State where the University is located.

#### **3.2) Terms of Office:**

The term of office of members, other than that of the Dean and the Heads, shall be three

years.

### **3.3) Chairperson:**

The Dean of the School shall be the Chairperson of the Board and shall convene and preside over the meetings of the Board.

### **3.4) Powers and Functions:**

The powers and functions of the Board shall be as follows:

1. To prescribe the qualifications and modes of evaluation of candidates to the various post graduate programmes in the Departments of the School;
2. To interview the candidates short-listed by the Admissions Committee for admission to research programmes by the School;
3. To co-ordinate the teaching, evaluation and research work in the Departments/ Centres in the School and to submit reports of such activities to the Dean, Research
4. To approve the syllabi of PG programmes, and topics and course work of research for various research degrees;
5. To coordinate and approve the time tables of the Departments of the School for allotment of class room space;
6. To constitute committees to address issues pertaining to academic grievances;
7. To constitute committees to organize the teaching and research work of Centres, in subjects or areas which do not fall within the sphere of any Department and to supervise the work of such Committees in coordination with the Dean, Research ;
8. To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause (f/g) above;
9. To consider schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic council through the Dean, Research;
10. To formulate arrangements for the School to participate in the work of the different Departments of the University;
11. to promote and review research within the School and to submit reports on research to the Academic council through the Dean, Research;
12. To frame general rules for continuous internal evaluation and end-semester examinations;
13. To recommend to the Academic Council to the Academic Council, through the Dean, Research, the panel of examiners for the evaluation of PhD theses after considering proposals received in this regard from Board of Studies;
14. To recommend to the Academic Council, the award of research degrees to

- candidates who have been found qualified to receive such degrees;
15. To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice Chancellor;
  
  16. To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

### **3.5 Meetings**

- I. The Board shall hold at least two ordinary meetings in an academic year, one in each semester.
- II. (b) The Dean may convene special meetings of the Board at his/her initiative or at the suggestion of the Vice Chancellor or on a written request from at least one fifth of the members of the Board.
- III. (c) Quorum: The quorum for the meeting of the Board shall be one member more than a half of its total members.
- IV. (d) Notice: Notice for any meeting of the Board shall be issued at least 7 days before the date fixed for the meeting.

## **ORDINANCE-4**

### **Functions of the Departments/Centres in the School**

*(Section 30 (1) (k) (n) of the Act)*

- 4.1** Each School shall consist of such Departments/Centres as decided by the Academic Council and approved by the Executive Council from time to time.

#### **4.1.1 Functions of a Department shall be:**

- (i) To admit students to the various Programmes and Courses offered as per the University rules and to suggest the procedures for such admissions;
- (ii) To suggest the pattern and the schedule of sessional evaluation for each Course offered by the Department/Centre;
- (iii) To allocate teaching work to the teachers and frame the time-table in accordance with the general time-table of the School or Schools concerned;
- (iv) To make proposals to the Academic Council through the School Board regarding the creation and abolition of teaching posts;
- (v) To make proposals to the Board of Studies (BoS) regarding research projects to be taken up by the members of the Department/Centre either individually or in



groups;

- (vi) To propose and suggest the curriculum and reference and other reading materials for the Programmes of Study to BoS;
- (vii) To constitute Committees from its members and to assign to these Committees specific functions falling within its competence;
- (viii) To appoint from among its teachers advisers to students;
- (ix) To propose schemes including UGC schemes for the Department/Centre and to help in the maintenance and improvement of the standards of various programmes of study and research of the subjects in the department/Centre; and
- (x) To perform such other functions as maybe assigned to it by the Vice-Chancellor or Board of the School concerned, the Dean Research, Academic Council or the Executive Council.

## **ORDINANCE-5**

### **Terms of Appointment, Powers and Functions of the Head of the Department/Centre** *(Statute 5A(1-5) of the Statutes of the EFL University Act 2006)*

#### **5.1 Terms of Appointment and powers and functions of the Head of the Department/Centre.**

- (i) The Vice-Chancellor shall appoint the Head from among the Professors/ Associate Professors (asper Statute 5.A) in the Department/Centre on seniority for a period of three years on rotation.
- (ii) In case there is no Professor or only one Professor in the Department/ Centre the Headship shall rotate among the Professors and Associate Professors on the basis of seniority.
- (iii) In case no Professor or Associate Professor is available in the Department/ Centre, an Assistant Professor maybe designated as Coordinator by the Vice Chancellor to discharge the duties of the Head of the Department under the general supervision of the Dean.
- (iv) The Coordinator shall not be a Member of the Academic Council or any other body of the University. In his/her place the Dean shall represent the Department/Centre in such bodies.

#### **5.2 Powers and Functions of the Head**

The Head of the Department/Centre shall:

**5.2.1** Convene and preside over the meetings of the Department/Centre;

**5.2.2** Organize the teaching and research work in the Department/Centre;

**5.2.3** Frame the time-table in conformity with the allocation of the teaching work

made by the Department/Centre;

**5.2.4** Maintain discipline in the class rooms and laboratories through teachers;

**5.2.5** Assign to teachers in the Department/ Centre such duties as may be necessary for the proper functioning of the Department/ Centre; and assign work to and exercise control over the non- teaching staff in the Department/Centre;

**5.2.6** Recommend to the Academic Council the creation and abolition of teaching posts after approval of the Board of Studies and School Board;

**5.2.7** Frame general rules for the evaluation of sessional work;

**5.2.8** Submit panel of examiners and moderators to the Vice-Chancellor through Board of Studies.

**5.2.9** Recommend leave application of the teaching and non-teaching staff of the Department/Centre to the Dean of the School concerned according to the Ordinance (2.1.iv) framed for the purpose;

**5.2.10** Be responsible for maintaining the records, equipment and furniture of the Department/Centre and the books of the Department/Centre library, if any;

**5.2.11** Operate the Budget of the Department/ Centre through Purchase Committee of the Department/Centre;

**5.2.12** Be responsible for observance of the Provisions of the Act/Statute/Ordinances and Regulations relating to the Department/Centre; and

**5.2.13** Perform such other functions as may be assigned to him/her by the Board of Studies, Dean of School concerned, the Vice-Chancellor, the Academic Council and the Executive Council.

**5.2.14** Be ex-officio member in the committees as stipulated in the Statutes, Ordinances and Regulations.

## **ORDINANCE-6**

### **Constitution of the Board of Studies and Term of Office of its Members**

*(Statute 16 (1-3) of the Statutes of the EFL University Act 2006)*

#### **BOARD OF STUDIES**

**Note: Wherever applies a Centre shall have a BoS if PG and/or Research Programmes are offered.**

**6.1** There shall be a Board of Studies in each Department/Centre of the University including Campus Departments. The composition of the Board of Studies, the terms of office of its members and its functions shall be as follows:

- a. Head of the Department/Centre shall be the ex-officio Chairperson and Convener;
- b. All Professors of the Department/ Centre shall be members;
- c. The senior most Associate Professor and the senior most Assistant Professor by rotation shall be a member of the Board of Studies to be nominated by the Vice-Chancellor;
- d. Two faculty members to be nominated by the Vice-Chancellor from among the faculty members of allied/ cognate subjects;
- e. Two subject experts not in the service of the University to be nominated by the Vice- Chancellor;
- f. Two experts to be invited by the Chairperson for receiving inputs in specialized area, if required.

**6.2** The appointment of members specified at c, d, and e shall be for a period of three years.

**6.3** A teacher of the University Department/ Centre shall cease to be a member if he/ she ceases to be a teacher of the concerned Department/Centre.

**6.4** Any casual vacancy may be filled in for the residual period.

**6.5** The Board of Studies shall ordinarily meet at least twice in a year and on such occasions as may be required by the Vice- Chancellor.

**6.6** The quorum for the Board of Studies meetings shall be one number more than half of the total membership of the Board including atleast one outside expert.

**6.7** In the absence of the Chair person, the senior most member present shall act as the Chair person for that meeting.

**6.8** If in the opinion of the Dean of the School concerned, it is necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed of by circulation among the

members of Board of Studies, he/she may issue necessary instruction to that effect.

**6.9** All notices stating the time and place of the meeting along with the agenda papers shall be issued not less than 3 days before the date of the meeting.

**6.10** Subject to the overall control and supervision of the School Board and the Academic Council the functions of the Board of the Studies shall be:

- (a) To approve the syllabus for the Programme/Course(s) offered by the Department/Centre;
- (b) To prepare a panel of examiners, paper setters and moderators for the examinations conducted by the Department/Centre and forward them to the School Board;
- (c) To approve the pattern and schedule of sessional evaluation for each course offered by the Department/Centre and forward the recommendations to the School Board;
- (d) To approve the topics of project work of PG courses wherever opted for and forward them to the School Board;
- (e) To approve research proposals and forward them to the School Board;
- (f) To appoint super visors and to approve panel of examiners for research evaluation and forward them to the School Board;
- (g) To take such measures as necessary for the improvement of the standard of teaching and research;
- (h) The Board of Studies shall perform such other functions as may be assigned to it by the Dean Research, School Board, Academic Council and the Executive Council from time to time.

## **Board of Undergraduate Studies**

*(Section 28 (a, b) Section 30 (k) of the Act of the EFL University Act 2006)*

- 7.1** There shall be a Board of Undergraduate Studies at the University for coordinating the administrative and academic activities of BA (Honours) and all other UG programmes. The Board shall function under the overall supervision of the Officer on Special Duty (Academics) and the Academic Council.
- 7.2** The composition of the Board shall be as follows:
- (a) A Chair person to be appointed by the Executive Council from among the Professors on the recommendation of the Vice-Chancellor for a period of three years;
  - (b) Heads of the Departments/Canters contributing to the programme;
  - (c) Two persons nominated by the Vice Chancellor from among the Professors and Associate Professors;
  - (d) Four external experts nominated by the Vice-Chancellor having expertise in the area of study.
- 7.3** Tenure of the members, other than the ex-officio members, shall be three years.
- 7.4** The Board shall meet at least once in each semester. However, special meetings may be convened whenever required.
- 7.5** Powers and Functions of the Board:
- (a) The Board shall organize and administer all Undergraduate Programmes of the University.
  - (b) The Board shall appoint the following committees for BA (Honours) Programme:
    - (i) The Programme Committee.
    - (ii) The Syllabus Committee
  - (c) The Programme Committee shall coordinate activities of the programme, prepare the time table, arrange the classroom space, specify sessional evaluation modes, prepare panels of papersetters/ examiners and moderators, and other related activities with the approval of the Board.
  - (d) The Syllabus Committee shall design the syllabus for programme for the approval of the Board and Academic Council.
- 7.6** The Board of Undergraduate Studies shall have similar provisions regarding convening of the meetings, quorum and, tenure of its members as in the case of the School Board.
- The Board shall perform all other functions and consider such matters as may be referred to it by the Executive Council, Academic Council and the Vice-Chancellor from time to time.
- 7.7** A Coordinator for UG Studies will work in coordination with the Departments, the

OSD Academics and the Controller of Exams office.

