



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং ৬৪ দিশপুৰ, সোমবাৰ, ৬ ফেব্ৰুৱাৰী, ২০২৩, ১৭ মাঘ ১৯৪৪ (শক)
No. 64 Dispur, Monday, 6th February, 2023, 17th Magha, 1944 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

SPORTS & YOUTH WELFARE DEPARTMENT

NOTIFICATION

The 3rd February, 2023

No.SYW.191/2022/56.- In exercise of the powers conferred in Section 26 (3) of the Assam Sri Sri Aniruddhadeva Sports University Act, 2018, the Government of Assam, Sports and Youth Welfare Department with the assent of the Chancellor, Sri Sri Aniruddhadeva Sports University is pleased to notify herewith the Ordinances (Academic and Administrative Matters) of the Sri Sri Aniruddhadeva Sports University with immediate effect.

**SRI SRI ANIRUDDHADEVA
SPORTS UNIVERSITY CHABUA**

ORDINANCES

(Academic and Administrative Matters)

Ordinance Number	Title
-	EXTRACTS FROM SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY ACT 2018
0	INTRODUCTORY
1	THE COURSES OF STUDY AND THEIR DURATION
2	ACADEMIC CALENDAR
3	ADMISSION AND ENROLMENT OF STUDENTS
4	REGISTRATION
5	THE FEES TO BE CHARGED FOR COURSES OF STUDY AND PHD PROGRAMS

6	LEAVE OF ABSENCE
7	RESIDENCE AND ACADEMIC REQUIREMENTS
8	MEDIUM OF INSTRUCTION & EXAMINATIONS
9	TEACHING & EVALUATION
10	PROJECT, DISSERTATION AND THESIS EVALUATION
11	CONDUCT OF DISCIPLINE
12	RAGGING
13	GRADUATION REQUIREMENTS AND GRANT OF DEGREES
14	Ph.D REQUIREMENTS AND AWARD OF DEGREES
15	AWARD AND CONFERMENT OF DEGREES, DIPLOMAS AND CERTIFICATES
16	AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES
17	ESTABLISHMENT OF CENTRES OF STUDIES, BOARD OF SPORTS STUDIES, SPECIALIZED LABORATORIES AND OTHER COMMITTEES
18	POWERS AND FUNCTIONS OF THE DEAN, STUDENTS' AFFAIRS
19	ADJUNCT FACULTY
20	VISITING PROFESSOR
21	VISITING FELLOW
22	MACHINERY FOR REDRESSAL OF GRIEVANCES OF EMPLOYEES & STUDENTS
23	APPOINTMENT OF TEACHING AND COACHING FACULTY
24	APPOINTMENT OF NON-TEACHING STAFF
25	FLOATING POST
26	TRAVELING AND DAILY ALLOWANCE RULES
-	DISCLAIMER
-	GLOSSARY

EXTRACTS FROM THE SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY ACT, 2018

The following are the extracts from the SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY ACT, 2018.