## **ORDINANCE-8**

### **Board of Research Studies**

*(Section 28 (a ,b ,l, k) 30(k) of the Act of the EFL University Act 2006)*

#### **BOARD OF RESEARCH STUDIES**

**8.1** There shall be a Board of Research Studies comprising of the following:

- (i) Vice Chancellor / PVC – Chairperson -Ex-officio;
- (ii) Dean Research (to be nominated by the Vice- Chancellor);
- (iii) Deans of Schools of Studies- Members-Ex-officio;
- (iv) Heads of Departments/Centres (not exceeding 5 by rotation)-Members -Ex-officio;
- (v) Professors other than Deans of Schools and Heads of Departments/ Centres (not exceeding 5 by rotation)-Members-Ex-officio
- (vi) Four Associate Professors to be nominated by the Vice-Chancellor representing different disciplines in the University-Members
- (vii) Four external experts to be nominated by the Vice-Chancellor representing different disciplines in the University-Members;
- (viii) Registrar-Secretary - Ex-officio
- (ix) Campus Deans

**8.1.1** Subject to the overall guidance of the Dean Research, the Academic Council, the Board of Research Studies shall perform, inter alia, the following functions:

- (i) To prepare a perspective of research and major thrust areas as for research, if any, in the disciplines under its purview;
- (ii) To evaluate institutional research projects for funding by national / international agencies;
- (iii) To review the current status of research in each department and critically examine the progress thereof from time to time;
- (iv) To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 6 (1) (i) and (xi) of the University Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments/Centres and individual interest of the members of the faculty;
- (v) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council;
- (vi) To recommend Honorary Degrees for eminent scholars;
- (vii) To perform such other functions as may be assigned to it by the Academic Council through the Dean Research.

**8.2** The Board of Research Studies shall meet regularly at least twice a year.

- 8.3 The Board of Research Studies may determine its own procedures for working.
- 8.4 The quorum of the Board shall be one more than half of the total members.
- 8.5 The term of Office of the members other than ex-officio members shall be for a period of three years.

## **ORDINANCE-9**

### **Curricular Frame work and Academic Programmes (Excluding Research)**

*(Section 6 (i)(ii)(v)28 (l) 30(a)(b)(d)(k) of the Act of EFL University Act 2006)*

#### **9.1 Programmes of Study:**

9.1.1 All Programmes and Courses of Study leading to award of Degrees/Diplomas/Certificates shall be conducted by the Boards/Schools/Departments/Centres established by the University subject to the approval of the Academic Council, through the OSD (Academic) from time to time.

#### **9.2 Semester System:**

All Programmes of Study offered by the University shall be based on the Semester System. There shall be a minimum of 13 weeks of teaching in a semester.

#### **9.3 Choice Based Credit System (CBCS):**

- (i) All Programmes of Study in the University shall be based on a Comprehensive Choice-Based Credit System (CBCS). The School Boards shall specify the Programme/Course requirements which shall orient the choice and combination of courses for a programme.
- (ii) A student shall earn prescribed credits as approved by the Academic Council from time to time to be qualified for the Certificate, Diploma and Degree Programmes.
- (iii) Students admitted shall opt for their choice across Schools which will be a minimum of 15 credits and a maximum of 25 credits each semester. Students on MA programmes under this scheme shall have to choose the degree that they wish to obtain by the end of the Second Semester.

II. They are permitted to change their option once. BoS shall supervise the progress of the students and ensure that they take

- (i) Core modules
- (ii) Elective modules in the area they opt for and
- (iii) Modules across the Schools. Modules which are offered by individual teachers should have prior approval by the BoS/ School Board.
- (iv) Each School through its Boards of Studies/School Board/shall

finalize the modules to be offered during the semester at the beginning of the semester and obtain the approval of the Vice-Chancellor through the OSD (Academic). The same will be reported to the Academic Council at its next meeting. Modules cross-listed, if any, for different courses should be clearly stated in the Course Catalogue. All the modules should have numbers and fixed number of credits (five credits each as a uniform standard), which will not be changed without the permission of the Academic Council/Vice-Chancellor.

**9.4** The University (School Boards) shall prepare a Course Catalogue which will provide a comprehensive listing and a brief outline of all Courses offered across all Departments/Centres/Schools of the University. The Catalogue shall contain all the Courses approved by the School Boards and the Academic Council.

**9.5 Course Registration:**

- i) After admission to a Programme and at the commencement to fetch Semester, a student shall be required to register for the Course she/she intends to study during the Semester.
- ii) The registration for Courses shall be made in consultation with the Faculty Advisor(s) and on the prescribed format and shall be duly signed by the Student, Faculty Advisor and Head of the Department.
- iii) A student shall be permitted to change the Course within 7 days from the date of Course registration.
- iv) The minimum and maximum number of credits that a student can register for in a semester shall be such as prescribed by the School Board/Academic Council.

**9.6 Audit of Course:**

- (i) Subject to the permission of the teacher handling the Course, a student may be permitted, on payment of prescribed fees, to audit a maximum of two Courses in addition to the registered Courses.
- (ii) For an audited module, the student is not required to write any assignments/ examinations .Audited modules carry no credits, but shall be mentioned on the Grade Card as value addition.

**9.7 Detailed Course Outline:**

- (i) Faculty members shall be required to prepare detailed Course Outline for each Course to be taught by them in a particular semester and shall make the same available to each student registered to take the Course, at the commencement of each semester.
- (ii) The detailed Course Outline shall include such specific details about a particular course as Course description, aims of the Course, Course requirements, assessment criteria, prescribed texts, reading list, and planned activities for Students.
- (iii) Every Department shall maintain semester-wise lists of Course outlines prepared by its members to be submitted to the OSD Academic.



### **9.8 Assignment of Credits:**

- i) A unit of credit is calculated as follows and all Programmes and Courses of study shall follow this method of calculation:
- ii) As a general rule, a Course of 1 Credit shall require a workload of 30 Hours per semester comprising:
  - a. 10 Hours of Lectures/ Organized class room activity
  - b. 05 Hours of Tutorials/Contact Hours
  - c. 15 Hours of other workload such as independent individual/group work; obligatory/optional work placement; literature survey/library work; data collection/field work; writing of papers/ projects/dissertation/thesis; seminars etc.
- iii) As all Courses/modules offered at the university shall be 5 credit units, Course/ activity design and workload shall be calculated as per the above unit specification.

### **9.9 The University shall offer Courses in Face- to-Face Mode and in the Distance Mode.**

(i) The following programmes shall be offered under the **Face-to-Face Mode**:

- (a) Undergraduate programmes
- (b) Postgraduate programmes
- (c) Research programmes

#### **(a) Certificate Programmes (CREDITS 20)**

**(i) Programme Duration: One semester.**

(ii) Admission process and minimum qualification to the programme shall be decided by the Department/ Centre, approved by the BoGS and Academic Council.

(iii) The syllabus for such a Programme shall be prepared by the Department/ Centre Board of Studies and submitted to Board of Undergraduate Studies (BoUgs) and the Academic Council for approval through the OSD Academic.

#### **(b) Diploma Programmes**

**(i) Programme Duration: two Semesters. (CREDITS 40)**

(ii) Admission process and minimum qualification for the Programme shall be decided by the Department/ Centre approved by the BoUgs and Academic Council.

(iii) The syllabus for such a programme shall be prepared by the Board of Studies of the concerned Department/ Centre and submitted to the BoUgs and Academic Council for approval through the OSD Academic.

#### **(c) Advanced Diploma (CREDITS 80)**

**(i) Programme Duration: 4 Semesters.**

(ii) Admission process and minimum qualification for the Programme shall be decided by the Department/ Centre approved by the BoUgs and Academic Council.

(iii) The syllabus for such a programme shall be prepared by the Board of Studies of the concerned Department/ Centre and submitted to the

BoUgs and Academic Council for approval through the OSD Academic.

**(d) B.A.(Hons) programmes:(CREDITS120)**

**(i) Programme Duration: Six Semesters**

(ii) Admissions to all the BA (Hons) programmes shall be made on the basis of an All India entrance test. However there shall be a second entry point to the third semester of the BA (Hons.) Programme for students in Foreign Languages through a special entrance test.

(iii)The syllabus for the B.A (Hons) Programmes exclusively organized by specific Departments (in Foreign Languages) shall be prepared by the concerned Boards of Studies and approved by the BoUgs. Subject to ratification of the Academic Council.

(iv)The syllabus for the B.A.(Hons) programme(s)collectively organized by various Departments shall be prepared by the Board of Undergraduate Studies and submitted to the Academic Council for approval through the OSD Academic.

(v) The Board of Undergraduate Studies shall revise the syllabus from time to time for the Undergraduate Programmes.

(vi)The number of seats in each of the Undergraduate Programmes shall be decided by the Board of Undergraduate Studies with the approval of the Academic Council.

**e)** A student admitted to the B.A.(Hons.) English programme shall compulsorily do one course in one of the Foreign Languages/Hindi/Sanskrit/ Social Exclusion Studies/Education chosen by him/her at the beginning of the Programme in each of the first **four** semesters.

**g)** A student admitted to the B.A.(Hons.) Programme in one of the Foreign Languages on offer shall compulsorily do one Course in English/Hindi/Sanskrit/Social Exclusion Studies/Education in the first two semesters. In the next **four** semesters s/he shall do either a language Course or a Course in other disciplines on offer.

**vi) Postgraduate Programmes**

**a) Postgraduate Diploma: (CREDITS 40)**

**(i) Programme Duration: Two (Post PG)/Four Semesters (Post UG).**

(ii) Admission process and minimum qualification to the programme shall be decided by the Department/Centre approved by the BoS and Academic Council.

(ii)The syllabus for the programme shall be recommended by the Board of Studies of the concerned Department with approval of the School Board and shall be submitted to the Academic Council for final approval through the OSD Academic.

**(b) B.Ed.**

**(i) Programme Duration: Two Semesters.(CREDITS-40)**

(ii)Admission process and minimum qualification to the programme shall be decided by the Department/ Centre approved by the BoS and Academic Council.

(iii)The syllabus for the programme shall be prepared by the Board of Studies of the Department of Education with the approval of the School Board and shall be

submitted to the Academic Council for final approval through the OSD Academic.

(c) **M.Ed.**

**(i) Programme Duration: Two Semesters.(CREDITS40)**

(ii) All admissions to the Course shall be through an All India Entrance Test conducted by the University.

(iii)The syllabus for the Programme shall be recommended by the Board of Studies of the Department of Education with the approval of the School Board and shall be submitted to the Academic Council for the approval through the OSD Academic.

(d) **M.A.**

**(i) Programme Duration: Four Semesters (CREDITS80)**

(ii) All admissions to the PG programmes shall be through the All India Entrance Test conducted by the University each year.

**(iii) Minimum Eligibility Condition:** A minimum of 55% Marks or an equivalent grade in Bachelors/UG degree of are cognized University or an equivalent examination in any discipline;

**(iv) Relaxation in Minimum Qualifying Marks**

- a. Relaxation in minimum qualifying marks upto a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.
- b. Subject to the fulfillment of the minimum cut-off marks as prescribed from time to time by the Academic Council and as per the prevailing guidelines of the UGC / MHRD in the matter.
- (v) The syllabus for the Programme shall be prepared by the Board of Studies of the Department concerned with the approval of the School Board submitted to the Academic Council for approval.
- (vi) Number of seats for each programme shall be decided by the Board of Studies of the Department. In case of B.ED and M Ed the decision of the BoS shall be subject to the decision of the NCTE and final approval of the Academic Council through the OSD Academic.
- (vii) The University shall revise and introduce new UG and PG programmes from time to time.
- (viii) Matters pertaining to evaluation, sessional assessment, grade Improvement and examination shall be as per Ordinance 10, subject to revision from time to time.

**xii) Part-Time Courses:** The University shall offer Part-Time Courses up to Diploma level in Foreign Languages. The modalities of operating these courses shall be determined by the concerned BoS and subject to the approval of BoUgs.

**xiii) Training and Outreach programmes:** The University shall design and organize training and outreach programmes from time to time.

**xiv) Distance Mode**

(a) Under the Distance Mode the University shall offer the following programmes:

NAME OF THE COURSES (Distance Mode)	DURATION ELIGIBILITY
Certificate in all courses including FL	Two semester
Diploma in all courses including FL	Two Semesters PGCTE(CREDITS)
Advanced Diploma in FL And PGDTE	Two Semesters (CREDITS40)
M.A.	Four semesters(including) (CREDITS80)
E-French	As decided by the department

(b) Admission to these programmes shall be decided by the Board of Studies of the Department and approved by the School Board and Academic Council.

(c) The Courses of study for these Programmes shall be prepared by the Board of Studies and approved by the School Board and Academic Council through the OSD Academic.

**xv) M.A. (English)(Distance Mode)(3 years ,correspondence-cum-attendance)**

a) A participant of MA Distance Mode is required to pursue a minimum of 8 Courses depending on the languages/he chooses.

b) Students who fail in more than two (50%) Courses of a semester will not be promoted to the next semester and their admission stands cancelled. However, if a student is unable to complete all the required assignments within one year, his/her name will be retained on the rolls for another year.

c) Students whose admission is cancelled are required to re-register for the programme. Re-registration shall be permitted subject to the following conditions:

a) Re-registered students shall pay 50% of the fee, except postal expenses, they paid at the time of their admission. This shall apply to foreign nationals as well.

b) Re-registration shall be valid for one academic year. Total period of registration (including re- registration period) shall not exceed three years.

c) No new material shall be provided to the re-registered students.

d) They shall be required to do new assignments for the ones they have not completed earlier.

**xvi) Contact Sessions for M.A.(English) (Distance mode)**

a) In all there will be **two** contact sessions in January/February of each year.

b) The contact programmes may be conducted in one or more centres depending on student strength and other considerations. The allotment of students to each centre will be made by the School Board on the basis of proximity and/or other administrative factors. The decision of the School Board in this regard shall be final.

c) There shall be a contact-cum-examination programme as part of the M.A. Programme. Contact classes shall be held in January/ February every year for Part – I and Part – II. Contact classes shall be immediately followed by the examinations for each Part. Attendance at the contact classes as per the general norms of the University. To be eligible to take the final examination the student shall have to put in the minimal 75% of attendance and submit all the assignments by the dead line stipulated by the School Board.

d) Students shall complete all the internal assignments before the submission of the final assignments and taking the final examination. Failure to do so shall disqualify them for the final examination. Students who secure less than (pass) 50% marks in each of the assignments shall be required to repeat the assignment(s). Fresh assignments in the courses in which they have failed shall be given to them. If a student fails in the term-end examinations/ he shall reappear for the exam in the next term-end examination session. Regular students shall get two chances to reappear for the examinations and SC/ST students shall get one extra chance to reappear.

## ORDINANCE-10

### **Medium of Instruction, Examination and Evaluation Pattern, Attendance and Teacher Assessment**

*(Section 6 (i)(ii)(v)(xix) 30 (c)(d)(g)(k)(m) of the Act of the EFL University Act 2006)*

#### **10.1 Medium of Instruction:**

- i) The medium of instruction in respect of all Programmes of Studies offered by the Schools, Departments and Centres of Studies shall be English and in various Foreign European, Arabic and Asian Languages as applicable.
- ii) Question Papers of all examinations shall be set and answered in English and Foreign Language as applicable and as specified in the programmes and courses.
  - iv) Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, if any, shall have to be written in English and Foreign Languages as per the requirements of the assignment.

#### **10.2 Attendance**

- (i) A Student shall be required to attend at least 75% of the classes actually held in each subject and such seminars, sessionals and practical's as may be prescribed to the satisfaction of the teachers/tutors concerned. No student shall be permitted to sit for the End-semester examination in the course in which he/she has secured less than 75% attendance.
- (ii) The teacher/tutor handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course and shall display on the Notice Board of the Department the monthly attendance record of each student at the end of every month.
- (iii) All teacher shall intimate to the Head of the Department at least seven calendar days before the last instruction day in the semester particulars of all students who have secured less than 75% attendance in one or more courses and send a copy of the same to the Dean of the School Board, BoUgs concerned and to the Controller of Examinations.
- (iv) The Head of the Department/Centre shall display on the Notice Board of the Department names of all students who shall not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Dean of the School Board, BoUgs concerned and to the Controller of Examinations.
- (v) However, the Dean of the School concerned and Director of the Campuses on the recommendations of the Head of the Department/Centre may condone the shortage in attendance not exceeding 5% for valid and convincing reasons.

*Provided further that students deputed by the University to take part in the extra co-curricular events be given a concession of upto 5% attendance, if necessary, in addition to the relaxation in the attendance requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time, with the prior approval of the Dean of Students' Welfare.*

- (vi) Notwithstanding the above, the Vice-Chancellor may, based on the recommendation of the Dean **through the OSD Academic** and the DSW, or the campus Director (as the case may be) condone the shortage of attendance of a student on genuine grounds maximum upto 10%
- (vii) However the minimum attendance requirement shall not fall below 60%.

### **10.3 Removal of Students from the Courses**

The Dean of the School / Proctor / Dean Student's Welfare / the Dean (Research) may recommend to the Vice-Chancellor the removal of a student from a Programme/Course on the basis of unsatisfactory academic performance and / or misconduct (as defined in the Regulations) / or non-payment of fees on time.

### **10.4 Examination System:**

- (i) Examinations of the University shall be open to regular, distance, part-time and all eligible students in the discipline and in allied subjects wherever specified.
- (ii) All Programmes of Studies of the University shall be offered under Semester System and Examination and evaluation of students shall be through Comprehensive Continuous Assessment (CCA).
- (iii) The medium of instruction in respect of all courses conducted in the Schools, Centres and Departments admitted to the privileges of the University shall be English and other languages taught including Foreign Languages.
- (iv) The format of the entrance examination shall be decided by the Central Admissions Committee in consultation with School Boards/ Campuses. The Entrance Examination shall be held at centres that the Central Admissions Committee decides and approved by the Vice Chancellor.
- (v) Provided further that the Heads of Departments/Centres concerned shall prepare the question bank for the entrance examination to be forwarded to the Controller of Examinations through the Dean of the School concerned. The Deans of the Schools nominated by the Vice-Chancellor shall set the question papers from the question banks received in confidential manner and forward them to the Controller of Examinations for conducting the entrance examination.
- (vi) Question papers of all examinations shall be set and answered in the respective languages or as decided by the Central Admissions Committee in consultation with School Boards and BoUgs.
- (vii) All matters pertaining to the conduct of examinations and student discipline areas specified in Ordinance(26)
- (viii) All examinations of the University (except entrance examinations) shall be conducted at all the campuses of the university through internal assessment by the faculty members concerned. The format and timing of continuous internal assessment shall be decided by the concerned Department/ Centre and the format and timing of the end-semester examinations shall be decided by the School Boards/ Campus School Boards and BoUgs.
- (ix) **Continuous assessment may** comprise class tests, assignments,

presentations or response papers. There shall be a minimum of three continuous assessment events. The best two out of these three will be considered for the final grade. Record of continuous test answer sheets/ assignments etc. will be kept in the Department office for a period of two years.

- (x) All continuous assessment grades shall be submitted to the Chairperson, BoS along with the results of the semester-end examinations no later than the seventh day after the end of each semester, which shall be forwarded to the Controller of Examinations through the School Board.
- (xi) **Semester-end assessment** may comprise sit-down/ open-book/ take-home examinations, or term paper or long assignment/ project at the discretion of the teacher concerned.
- (xii) Since the University follows Choice Based Credit System (CBCS) and CCA, the question paper for examination of a course shall be set by the faculty member who is teaching that course and he/she shall also be the evaluator.
- (xiii) In cases where the whole course is a project, assessment will be based only on the evaluation of the project submitted by the student.
- (xiv) All semester-end oral examinations shall be conducted by two teachers, one of whom shall be the course teacher and the other shall be recommended by the concerned BoS.