SECTION 26

1. Ordinances may provide for all or any of the following matters, namely:
 - a. the admission of students to the University and their enrolment as such;
 - b. the courses of study and their duration to be laid down for all degrees, diplomas and certificates of the University;
 - c. the medium of instruction and examination;
 - d. the award of degrees, diplomas, certificates and other academic distinctions, the qualifications for the same and the means to be taken relating to the granting and obtaining of the same;
 - e. the fees to be charged for courses of study in the University and for admission to examination, degrees and diplomas of the University;
 - f. the conditions for award of fellowship, scholarships, studentships, medals and prizes;
 - g. the conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators;
 - h. the conditions of residence of the students of the University;
 - i. the special arrangements, if any, which may be made for the residence and teaching of women students and the prescribing of special courses of studies for them;
 - j. the establishment of Centres of Studies, Board of Sports Studies, Specialized Laboratories and other Committees;
 - k. the manner of co-operation and collaboration with other Universities, Institutions and other agencies including learned bodies or associations;
 - l. the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
 - m. the institution of fellowships, scholarships, studentships, medals and prizes;
 - n. the setting-up of a machinery for redressal of grievances of employees and students;
and
 - o. other matters which by this Act, or, the Statutes, are to be, or, may be, provided for by the Ordinances.
2. The First Ordinances shall be made by the Vice-Chancellor with previous approval of the Executive Council and the Ordinances so made may also be amended, repealed or added to at any time by the Executive Council in the manner prescribed by the Statutes.
3. Every Ordinances made under this Act, shall be laid, as soon as may be after it is made, before the Assam Legislative Assembly, while it is session, or immediately in the following session, and if, the Assam Legislative Assembly do not agree, the Ordinance thereafter have affect only in such modified form or be of no effect, as the case may be, with the Chancellor's assent and shall be published in the Official Gazette.
4. The power to make Ordinances shall include the power to give retrospective effect, from a date not earlier than the date of commencement of this Act, to the Ordinances but no retrospective effect shall be given to any Ordinances so as to prejudicially affect the interests of any person to whom such Ordinances may be applicable.

ORDINANCE NO. 0**INTRODUCTORY**

- 0.1 The constituents of the Academic and Activity Council and its functions are as defined in the Act and Statutes of the University. The Academic and Activity Council shall primarily be concerned with the academic affairs of the University encompassing academic staff, students and instructional matters.
- 0.2 The Academic and Activity Council shall ensure that every Academic programme, leading to the award of a degree/Diploma as appropriate to the Programme, conforms to the Ordinances of the University.
- 0.3 The Academic and Activity Council shall discharge its duties and responsibilities generally through its Standing and Special Committees; and, Academic Schools/Department/Divisions/Units, Interdisciplinary programmes, and Centres. The Academic and Activity Council may delegate any of its powers to the Chairman, Academic and Activity Council or to its committees at any relevant or appropriate time.
- 0.4 The Academic and Activity Council is the apex body recommending all academic matters of the University to the Executive Council for approval/ratification. The Academic and Activity Council may empower the Dean (Academics)/Professor-in-charge (Academics) for smooth functioning of the academic.
- 0.5 The tenure of the members of the Executive council shall be three years. Similarly, tenure of the members of the Academic and Activity Council shall be of three years duration.
- 0.6 All the Ordinances in this document (whichever is applicable) shall have retrospective effect from June 2020 the day University started.
- 0.7 Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. 1
THE COURSES OF STUDY AND THEIR DURATION

1.1 STARTING ACADEMIC PROGRAMME

- a. The Academic and Activity Council, after examining each proposal for introduction of a new Programme from the point of view of its viability and desirability in the light of broad goals as set forth in the Act & Statutes of the University, shall make suitable recommendations to the Executive Council of the University.
- b. The recommendations of the Academic and Activity Council on each proposal for introduction of a new Programme shall be considered by the members of the Executive Council.
- c. The minimum admission standards and the duration of each Programme, whether existing or new, shall be advised by the Executive Council.
- d. The curriculum of each Programme, required for its successful completion, shall require prior approval of the Academic and Activity Council. Any change in the approved curriculum of any existing Programme shall also require prior approval of the Academic and Activity Council.
- e. The Academic and Activity Council shall approve the format of each Degree/Diploma to be awarded to a student after successful completion of the Programme. Any revision in the format of a Degree/Diploma shall also require approval of the Academic and Activity Council.
- f. Conferment of an Honorary Degree of the University shall be in accordance with Section 50 of the Statute. The Academic and Activity Council shall approve the format of the Honorary Degree in each case.

1.2 COURSES OF STUDY

All the programmes of study leading to award of respective Degrees/Diplomas/Certificates shall be conducted by the Schools /Departments /Centres established by the University and by Institutions having MOU with the University. However, in the initial years till sufficient faculty is assigned in schools/departments, all courses may be conducted centrally by the university.

The following will be the courses of Study in the University:

1.2.1 Undergraduate Programmes

- a. Bachelor of Physical Education and Sports (BPES) - Three years Degree Program
- b. Bachelor Degree Program in Physical Education (4 - years) – Teachers Training Program as per the nomenclature to be decided by the NCTE, New Delhi.
- c. Bachelor of Physical Education (BPED) - Two years Teachers Training Program recognized by the NCTE, New Delhi.

1.2.2 Post Graduate Programmes

- a. Master in Physical Education and Sports (MPES) - Two years Post Graduate Program.

- b. Master in Physical Education (MPED) - Two years Post Graduate Teachers Training Program recognized by the NCTE, New Delhi.
- c. Master of Sport Science (with specialization in Sport Biomechanics, Exercise Science or Sport Psychology) – Two years Post Graduate Program
- d. MSc, Sport Coaching – Two years Program Graduate Program
- e. MA in Sports Journalism
- f. MA in Yoga
- g. MA in Sports Management

1.2.3 Diploma Programmes

- a. PG Diploma in Sports Coaching
- b. PG Diploma in Fitness Management
- c. PG Diploma in Community Sports
- d. PG Diploma in Sports Management
- e. PG Diploma in Sports Nutrition
- f. PG Diploma in Yoga, Naturopathy and Fitness
- g. PG Diploma in Sports Journalism and Mass Media
- h. PG Diploma in Sports Statistics and Analytics
- i. PG Diploma in Sports Medicine
- j. PG Diploma in Adventure Sports
- k. PG Diploma in Adapted Physical Education
- l. PG Diploma in Leisure Sports
- m. PG Diploma in Sports Tourism
- n. PG Diploma in Rural Sports
- o. PG Diploma in Sports Technology
- p. PG Diploma in Sports Economics

1.2.4. Ph.D Programmes

- a. Doctorate of Philosophy in Physical Education
- b. Doctorate of Philosophy in Sports Sciences
- c. Doctorate of Philosophy in Sports Journalism
- d. Doctorate of Philosophy in Yoga

1.3 Period of candidature

The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic and Activity Council in conformity with requirements of regulations prescribed by national regulatory bodies from time to time.

ORDINANCE NO. 2
ACADEMIC CALENDAR

- 2.1 The academic year normally begins in July every year and ends in June of next year. Each Academic Session shall consist of two regular semesters (Odd and Even) apart from vacations, and mid-semester breaks. Duration of semester and working days shall be as per the guidelines from the UGC/NCTE as issued from them time to time.
- 2.2 The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar. In particular, the dates for the following events shall be specified:
- Orientation, registration, Late registration, Commencement of Classes, Adding and Dropping of Courses, submission of documents, Date of Essential Examinations, Submission of Grades, moderation of grades, Vacations, Mid-Semester Breaks.*
- 2.3 The Academic Calendar shall be displayed on the University website.

ORDINANCE NO. 3**ADMISSION AND ENROLMENT OF STUDENTS TO THE UNIVERSITY**

- 3.1 A student shall be eligible for admission to any course of study offered by the University if she / he fulfills the eligibility criteria and followed the admission process prescribed by the University for that Particular Course of study.
- 3.2 Without prejudice to the provisions of the Statutes, a student shall be eligible for admission to any course of study of this University on migration from any other University or Board if he has passed an examination equivalent to the examination of this University prescribed by the Ordinances for admission to the concerned course of this University:

Provided that the application for admission shall be supported by:-

A migration certificate or a no objection certificate from the concerned University or Board; and

Provided further that the application of a student who has not completed his course of study of any other University may be considered for admission to a course of this University, if the pattern and syllabi are similar, subject to fulfilment of conditions and provisions, if any, regarding transfer of credits etc, which may be prescribed by Regulations in this regard.