### 10.5 Evaluation Pattern

- i) As a general principle, the Comprehensive Continuous Assessment shall comprise the following components:
  - a. Continuous Internal Assessment..... 40%
  - b. End-Semester Examination/Project..... 60%
- ii) Depending upon the nature and requirements of a particular course, individual Departments/Centres shall, within the overall framework of Comprehensive Continuous Assessment (CCA) prescribed by the School Board concerned, have freedom to prescribe additional/ different components and weight age for different components. Provided that the weight age of the End-Semester Examination shall not be less than 50%.
- iii) Detailed distribution and break-up of the Comprehensive Continuous Assessment (CCA) shall be specified by the teacher concerned in the detailed Course outline for each course taught by him/her during a semester.
- iv) No teacher shall leave headquarters without having submitted results of all examinations/courses where he/she is an examiner/co-examiner to the Chairperson, BoS. The Chairperson shall forward the results to the Controller of Examinations through the School Board and BoUGs.



- v) For evaluating students' performance in a given course, the following 8-point grading scale shall be used.

**O A+ A B+ B C D F**

Letter Grade	Grade Point Equivalent	Grade Point Range for computation of Overall Grade	Marks Equivalence (Out of 100)	Quality Descriptor	Class Corresponding to Overall Grade
O	8	7.50 and above	75-100	Outstanding	Distinction
A+	7	7.00 to 7.40	70-74	Excellent	High First
A	6	6.00 to 6.90	60-69	Very good	First
B+	5	5.50 to 5.90	55-59	Good	High second
B	4	4.50 to 5.40	50-54	Fair	Second
C	3	3.50 to 4.40	45-49	Satisfactory	Pass
D	2	2.50 to 3.49	40-44	Pass	
F	0	0 to 2.49	Below 40	Fail	Fail

**Note:** An OGPA of 5.5 or B+ is equal to 55% marks.

- vi) A student has to secure at least a 'D' Grade in all modules/ courses to qualify in the course and shall be awarded the Certificate, Diploma and the Degree.

### 10.6 Calculation of Grade Points (GP) and Grade Point Average (GPA)

- i) **Calculation of Final Grade Point of a Course** for a given course [Continuous Assessment (40%) and Semester-end Examination (60%)]
- a. Continuous Assessment Grade Point (40%)

$$\frac{GP_{\text{of Best Test 1}} + GP_{\text{of Best Test 2}}}{2} = GP \text{ of Final Continuous Assessment}$$

- b. Grade Point of Semester-end Examination (60%)
- c. Final Grade Point Calculation of the Course

Final Continuous Assessment GPx40+ Semester-endExaminationsGPx60  
 100 100

**OR**

Final Continuous Assessment GPx60Semester-endExaminationsGPx40  
 100 100

**ii) Calculation of Semester Grade Point Average (SGPA) and Overall Grade Point Average (OGPA)for Programmes with Credits**

The Final Overall Grade will be calculated on the GPA earned overall the semesters of the programme. The GPA will be calculated as follows:

**iii) SGPA Calculation for Programmes with credits**

$$SGPA = \frac{T1+T2+T3+T4.....Tn}{\text{Total credits for the semester}}$$

Where

T1=Course1FinalGradePointsxCourse1Credits

T2=Course2FinalGradePointsxCourse2Credits

T3=Course3FinalGradePointsxCourse3Credits

T4=Course4FinalGradePointsxCourse4Credits

**iv) OGPA Calculation for Programmes with Credits**

$$OGPA = \frac{\text{Sem1SGPA+Sem2SGPA+Sem3SGPA+Sem4SGPA....Sem..n SGPA}}{\text{Total number of semesters in the Programme}}$$

**v) Calculation of Semester Grade Point Average (SGPA) and Overall Grade Point Average (OGPA) for programmes with only grades.**

**vi) Calculation of Semester Grade Point Average (SGPA) for programmes with only grades**

$$SGPA = \frac{GP1+GP2+GP3+GP4.....GP..n}{\text{Total Number of Courses in the Semester}}$$

where

GP1 = Course 1 Final Grade Points Final

GP2 = Course 2 Grade Points Final Grade

GP3 = Course 3 Points Final Grade Points

GP4 = Course 4

**vii)** Calculation of Overall Grade Point Average (OGPA) for programmes with only grades

$$\text{OGPA} = \frac{\text{Sem1SGPA} + \text{Sem2SGPA} + \text{Sem3SGPA} + \text{Sem4SGPA} + \dots + \text{Sem..nSGPA}}{\text{Total Number of Semesters in the Programme}}$$

**viii)** Grade Points shall be rounded off only at the final stage of calculation of OGPA at the end of the last semester of the programme

ix) A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Comprehensive Choice Based Credit System shall be deemed to have completed the Programme for which she/he has registered.

### 10.7 Promotion to the next Semester

- For promotion to the next semester, a student should not have a backlog of more than two Courses/papers at the beginning of any given semester.
- Students who accumulate a backlog of more than two Courses/papers at any point will have to exit the Programme.
- The maximum permissible period for clearing backlog of Courses is as under:

Programme	Maximum Permissible Period in semesters (from the date of admission)	
	General / OBC / all others	SC / ST / PH students
Undergraduate	7	8
Postgraduate	5	6
PG Diploma	3	4

- In all the above cases ex-students shall cease to be eligible for hostel accommodation, stipend, book allowance and library facilities beyond their regular stipulated period of admission to the programme.

## **10.8 Grade Improvement and Repeat Examination**

**10.9.1** Students who obtained a grade B or below and are desirous of improving their grades in any module/course may take a Grade Improvement/Repeat Examination.

**10.9.2** Such an examination is allowed only once for each module/course and shall be conducted once in a year along with the relevant semester - cycle. This means that a student who has passed from 3<sup>rd</sup> to 4<sup>th</sup> semester desires to improve his 3<sup>rd</sup> semester marks, he will have to wait till the 3<sup>rd</sup> semester exams are held for the ensuing batch. However SC/ST students shall be given one extra chance subject to the same rule.

Supplementary examinations shall serve as repeat examinations. Supplementary examinations shall be scheduled around 20<sup>th</sup> of June and 5<sup>th</sup> of Jan (for Hyderabad and Lucknow Campuses) and 20<sup>th</sup> June and 28<sup>th</sup> February (for Shillong Campus) every year. Only those students who fulfil the attendance, discipline and academic requirements of the programme shall be allowed to exercise the option of Grade Improvement/repeat examination.

**10.9.3** Supplementary/Grade Improvement option shall not be available for courses that employ project work in lieu of semester end examination. The same shall be applicable where there is group work for internal/final assessment and MA dissertation work.

**10.9.4** For Postgraduate Diploma Students there is no grade improvement or supplementary examination for the Practice teaching course. Students who wish to appear for this examination will have to repeat the course in semester one of the following year.

**10.9.5** Students are required to apply to the Controller of Examinations through the concerned Chairperson BoS within seven days of commencement of the ensuing semester or declaration of results whichever is later for Grade Improvement/Repeat examination paying a fee of Rs.100/-subject to revision from time to time for each paper.

## **10.10 Part-time Proficiency Programmes(Foreign Languages)**

- (i) In the case of part-time Proficiency Programmes (in Foreign Languages) for promotion to the second semester a student must have at least a 'D' grade in each of the individual courses in the first semester, failing which he/ she will not be eligible to continue with the Programme and his/ her registration will stand cancelled.  
Generally, there is no provision for continuing in the Programme in case a student is absent for the semester- end examination.
- (ii) However, a student who is not able to take the semester-end examination of the first semester owing to accident/ medical reasons/ other untoward incidents will be allowed to continue in the second semester. He/ she will be required to take a make- up examination within 15 days from the commencement of the second semester in order to obtain a regular

grade, provided he/she fulfils the attendance and continuous evaluation requirements of the Programme.

- (iii) In order to avail of this facility, he/she must apply within one week after the said examination to the concerned Chairperson, BoS of the concerned Department.
- (iv) There is no provision for Supplementary/Grade Improvement/Make-up examination or Re-evaluation for students of part-time programmes.

#### 10.11 Re-evaluation

- (i) Students are eligible to apply for Re- evaluation of their answer scripts of any course by paying a fee of Rs.200/- per course (for SC/ST students Rs.100/- and differently abled students are exempted from payment of this fee).
- (ii) A student must apply to the Controller of Examinations through the concerned BoS for Re-evaluation of his/her answer script of a particular course within fifteen days of the commencement of the semester or announcement of results, whichever is later.
- (iii) The Controller of Examinations shall send the answer script under reference to two examiners other than the original examiner recommended by the Chairperson of the School Board concerned, from the same University.
- (iv) Under exceptional circumstances, with the explicit direction of the Vice Chancellor, external examiner(s) can be appointed for Re-evaluation.
- (v) The examiners shall submit their evaluation sheet within a week of receiving these answer scripts.
- (vi) The average of the grades given by these two examiners shall constitute the final grade irrespective of its being higher or lower than the original grade and cannot be subjected to any further consideration.
- (vii) A student can apply for Re-evaluation of an answer script of any course only once.

### **10.12 Certificates**

Degree certificate shall be awarded to a participant indicating the overall grade obtained by him/her.

### **10.13 Assessment of Teachers by Students**

- (i) With a view to making teaching- learning processes more transparent, there shall be a continuous Assessment of Teachers by their students. The Assessment shall be done in the prescribed proforma and shall be submitted by all students mandatorily in a confidential cover directly to the Vice-Chancellor before the semester examinations. A special Teacher Assessment Cell in the Vice Chancellor's office will handle the confidential Assessment Reports under the direct supervision of the Vice-Chancellor. The OSD (Academic), in coordination with the Controller of Examinations shall make sure that all registered students submit the duly filled proforma in the Cell located in the Vice-Chancellor's office every semester.
- (ii) The Assessment Reports will remain confidential and shall be kept in a sealed cover in the Assessment Report Cell in the Vice-Chancellor's office
- (iii) .The confidential Assessment Reports will be opened personally by the Vice-Chancellor for the following purposes only:
  - a) For communicating to the teachers concerned in confidence annually without disclosing the identity of the student.
  - b) While considering a teacher's case for re-employment etc.;
  - c) While considering a teacher for some special awards important assignments and conferment of the status of "Professor Emeritus" and the like.

### **PROFORMA**

The proforma for submission of Assessment Reports in respect of teachers to be submitted by students attending the respective Course/s conducted by the teachers shall be as given below:

1. Name of the teacher:
2. Course:
3. Subject/Paper taught/ M.Phil /Ph.D. research guided:
4. Semester and year in which the Course was conducted:
5. Assessment Grades must be supported by a brief(not more than three lines)justification:
  - 5.1 Quality of the content of lectures: A/B/ C/D
  - 5.2 Quality of delivery: A/B/C/D
  - 5.3 Degree of updating the materials/content delivered: A/B/C/D
  - 5.4 Promptness in checking papers/chapters drafts Assignment: A/B/C/D
  - 5.5 Regularity and punctuality in meeting the classes: A/B/C/D
  - 5.6 Empathy for the problems faced by students: A/B/C/D
  - 5.7 Overall Assessment: A/B/C/D

- 5.8 Any remarks/suggestions for the teachers given by the student.
6. Quality of research guidance: A/B/C/D
  7. The Grades A=Outstanding/B=Good/C= Satisfactory D = Poor
  8. Dummy No. of the student (to be given by Vice-Chancellor's Teachers' Assessment Cell).
9. In case a teacher feels aggrieved on account of a biased report allegedly filed against him/her, the Vice-Chancellor shall refer the written appeal by the teacher concerned to an Appellate committee consisting of the following persons:
- i. Dean of the School concerned / OD (academic.) / Dean (Research) Chairperson
  - ii. Senior-most woman teacher
  - iii. SC/CT representative

The decision of the Committee shall be final.

## **ORDINANCE-11**

### **Admission, Enrolment, Reservations and Migration of Students (Section 8 (Para 2) 30(a) of the Act of the EFL University Act 2006)**

#### **11.1 Admissions**

- i) The University shall be open to persons of either sex and of whatever caste, creed, race or class and gender, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him/her to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof.
- ii) Notwithstanding anything above, the University reserves the right not to admit any student if he / she has found to have indulged in any act that is unbecoming of a student, including vandalism, staging dharna, aggression, defamation, instigation, unruly behavior or any such act that is construed to be unlawful, illegal and unbecoming and that harms the interest, name and reputation of a member of the University or of the University as an academic body. Such cases shall be recorded in writing and proof of valid reason submitted.
- iii) The University reserves the right to withdraw, defer or cancel programme of study initially offered based on valid and cogent reasons which shall be recorded in writing.
- ii) The University shall maintain an all- India and global character and high standards of teaching and research and shall admit students strictly on merit (even in the context of reservations) as determined through a common national level entrance examination conducted by the University.
- iii) Minimum qualifications for admission to the Programmes in various Departments shall be prescribed by the Academic Council each year, subject to the concessions provided for by the Ordinance/ Regulations. Candidates shall be admitted to the various Programmes in order of merit.

iv) There shall be a cut-off mark in the entrance tests for admissions to all programmes as follows:

Unreserved Category:	50%
OBC:	45%
SC/ST/PWD:	30%

v) In cases where entrance test for admission involves a written exam and interview/orals, students must get the minimum percent in both. The ratio of marks in written test and interview is fixed at 70:30 across the board.

vi) Such candidates who satisfy the requisite qualifications may be considered for admission on the basis of the academic record, and/or performance of an applicant at national entrance test/viva-voce as may be prescribed in respect of each Programme from time to time.

vii) Only such candidates who have passed an examination of an Indian University incorporated by any law for the time being in force, or such other examinations as has been recognized equivalent there to by EFL University, shall be considered for admission.

Equivalence of Programmes/Courses and Degrees of Foreign and Indian students would be established wherever necessary by the Equivalence Committee. Provisional admission can be allowed for a maximum period of sixty days subject to equivalence being established by the Equivalence Committee. A student shall abide by the decision of the Equivalence Committee.

viii) In the case of seats reserved by the Government of India for students from backward states and foreign students who approach the University for admission through the Ministry of HRD/MEA/ ICCR or through individual initiative, the candidates may be admitted if they fulfill the minimum qualification prescribed for admission by the university in various Departments. However, these admissions shall be considered under supernumerary category.

ix) Consideration of Foreign students' applications received after the expiry of the last date shall be at the discretion of the Vice-Chancellor.

xii) No student shall be allowed to apply for more than two courses at a time.

xiii) However, Students admitted to a regular course in the University are permitted to pursue part-time Certificate /Diploma Programmes in EFLU or other institutions.

xiv) If a student, who has been admitted, is found medically unfit subsequently, his/her admission shall be cancelled.

xv) A candidate shall be admitted to a Programme in a Department on his/ her enrolment as a student of the University after paying the enrolment fee prescribed by the University.

xvi) If at any time it is discovered that a candidate has made a false or incorrect statement, concealed any culpable information and used fraudulent means to secure admission, his/her name shall be removed from the rolls of the University.

xvii) No student shall be eligible for admission to any Undergraduate, Postgraduate or Research Programmes under this University without migration from any other University or Board. A maximum period of ninety days shall be provided to students to produce Migration Certificate.

xviii) The application for admission shall be supported by duly attested copies of the following documents:



- a. Relevant qualifying Degree and Board certificate,
  - b. Transfer and Character Certificates from the Institution last attended,
  - c. Grade Cards or Marks Sheets.
  - d. Caste/ Tribe/ OBC/PH certificates and certificates for other reserved categories under GOI rules.
- xix) All the relevant original documents shall be submitted at the time of admission for verification.
- xx) All admissions are provisional and could be terminated on misconduct, reasons of ragging and other reasons considered against the interest of the University as enunciated at (ii) above.

### **11.2 Prospectus:**

The University shall annually prepare and publish a Prospectus detailing the Programmes offered, duration of Programmes and Courses, eligibility criteria, Fee, Deposit structure, availability of seats, outlines of course content, evaluation pattern, disciplinary provisions, accommodation and other infrastructural facilities for women, international students, provisions of enablement and all such other relevant information to pursue studies at the University. The Prospectus shall be made available on the University website as well.

### **11.3 Reservation of Seats**

Reservation of seats shall be in accordance with the provisions of the Central Educational Institutions(Reservation in Admission)Act2006 and Circulars of Government of India issued and amended in this regard from time to time. Besides, the University shall also follow reservation in admission in all Programmes of studies in accordance with the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

- a. Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed eligibility conditions for admission to the Programme.
- b. The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a Programme shall be permissible only in one of the categories.
- c. If a candidate in the reserved category qualifies for admission in the general category he/she shall be transferred to the general category without prejudice to the number of seats already allocated in that category which will be offered to the next eligible candidate in that category.
- d. If sufficient numbers of candidates are not available in OBC category, such vacant seats shall be transferred to the general category.
- e. The relaxation of marks as given in Para4.1(c) and 4.2 (a)below will not be applicable to the candidates applying for the admission to Part - time/Evening Courses/Programmes in the University.

#### 11.4 Scheduled Castes and Scheduled Tribes

- i. 22.5% of seats in all programmes will be reserved for Scheduled Castes and Scheduled Tribes candidates in the following order:  
  
15% of seats will be reserved for Scheduled Castes and 7.5% for Scheduled Tribes.
- ii. 27% of seats will be reserved for OBC.
- iii. The reservation, as mentioned in sub- Para **(11.3i)** above, is interchangeable, i.e., if sufficient number of candidates are not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes and vice-versa.
- iv. Candidates belonging to Scheduled Castes and Scheduled Tribes will be given relaxation to the extent of 5% in the aggregate of marks obtained in the qualifying examination.
- v. The Application Form of a candidate in this category must be submitted along with a Certificate of Verification from one of the following authorities:
  - a. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/City Magistrate (not below the rank of First Class Stipendiary Magistrate /Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
  - b. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate.
  - c. Revenue Officer not below the rank of The slider.
  - d. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
  - e. Administrator / Secretary to Administrator / Development Officer (Laccadive and Minicoy Islands).
  - f. An Application Form received without certificate is liable to be rejected.
- vi) The vacant seats of SC/ST which could not be filled, due to non- availability of either Scheduled Caste or Scheduled Tribe candidates or both, with the pass marks in the entrance test, if any, may be thrown open to the general category in that year provided this has been notified to the Special Commission for Scheduled Castes/ Tribes of University Grants Commission and Ministry of Human Resource Development and concurrence has been obtained.
- vii) The University reserves the right to fill the non-reserved seats from amongst the general / OBC candidates as applicable without any infringement to reserved seats quota.

### **11.5 Reservation for Persons with Disabilities.**

03.0% of seats in all the courses shall be reserved for Person with Disabilities (PWD)

### **11.6 Supernumerary Reservations**

Up to three seats shall be made available each year in undergraduate and post-graduate programmes only for Children of Defense personnel, NCC (certificate holders) and Kashmir Migrants (as per UGC/GOI Guidelines.) provided such candidates exist and have applied for such quota. This quota shall not be converted to any other quota and shall be operationalised only on approval of the Vice-Chancellor or his / her nominee as the case may be.

### **11.7 Special provision for Admission**

Outstanding Players and Sports persons

- a) A specified number of seats, and normally not exceeding two, in both the Undergraduate and Postgraduate Programmes, may be earmarked by the Academic Council for admission of outstanding players and sports persons, who have represented in the University/ Region/State, provided that they fulfill the minimum eligibility requirements prescribed for seeking admission to various Programmes
- b) Relaxation to the extent of 5% of marks in the aggregate or in the subject, as the case may be, will be given to such candidates.
- c) Such students will be nominated by the Vice Chancellor over and above the seats allotted to each Programme, on the recommendation of the Games and Sports Committee.

### **11.8 Foreign Students**

- i. Foreign nationals and NRIs will be admitted without an Entrance Examination subject to fulfillment of the eligibility criteria.
- ii. All Foreign students selected for provisional admission shall be issued admission letters ninety days before the commencement of the session for obtaining visas.
- iii. The University shall organize an Orientation session for all the Foreign students admitted a week before the commencement of the sessions.
- iv. The University shall organize remedial programme for English language proficiency for Foreign students wherever necessary.
- v. Remedial teaching may be conducted for foreign students admitted other University either through official channels or individually in those cases where the concerned Department is of the opinion that there is a need for such a student to undergo remedial teaching for a specific period (from one month to one year). Such a remedial teaching shall be for payment of an appropriate fee to be laid down by the University from time to time.