- 3.3 Every student admitted to a Department or a Centre or an Institution maintained by the University shall be enrolled by the University on receipt of an application for enrolment from him / her duly forwarded by the concerned Head of the Institution:

Provided that the application for enrolment shall be supported by :-

- (a) Mark sheet of qualifying examination, in original
- (b) Migration certificate or no objection certificate, in original; and
- (c) Fee, as prescribed by the University.

- 3.4 A student enrolled by the University shall be allotted an enrolment number.

- 3.5 A student desiring to seek admission in any other University or institution on completion of a course of study or otherwise may apply to the University for issue of a migration certificate. On receipt of such an application the University shall issue the migration certificate, provided that

- (a) The application is accompanied by the prescribed fee;
- (b) All the outstanding dues have been cleared and no dues certificate has been obtained; and;
- (c) An entry to this effect has been made in the Enrolment Register by the Officer of the University issuing the migration certificate.

- 3.6 Application form for admission to the various programmes offered by university shall be as prescribed by the Academic and Activity Council of the University from time to time.

- 3.7 The last date for the receipt of applications for admission to various Departments of the University shall be fixed each year by the Academic and Activity Council.

- 3.8 The last date for admission to the various Faculties of the University shall be fixed each year by the Academic and Activity Council.

- 3.9 The number of students to be admitted in the Faculties of the University in the coming session shall be prescribed each year by the Academic and Activity Council.
- 3.10 Admission of students shall be made strictly on the basis of merit adjudged through All- India Common Entrance Test, wherever applicable, aimed at assessing knowledge, comprehension and aptitude of the student in theory and activity to pursue higher studies through written test/physical test/viva/group discussion/personal interview or a combination of these.
- 3.11 However, provided that in case of courses where the intake of students is small, admission may be made on the basis of the merit adjudged through the marks obtained in the qualifying examination or any other appropriate procedure approved by the Academic and Activity Council. The decision to this effect will be taken by the Academic and Activity Council on the recommendation of the concerned Department.
- 3.12 The Entrance Examination shall be held at headquarters and / or other such places as notified by the University from time to time.
- 3.13 Question Paper(s) for entrance examination(s) shall be set by expert(s) appointed by the Vice Chancellor.
- 3.14 During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent to be appointed by the Controller of Examinations, whose instructions on the conduct of examination shall be final and binding.
- 3.15 If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination.
- 3.16 The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee for such further action as the Committee may deem fit.
- 3.17 Relevant provisions of the relevant Ordinance aimed at maintenance of discipline during examinations shall be applicable to entrance examinations, wherever applicable.
- 3.18 Admissions to the various programmes of studies shall be made by the Admission Committee of the concerned School comprising of the Dean as Chairman, Heads of the Departments as members, two nominees of the Vice Chancellor. However, in the initial years of the University admission committee may have different composition as notified by the University.
- 3.19 The syllabi, format, duration, scheme of evaluation of the entrance examination shall be finalised by the Admission Committee in consultation with the concerned department and approved by the Academic and Activity Council.

- 3.20 Eligibility for admission to the programmes in various Departments / Centres shall be prescribed by the Academic and Activity Council in consultation with the Dean of the Faculty / Heads of the Department each year, subject to the exemptions provided for by the Regulations.
- 3.21 In case of a tie / bracketed score in the marks scored in the entrance test, the marks obtained in the qualifying exam will be taken into consideration for deciding merit.
- 3.22 Only such candidates who have passed an examination of an Indian University / Board established or recognized by State / Central governments or such other examination as has been recognised equivalent by State / Central governments/ university shall be considered for admission.
- 3.23 The University shall follow reservation policy prescribed by the Assam Government from time to time for admissions to various courses.
- 3.24 Maximum up to 5% of seats over and above the normal intake shall be reserved for the students of foreign nationality / international students for admission to the programmes. This will be known as super numeric quota.
- 3.25 The commencement of classes for all courses, other than professional courses, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.
- 3.26 The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic and Activity Council in conformity with requirements of regulations prescribed by national regulatory bodies from time to time.
- 3.27 A candidate shall be admitted to the programme in a Department on his/her enrolment as a student of the University after paying the fee prescribed by the University.
- 3.28 If, at any time, it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission his / her name shall be removed from the rolls of the University.