## 11.9 University Admissions Committee

1. There shall be a University Admissions Committee for all Programmes comprising the following members appointed by the Vice Chancellor for a period of three years.
2. The University Admissions Committee shall consist of:
  - a) Vice Chancellors nominee Chairperson
  - b) Directors of Campuses-Ex- officio members
  - c) Heads of Departments/Centres- Ex-officio membersOne Professor and One Associate Professor nominated by the Vice Chancellor  
  
One Member of SC/ST/OBC/PWD/ Woman/Minority category as observer switch out the right to vote and mark any candidate to be nominated by the Vice Chancellor if not already represented otherwise.
3. The Controller of Examinations shall be the Secretary of the Committee.
4. 50% of the members of the committee plus one shall form quorum.
5. The members of the Committee other than ex-officio members shall hold office for a period of three years.

The Committee shall

- a) Scrutinize the application forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time;
- b) offer specific recommendations on 11.1 (ii and iii above)
- c) decide on the last date of receipt of applications, entrance exam dates, centres of examinations and administer conducting of entrance tests;
- d) decide the cutoff marks and prepare a list of candidates to be called for interviews wherever necessary for admissions;
- e) Send lists of shortlisted candidates of research Programmes to concerned School Boards for conducting personal interviews.
- f) Prepare merit list based on the marks obtained by the candidates in the Admission Test and/or Interview;
- g) Prepare the list of candidates selected for admission to various programmes;
- h) Design and modify the application forms for admission in soft and hard copies wherever applicable.
- i) Suggest methods to improve reliability and standard of the entrance test(s) periodically.

## ORDINANCE-12

### Curricular Frame work of Research Programmes (Section 6 (i)(ii)(v)28 (I) 30(a)(b)(d)(k) of the Act of EFL University Act 2006)

#### 12.1 PhD. Programme: Duration

- i) Minimum three years (6 Semesters);
- ii) Maximum five years (10 Semesters).

#### 12.2 Minimum Eligibility Requirements:

Master's Degree with a minimum of 55% Marks in the subject concerned or an M.Phil. degree in the discipline relevant to the subject concerned as notified by the University School Boards and approved by the Dean Research / Academic Council from time to time;

#### 12.3. Relaxation in Minimum Qualifying Marks

Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST, Persons with Disabilities Categories and Outstanding Players and Sports persons.

#### 12.4 Criteria for Selection of Students for Admission:

- a) Admission to Research Programmes (Ph.D.) shall be made on the basis of (a) the eligibility criteria mentioned above, (b) a qualifying written test and (c) an interview based on their search proposal.
- b) Subject to the fulfillment of the minimum cut-off marks as prescribed from time to time by the Academic Council, candidates equivalent to four times the number of seats for Unreserved and OBC categories and eight times for SC and ST categories shall be called for Personal Interview.
- c) Interviews shall be conducted by the School Boards on their commendation of Admissions Committee.
- d) Subject to the fulfillment of the minimum cutoff Marks as prescribed in (b) above, final selection for admission shall be made on the basis of the merit of the composite scores as per the specified ratio of 70:30 in written test and interview respectively.
- e) Members of the teaching staff of the EFL University are exempted from taking the entrance test, interview and taught courses. They shall do reading courses in lieu thereof. Procedure for registration of topic etc., will be the same as for full-time researchers. The rules determining the eligibility for admission shall be the same as those for full-time researchers mentioned above.
- f) Foreign nationals seeking admission to the Research Programme **shall be selected on the basis of the eligibility criteria mentioned above.** They are

not required to undergo the written entrance test. However, they are required to submit a written (1000 word) research proposal. They shall be interviewed telephonically by the concerned Department on the basis of their proposals.

- g) The maximum enrolment in the Ph.D. programme of a School/Department/Campus shall be laid down by the BoS and based on the vacancy list provided by the faculty / School to the Admission Committee subject to the approval of the School Board, the Dean (Research) and the Academic Council and shall strictly be in accordance with the UGC guidelines as issued from time to time

### **12.5 Credit Requirements:**

For PhD: For successful completion of the Research Programme leading to the award of the PhD degree, a student shall be required to accumulate total of 120 Credits as specified below:

Coursework: 40 Credits

Thesis: 60 Credits

Publications / Paper presentations at Conferences/Seminars: 20

### **Credits**

Although the maximum credit requirement for Ph.D. programme is 120, students may accrue additional credits (through participation in seminars, conferences and publications). The extra credits shall be shown as value additions in the transcripts as per regulations to be framed in the matter.

A candidate admitted to the Research Programme shall be required to complete the prescribed course work in the first two Semesters of his/her admission.

No exemption of course work will be granted to those who have an M.Phil. All Ph.D. admissions will be to the first semester of the programme.

### **12.6 Computation of Credits for Publication Work:**

Computation of Credits for Published Work for the Research Programme (Ph.D. degree) would be made as under:

- i) 2 credits for each popular article published (related to the field of Research)/paper presented in national seminars/conferences/workshops
- ii) 4 credits for each paper presented in international seminars/ conferences/ workshops
- iii) 4 credits for each paper in approved refereed national journal
- iv) 10 credits for each paper in approved refereed international journal

**12.7** Full-time Ph.D. scholars who are unable to continue the research without interruption owing to personal or career reasons may deregister themselves for a minimum period of one semester (six months). However, deregistration is permissible only after successful completion of course work. Further, the total period of registration (including the period of

deregistration) shall in no case exceed ten semesters (five years). During the deregistration period, researchers shall not be entitled to hostel or library facilities.

**12.8** Full-time researchers are required to be in residence for the entire duration of course work and shall be required to put in attendance for a minimum of 75% of the working days during the coursework period.

**12.9** The BoS concerned shall appoint, subject to the approval of the School Boards Supervisor for each research scholar. The Supervisor shall be chosen from among the members of the Department/Centre/ School. A co Supervisor may also be appointed from another Department/ Centre or School or from another university if so required based on a written request of the supervisor and recommended by the Dean (Research).

**12.10** The BoS and the School Board concerned shall also appoint for each research scholar an Advisory Committee consisting of 2 to 4 members including the Supervisor. The Advisory Committee, which may also include members from other Schools/ Departments/Centres/Campuses, shall guide the researcher during the period of course-work.

**12.12** The term of the Advisory Committee shall extend to the entire period of the Programme, that is, until the submission of the thesis.

**12.13** The Ph.D. research work shall consist of two parts:

- i. There shall be four courses spread over the first two semesters. Of these, one shall be a taught course on research methodology. Other courses may be taught or reading courses, as recommended by the Advisory Committee and approved by the Dean (Research), the BoS and School Board. In addition to the four courses the researcher shall submit a detailed research proposal at the end of the second semester.
- ii. The course work evaluation shall be based on a term paper in each course to be submitted to the course instructor(s) and an end semester examination. Number of questions to be answered may be decided by the instructor. The examination shall be an open book (take-home) examination. All course-work papers must be completed before the end of the second semester.
- iii. The courses shall be awarded grades and the University shall issue to each research scholar a transcript at the end of the successful completion of course-work. However, the grades for course work shall not appear in the final degree certificate.
- iv. On the completion of course-work, the researcher shall prepare a detailed research proposal and submit it to the Advisory Committee. This document should reflect the researcher's knowledge of the field in general, background literature, current issues and the like. The proposal shall be evaluated by the Advisory Committee ~~(if necessary, the Committee can co-opt one or more faculty members who have special expertise in the area, for this purpose.)~~ If the Advisory Committee accepts the proposal, the proposal shall be placed before the BoS which in turn shall forward it to the School Board, through the Dean

(Research) for final approval. After the approval of the Advisory Committee, the researcher shall make an open presentation of his/her research proposal. The School Board shall formally permit the researcher to commence writing the thesis. No grade will be awarded for the submission and presentation of research proposal. (Normally this entire process shall be completed by the end of the second semester).

- v. If the proposal is not accepted by the Advisory Committee, the researcher shall be given one month to revise and resubmit the proposal.
- vi. If the revised proposal fails to get the approval of the Committee, the researcher's admission to the programme stands cancelled.
- vii. The second part of Ph.D. programme comprises of writing the thesis. Thesis shall be submitted only on completion of the stipulated course work period.

#### **12.14 Progress reports**

- i. All researchers enrolled in a Ph.D. Programme at the University are expected to maintain a satisfactory standard of performance during the course work period.
- ii. All researchers shall be required to record their attendance during the period of course-work, fulfilling a minimum of 75% attendance.
- iii. After completion of the course work, however, there shall be no need to record daily attendance except in cases of such students who receive National/State/ UGC fellowships. Every researcher shall submit a quarterly progress report endorsed by the supervisor to the Advisory Committee, for the entire period of active registration.
- iv. The Advisory Committee of each researcher shall scrutinize the progress report to ensure satisfactory progress made by the researcher. If the reports are satisfactory the Chairpersons of the BoS concerned shall forward them through the School Board concerned to the Controller of Examinations. If the Committee feels that the progress is not satisfactory, it shall be conveyed to the researcher in writing. Two consecutive non-satisfactory reports shall result in the immediate and automatic withholding/cancellation of fellowship, and other punitive measures (including the cancellation of registration) as recommended by the BoS and the School Board.



### 12.15 Scheme of Evaluation

Evaluation of Part I (Course-work) shall be done on the following 8-point grading scale:

O A+ A B+ B C D F

Letter Grade	Grade Point Equivalent	Grade Point range	Marks Equivalence	Quality Descriptor
O	9	8.5 and above	85-100/75-100	Outstanding
A+	8	7.5 to 8.49	75-84/70-74	Excellent
A	7	6.5 to 7.49	60-74/60-69	Verygood
B+	6	5.5 to 6.49	55-59	Good
B	5	4.5 to 5.49	50-54	Fair
C	4	3.5 to 4.49	45-49	Satisfactory
D	3	2.5 to 3.49	40-44	Pass
F	0	0 to 2.49	Below 40	Fail

The Grade Point Average (GPA) is computed as follows:

a. Total points gained in Part I

-----=GPA Number of courses done in that semester

- b. The minimum required GPA for a pass in Part I shall be 5.50 with a minimum Grade C in each course/module. A scholar who has a Grade D or F in any of the courses in Part-I shall not be eligible to continue in the programme.
- c. A scholar who gets a Grade C in more than one course will be required (i) to redo those courses in order to improve the grades or (ii) submit additional assignment(s) or (iii) take exam(s) (wherever applicable) to improve the GPA.

### 12.16 Leave Provision

- i. *Maternity Leave*: Women research scholars are eligible for maternity leave with full fellowship/scholarship for a period not exceeding three months once during the tenure.
- ii. *Paternity Leave*: Male researchers with less than two children are eligible for 15 days Paternity Leave during wife's confinement.
- iii. *Duty Leave*: Duty Leave is granted for a maximum of two months **every academic** year for field work on their commendation of the supervisor. The searcher shall submit the details of the proposed fieldwork along with the application for duty leave. A report signed by the supervisor shall be submitted on completion of field work.

Researchers shall also be eligible for academic leave up to a maximum of 15 days per academic year to participate in conferences, seminars and workshops wherever their proposals for presentations are accepted after approval for the same from the Dean (Research). Such applications have to be recommended by the Supervisor concerned.

### **12.17 Recognition and Allotment of Supervisor**

All full time faculty members of the University possessing Ph.D. with at least three years of teaching experience (either in their previous organization or at EFLU) and a minimum of three publications in peer-reviewed journals in the relevant area(s) shall be recognized as Supervisors to guide Ph.D. Such recognition shall formally be accorded by the School Board based on a written application by the concerned to the Dean and recommended by the Dean (Research) and shall be based on the actual number of teachers actually present that academic year in the Department on the ratio of supervisor-student allotment as prescribed by the UGC. The primary supervisor shall necessarily be a full time faculty of the Department / Centre concerned with the prescribed qualification as detailed earlier.

Provided that if a faculty member, who has been allotted research students proceeds on deputation to another institution, he / she may, subject to his / her availability, to be communicated in writing and approved by the current employer and proposed by the Dean (Research), be continued as a Co-Supervisor to guide the student on the recommendations of the Department and approval of the Dean concerned. No new students shall be admitted against such supervisor in terms of the total quota of students calculated based on allotment as per UGC rules and his / her existing students shall be transferred to the existing full-time faculty. Subsequent admission to Ph.D. in that department will be made only if vacancies are available after the above transfer.

Provided further that in case a faculty member ceases to be a teacher of the University due to death, resignation, and dismissal etc. the Dean, on the recommendations of the Research Advisory Committee, shall allot the continuing students to another supervisor.

Provided also that in case a faculty member retires, he / she may continue to guide the currently allotted students till completion of their work provided that they have completed their coursework and defended their theses. Faculty members who are due to retire will not be allotted any new students one year prior to the date of the retirement.

Notwithstanding any of the above, the UGC guidelines on permissible quota of Ph.D. students for each faculty member shall be strictly adhered to in the best interests of maintaining research quality and output.

### **12.18 Thesis Submission Requirements**

- i) All Ph.D. scholars shall, two months before submitting the thesis, give a Pre-Submission Seminar to be attended by all the members of the BoS, the School Board and any other research scholar of the University. The suggestions made at the Seminar may be incorporated in the thesis before submission.
- ii) Requests for final approval of the title of the thesis should be made at least two months before the submission of the dissertation. Titles shall be approved by the Chair person, School Board, on the commendation of the Supervisor, Advisory Committee and the Chairperson of the BoS concerned.
- ii) Change of Supervisor(s) maybe approved by the Dean (Research) on the recommendations of Chairperson concerned on a request received in writing from the researcher and/or the Supervisor(s) or if the Supervisor(s) retire(s) or go(es) on long leave (for over six months), or for any

other justifiable reason.

- iii) Ph.D. scholars shall not be permitted to submit the thesis unless the Supervisor is satisfied that the thesis presented is worthy of consideration for the award of the Ph.D. Degree.
- iv) When the thesis is ready for submission, the application for the award of the Degree, to be submitted to the Controller of Examinations, should be accompanied by
  - a) Five hard copies (including one for the Supervisor) of the thesis along with a soft copy.
  - b) Six copies of the title page, abstract and the table of contents of the thesis along with a soft copy
  - c) A certificate from the researcher and counter signed by the Supervisor and/or Dean to the effect that the thesis embodies the research work done by their searcher during the period of study and that the thesis is acceptable in all respects and that it be considered for the award of the degree Ph.D.
  - d) Two passport size photographs.
  - e) A No Dues Certificate from different departments and sections of the University.
  - f) A copy right declaration by the researcher giving the University permission to take photocopies of the thesis and/or parts thereof and make digital use of it for academic purposes.
- v. The thesis shall be typed on one side of A4sizepaper.Itshallbe in1.5spaceandin Times New Roman font (12pt). The margin ontheleftshallbe3.5cmdand2.5 c'mon the other three sides.
- vi. Thenormalupperlimitisaround500 pages for a Ph.D. thesis, excluding appendices and other supplementary material.
- vii. The thesis should have a title page, abstract and table of contents.
- viii. The copy of the thesis to be kept in the library should be bound in rexine or leather. The title of the thesis and the name of the author should be embossed on the front cover of the thesis. The Degree, the year, the name of the author, and the initials "EFL-U" should be embossed on the spine.
- ix. Every Ph.D. thesis submitted shall be **evaluated** by three external examiners selected by the Vice Chancellor from a panel of six names to be submitted by the Supervisor and recommended by the Chairperson BoS concerned and approved by the Chair person of the School Board. The Supervisor shall not be an examiner for the thesis.
- x. The examiners of each Ph.D. thesis shall be asked to indicate clearly whether
  - (a)they recommend the award of the degree on the basis of its present form subject to the satisfactory performance of the candidate at the Viva Voce Examination, or
  - b) they recommend revision of the thesis, or
  - (c) they recommend rejection of the thesis.
  - (d) recommended publication of the thesis.There commendation shall in all cases be accompanied by a detailed report.
- xi. When the reports of the examiners are received by the Controller of Examinations, he/she shall place them before a Sub-Committee consisting of
  - (a)the Chair person of the School Board
  - (b)the Chair person of BoS concerned and
  - (c)the Supervisor concerned.

- xii. This Sub-Committee shall consider the reports and make suitable recommendations to the Controller of Examinations for further action. The reports of the examiners may be provided to the researcher without disclosing the identity of the examiners. The Chair person, School Board, shall convene this meeting.
- xiii. The degree of Doctor of Philosophy shall be awarded only if
  - (a) it is recommended for the award unanimously by all the three examiners and
  - (b) if the candidate performs satisfactorily at the Public Viva Voce Examination
- xiv. The Viva Voce Examination shall be held only if the reports of the examiners on the thesis submitted unanimously recommend award of the Degree.
- xv. The Viva Voce Examination shall be conducted by a Board of Examiners which shall consist of the Supervisor, the Advisory Committee and one External Examiner of the thesis who shall be from within the country.
- xvi. The Viva Voce Examination shall be held in public with a notice of two weeks in advance.
- xvii. In cases where the reports of the examiners of the thesis are not unanimous, i.e. where one or two of the examiners recommend(s) revision of the thesis while the other(s) recommend(s) the award, the detailed report(s) that recommend(s) the award shall be sent to the examiner(s) who recommended revision. If the latter reconsider(s) his/her/their decision and recommend the award, the Viva Voce Examination may then be held. If the examiner(s) concerned still maintain(s) his/her/their earlier recommendation for revision of the thesis, it will be open to the School Board, on the recommendation of the BoS concerned, to (a) call for revision and resubmission of the thesis or (b) to send the thesis to a fourth examiner whose decision shall be taken to be final. The fourth examiner in such cases shall be chosen from the panel submitted earlier and shall be appointed by the Vice Chancellor on the recommendation of the School Board. In case such an examiner is not available or not willing to evaluate the thesis once again, the Vice Chancellor may appoint another examiner from the panel submitted earlier.
- xviii. The date on which the results are approved by the Vice Chancellor will be treated as the date of the award of the Ph.D. Degree.
- xix. In case the School Board calls for revision, the candidate shall be asked to revise and resubmit the thesis within a maximum period of one year or earlier (as decided by the School Board). The revised thesis shall be sent only to the examiner(s) who called for revision.
- xx. If the examiner(s) to whom the revised thesis is sent is/are still not satisfied with the revised thesis, the thesis (in its original form) shall be sent to a fourth examiner to be selected from the original panel of examiners and appointed by the Vice Chancellor.

### **12.19 Part-time research for University faculty**

- i) Members of the EFL University faculty are eligible for admission to part-time Ph.D. Programmes at the EFL University. If full-time research scholars registered at the EFL University are appointed faculty members at the University, they can convert their registration from full-time to part-time.
- ii) A member of the teaching staff who goes on study leave will not be treated as a part-time researcher at the University.
- iii) When faculty members who are part-time researchers cease to be on the teaching staff, they shall not be allowed to continue as part-time researchers. They may, however, be treated as full-time researchers if they give an application within a month after they cease to be on the teaching

staff.

iv) Faculty members whose registration is cancelled after the expiry of the period of registration may apply for a fresh registration. The fresh registration, if granted by the School Board, shall be valid for two years for the Ph.D. Programme.

### **12.20 Deregistration and Validity of Registration of Part-Time Researchers**

i. The validity of registration (total span) shall be six years. However, the actual period of registration shall be restricted to four years.

ii. A member of the faculty is required to complete the coursework within two consecutive semesters.

iii.(a) A member of the faculty shall be eligible for de-registration after completion of coursework. No deregistration shall be permitted in the last two semesters of active registration.

(b) Deregistration shall be allowed for those who are on long leave or on deputation. However, it shall not be allowed for those who are on Study Leave.

iv. Re-registration shall be possible anytime during the remaining period. De-registration shall be valid for a maximum period of two semesters.

A student admitted to the Research Programme shall be awarded a Ph.D. if he/she successfully completes the requirements of minimum specified number of semesters and accumulation of required number of credits prescribed for the degree of Ph.D.

### **12.21 Doctor of Letters (D. Litt)**

(i) The University, as part of its commitment to fostering the highest standards of academic excellence, shall confer a degree of Doctor of Letters (D. Litt) on persons deserving of the title and honour.

(ii) The Degree of Doctor of Letters shall be awarded on the merit of the published work of a scholar which he/ she has produced independently. The scholar shall present in support of his/ her candidature published/unpublished work done by himself/ herself alone, or jointly with others. The candidate's work must contain such results as mark an advance in knowledge in his/her particular field.

(iii) A candidate shall be eligible to submit his/her work as specified hereinafter for the Degree of Doctor of Letters when,

(iv) three years have elapsed after the candidate obtained the Degree of Doctor of Philosophy either : (a) of EFL University or (b) of any other Statutory University, provided that he/ she is a teacher at a University and has served in that capacity for at least three consecutive years after obtaining such a degree, and

(v) he/she has engaged himself/herself in active research work for which sufficient documentary proof be submitted to the School Board concerned.