ORDINANCE NO. 4
REGISTRATION

- 4.1 The Academic and Activity Council shall lay down norms for registration for all categories of students.
- 4.2 The semester registration in the University involves:
 - a. filling of the registration form/registering the academic courses online/offline mentioning the courses to be credited in the semester from among the courses offered by the University and the programme requirements specified in the curriculum, and payment of fees and clearance of outstanding dues, if any.
 - b. The entire responsibility for the semester registration rests with the student concerned.
- 4.3 Before the commencement of each semester, every student, unless otherwise exempted by the Academic and Activity Council, shall register for the prescribed courses to be pursued during that semester on the registration date as specified in the academic Calendar till the Degree requirements are completed in terms of credits completion.
- 4.4 Payment of prescribed semester fees, and all other dues outstanding against the name of the student to the University, the Hostels or any other recognized unit of the University shall ordinarily be a pre-condition for registration.
- 4.5 For bonafide reasons, students may be permitted to register late in a semester on the date so prescribed in the Academic Calendar on payment of prescribed late registration fee. The Academic and Activity Council shall lay down the conditions and procedure for such late registration. Any other exceptional case of registration shall require approval of the Academic and Activity Council.
- 4.6 The registration of any student may be cancelled or changed during the semester, partly or wholly, according to the norms laid down by the Academic and Activity Council.
- 4.7 A letter grade shall be awarded in a course to a student only if the student is duly registered in the course at the time of the award of letter grade.
- 4.8 A list of courses to be offered during the semester shall be put up on the notice boards/website and will be made available to the Course instructor. Each course carries a weightage in terms of credits depending upon the number of contact hours including lectures and tutorials and/or laboratory hours attached with the course. The normal academic load consists of 25-30 credits per semester. The minimum credit requirement for each academic programme shall be determined by the Academic and Activity Council.
- 4.9 A student is required to ensure that she/he has completed the pre-requisite(s), if any, for each course to be registered for. At any stage if it is found that she/he is not meeting the pre-requisites of a course then the registration of the student in that course may be cancelled.

- 4.10 A student may, be permitted to take an overload based on the criteria set down by the Academic and Activity Council. Similarly, a student, for valid reasons may also be allowed to take a reduced load.
- 4.11 An academically deficient student may be required to take a reduced load as per the provisions/ recommendations of Competent Authorities. An academically deficient student is one who has accumulated backlog courses by either not registering for or by failing in the course in spite of registering in it in previous semester(s). The deficiency may be due to several reasons such as poor grades, not registering for course(s) due to health and/ or other reason(s). Registration of deficient students is done as per the recommendations of the Student Advisory Committee.

The programme for deficient student shall be framed on advice of the concerned faculty adviser.

- 4.12 Cancellation of registration: Absence for a period of four or more weeks at a stretch or in total during a semester shall result in an automatic cancellation of the registration of a student from all the courses in that semester. In case the absence is in a particular course then the student is required to drop that course in the given semester.

ORDINANCE NO. 5
THE FEES TO BE CHARGED FOR COURSES OF
STUDY AND Ph.D. PROGRAMS

- 5.1 The tuition fees per semester/year to be charged for various undergraduate and post-graduate programmes of study shall be as notified by the University from time to time.
- 5.2 The rates of fees other than Tuition fees, such as Identity Card Fee, Mediclaim Insurance, Medical Fund, Caution Money (Refundable), Registration/Migration Fee, Admission fee, IT fee, Examination Fee, Uniform fee, Sports fee, Development fee, Student Cultural/ Literary Society fee, Student Welfare fee, Library fee, University Magazine/Newsletter Fee, and any other such fee, shall be as notified by the University from time to time.
- 5.3 The fee prescribed for registration of post-graduate students for the Ph. D. shall be as notified by the University from time to time.