(vi) The candidate shall not submit for consideration any work for which a degree has already been conferred on him/her in this or any other University.

(vii) Application for submitting a work shall be made to the Registrar and shall be accompanied by

(a) a list of the candidate's publications;

- (b) a statement showing in what respect the candidate's investigations appear to him/her to advance the cause of his/her particular field of study;
- (c) a statement indicating if he/she had submitted the work to any other University for such a degree giving the name of the University and the time of submission.
- viii) The Chairperson, School Board shall seek such advice as she/he may deem necessary to satisfy himself/herself that the conditions for submission of the work have been fulfilled by the applicant. The Chairperson, School Board, shall constitute a committee of three experts from the field concerned which shall be called upon to submit its report and recommendation within a month to the Chairperson, School Board concerned.
- ix) The application shall then be considered by the School Board and if approved the candidate shall be permitted to submit four copies of his/ her work to the Controller of Examinations.
- x) Every work shall be referred to a board of three external examiners. In this respect the names of examiners for examining the work for the award of the degree of Doctor of Letters shall be recommended by a Committee appointed by the Vice Chancellor on the recommendation of the School Board of the field concerned. The composition of the Committee shall be similar to the Committees which recommend examiners for Ph.D. theses.
- xi) The examiners shall declare that the work submitted by the candidate is a distinguished and substantial contribution to learning and that it merits the award of the Degree of Doctor of Letters.
- xii) The candidate whose work is not approved by the examiners shall not be allowed to re-submit his/her thesis for the degree.
- xiii) The reports of the examiners shall be placed before a Committee of the Academic Council consisting of: a. Pro-Vice Chancellor, or any other senior professor nominated by the Vice Chancellor shall be the Chair person, b. Dean of the School concerned, c. Chairperson of Board of Research Studies, d. Head of department concerned, e. One Professor to be appointed by the Vice Chancellor. The supervisor, if any, of the candidate shall be a special invitee. The Committee shall recommend the award of the Degree when the examiners are unanimous in their recommendations.

## ORDINANCE-13

### Conferment of Honorary Degrees and Convocation

*(Section 6(iv) 28(n) 30(d) of the Act and Statute 27(1)(2) 30 of the Statutes of the EFL University Act 2006)*

#### 13.1 Conferment of Honorary Degrees

- i) The Executive Council may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of Honorary Degrees.
- ii) Provided that in case of emergency, the Executive Council may on its own, make such proposals.
- iii) The following Honorary Degree may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, of it and proper person to receive such Degree:
  - iv) **Doctor of Letters (HonorisCausa)** Degrees, including Honorary Degrees, shall be conferred at convocation / special Convocation and may be taken in person or in absentia.

#### 13.2 Convocation

- i) Convocation for the purpose of conferring Degrees shall be held annually at Hyderabad on such date as the Chancellor may fix.
- ii) Provided that in case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorize admission of successful candidates in the year to respective degrees in absentia and authorize the Registrar to issue the Degrees on payment of the prescribed fee.
- iii) Special Convocation for conferring honorary Degrees may be held on such date as may be fixed by the Chancellor, on the commendation of the Vice Chancellor.
- iv) The Academic Council shall, from time to time, determine as to the Degrees, which may be conferred on graduates in person, and the Degrees to be conferred in absentia, at the convocation.
- v) Provided that the Vice Chancellor may confer Degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies.
- vi) The Diplomas and Degrees shall be signed by the Registrar and shall bear the printed signature of the Vice Chancellor.
- vii) The procedure to be followed at the convocation shall be laid down by the regulations.
- viii) The students of the campuses shall be conferred the Degrees by a Guest through visual communication media ( as in case of IGNOU) on the day of Convocation.

## ORDINANCE-14

### **Fees Payable By Students Of The University (Section 6(xx) 30(e) of the Act of the EFL University Act 2006)**

#### **14.1 Fee Provision**

- i) The Executive Council on the recommendations of the Academic Council shall, from time to time, prescribe the fees payable by students.
- ii) Details of fees and other charges payable by an applicant and students admitted to different Programmes and Courses shall be specified in the Admission Brochure/Prospectus issued by the University from time to time.
- iii) Students admitted to various Programmes of Studies shall pay the fees as prescribed.

#### **14.2 Due date and mode of payment:**

- a. The students shall deposit fees as prescribed by the University from time to time.
- b. Fees shall be paid on or before the date fixed by the University.

#### **14.3 Delay or default in payment:**

If a student does not pay fee on time, a fine shall be levied as follows:

- a) 10% of the fees for the first 10 days b) 20% of the fees for the next 10 days c) 30% of the fees thereafter up to the last date of the month in which the fee is due.
- i) The Vice Chancellor or any other officer to whom his/her power has been delegated may on the recommendations of the Dean of the School concerned; relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application stating the reasons for late payment of fee. Such applications should be submitted well a head of the due dates, so that a decision may be taken.
- ii) Names of the defaulters, which shall be put up on the Notice Board shall be removed from the rolls of the University with effect from the first day of the following month.
- iii) A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues together with a re-admission fee as fixed by the University. However, such re-admission shall be within the same semester and subject to the student fulfilling the minimum attendance criteria.
- iv) Whenever a student proposes to withdraw from the University, s/he shall submit an application to the Dean of the School concerned through the Head of the Department / Centre intimating the date of his / her withdrawal. S/he shall pay all fees/ charges due till the date of withdrawal from the University.

#### **14.4 Exemption of fees, applicable as per UGC/GOI guidelines and regulations. Fee Concessions and Free ships offered by the University shall be as per Regulation (20).**

- i) The following factors shall be taken into account while making recommendations on the applications of students for grant of free ships:



- a. Academic record of the student;
  - b. his / her progress in studies in the case of renewal of free-ships;
  - c. his/her financial position; and
  - d. any other factor, which shall also be recorded. The list of students to whom concessions have been awarded ordinarily shall be notified by 30th September.
- ii) Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.
- iii) A free ship granted to a student may be cancelled if his / her conduct or progress in studies is found to be unsatisfactory or if his / her financial condition improves and he is no longer in need of fee concession.

**14.5 Refund of fees, security deposit etc.:**

- i) Security deposit or caution money is refundable, on an application from the student on his / her leaving the University, after deducting all dues, fines and other claims against him/her.
- ii) A student shall forfeit any refund if not claimed within one calendar year after leaving the University.
- iii) On cancellation of admission, before the commencement of the academic session a student shall be eligible for full refund of all fee paid for admission. If the admission is cancelled within two weeks after the commencement of the academic session, s/he shall lose a month's tuition fee. After expiry of two weeks the student shall not be eligible to any refund.

**14.6 The fees for the various University Courses shall be as follows:**

**I. Administrative process fee**

- (a) Application Form Fee (with Brochure & Examination Fee)
- (b) Registration Fee
- (c) Examination Fee
- (d) Grade Card and ID fee
- (e) Practical's Fee

**II. Extra Curricular Activities Fee**

- (a) Sports Fee
- (b) Cultural Activities Fee
- (c) Students' Welfare Fee
- (d) Medical Fee ( for Medical Insurance) (e) Student Welfare Fund

**III. Course Fees**

- (a) Tuition Fee
- (b) Computer/Laboratory Fee
- (c) Library Fee

**IV. Deposits (Refundable)**

- (a) Caution Money (Laboratory) (b) Caution Money (Library)
- (c) Caution Money (Hostel)

**V. Miscellaneous Fee as may be decided by the University from time to time.**

**VI. Fees for re-checking of Examination results.**

**VII. Fees for the supply of Statement of Marks:**

a) Every candidates shall pay along with the examination fee, a fee as fixed by the University for the Supply of statement of marks for each examination.

b) Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each statement of marks.

**VIII. Fees for issuing of transfer, provisional, duplicates and other certificates.**

**IX. Fee for change of name in the records. X. Fee particulars shall be as per Regulations.**

**XI. Fees for SAARC and other Foreign students as decided by the Academic Council.**

**XII. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.**

**14.7 Certificates to be issued:**

i) Transfer Certificate/Duplicate Copies of the Transfer Certificates

ii) Provisional certificate of having passed an examination of the University/duplicate copy of the above.

iii) Degree certificate (in person)

iv) Degree Certificate (in absentia)

v) Duplicate copies of the Degrees

vi) Bonafide Certificate

vii) Any other certificate as prescribed by the University

XIII. A student or candidate, who wishes to add or to alter his /her name as originally recorded in the University Registers, shall pay a fee fixed for the purpose by the University. Such addition or alteration shall be made to his/her original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities of submitting the matriculation marks card and a notarized affidavit to this effect along with clipping of newspaper notice issued.

XIV. A student who applies for alteration of the record of his / her date of birth as entered in the University Registers shall pay fees fixed for the purpose by the University. No change in the date of birth shall be made unless approved by the competent authority.

XV. Fees for SAARC and other Foreign students shall be decided by the Executive Council from time to time.

## ORDINANCE-15

### Academic Calendar

#### 16.1 Academic Calendar

The Academic Calendar of the University shall be as laid down by the Academic Council at the end of each Academic year.

#### 16.2 For Hyderabad and Lucknow Campuses:

from 16<sup>th</sup> June to 30<sup>th</sup> November-1<sup>st</sup> Semester

from 1<sup>st</sup> December to 2<sup>nd</sup> January (Winter vacation)

from 3<sup>rd</sup> January to 30<sup>th</sup> April (2<sup>nd</sup> Semester)

from 1<sup>st</sup> May to 15<sup>th</sup> June (Summer vacation)

#### 16.3 Contact-cum Examinations sessions of the Distance Education Programme (Hyderabad Campus)

a) MA Programme: January/February

b) PGCTE: June/July

c) PGDTE: November

#### 16.4 For Shillong Campus

From 8<sup>th</sup> July to 15<sup>th</sup> December-1<sup>st</sup> Semester

From 16<sup>th</sup> December to 10<sup>th</sup> February (Winter Vacation)

From 11<sup>th</sup> Feb to 15<sup>th</sup> June-II semester

From 16<sup>th</sup> June to 7<sup>th</sup> July: Summer vacation. Provided that variations in the calendar may be made at different Campuses of EFL University, depending on the climatic and other local condition.

#### 16.5 List of Holidays

The University shall prepare an academic holiday list taking four local holidays recommended by the campuses in lieu of holidays approved for the Hyderabad campus. This list shall be approved by the Academic Council.