ORDINANCE NO. 6
LEAVE OF ABSENCE

6.1 Absence during the semester shall be discouraged for all registered students. However, for bonafide reasons, a student may be granted leave of absence as per provision made for such absence in the Ordinances.

6.2 Postgraduate students shall be entitled to the following leave of absence without loss of financial assistance:

Short Leave, Temporary Withdrawal / Semester Leave(Partial Withdrawal from the semester shall not be allowed)

Applications for leave of absence should be addressed to the Head/program coordinator and submitted to the academic section with a medical certificate, if applicable. Leave usually must not be availed without prior approval of the Head/program coordinator. In addition, if a student is going out of campus on leave, she / he must inform the Hostel authorities in writing. Failing this the hostel / University authorities may an action as deemed appropriate by them.

6.3 Leave of absence beyond that provided in the Ordinances 6.1 to 6.2 may also be granted. However, such leave of absence shall entail loss of financial assistance, if any.

6.4 Without prejudice to the provision made for leave of absence in the Ordinances, absence for a period of four or more weeks at a stretch, during a semester, shall result in automatic cancellation of the registration of students from the course(s) in that semester. However, award of partial credit of research units, if applicable, may be considered for such students.

6.5 Unauthorized absence (i.e., absence without due permission) may, result in termination of the student's programme by the Academic and Activity Council in addition to loss of financial assistance for the entire period of such unauthorized absence(s) or part thereof.

6.6 Students are expected to complete their Program without any break. However, for bonafide reasons, students may be granted leave of absence from the Program after completion of two semesters in a four or more-semester program and after one semester in a two semesters program. However, if he/she so desires may be allowed to get re- admitted to the remaining semester of the program subject to maximum period allowed for the course.

ORDINANCE NO. 7
RESIDENCE AND ACADEMIC REQUIREMENTS

- 7.1 Residential Requirements: For all the full-time courses, the students of all programmes are required to be present physically on regular basis till the course is completed / till the date of Thesis Viva (in PG programs) for all the undergraduate and postgraduate programs.
- 7.2 Each course conducted by the course instructor (in some cases with the assistance of the teaching assistants/tutors), the course Instructor is responsible for planning and running the course, conducting the examinations, evaluating the performance of registered students, awarding the grades at the end of semester and submitting the grades to the Academic Section/ I/c Academics/Head/Programme Coordinator.
- 7.3 The Evaluation of students in a course is a continuous process and is based on their performance in end-semester examination, mid-semester examination, quizzes, assignments, tutorials, projects, laboratory work(if any) etc. The course Instructor shall announce the evaluation of scheme along with the weightage for various components at the beginning of the course. The schedule for the mid-semester examination, end-semester examination and make-up examination (if any) is prepared and announced by Academic Section.

ORDINANCE NO. 8
MEDIUM OF INSTRUCTION & EXAMINATIONS

- 8.1 The medium of instruction in Sri Sri Aniruddhadeva Sports University shall be the English/Assamese as per the requirements of the Course.
- 8.2 Question Papers of the examination of the University shall be set in English and should be answered in English. Same will be the case in Assamese.

ORDINANCE NO. 9
TEACHING & EVALUATION

- 9.1 Each course, along with its weightage in terms of units, shall require approval of the Academic and Activity Council according to the course approval procedures laid down by the Academic and Activity Council. Only approved courses can be offered during any semester / summer semester.
- 9.2 Each approved course, whenever offered in any given semester, shall be conducted by the assigned Course – instructors with the assistance of the required number of teaching assistants / tutors. The Instructor – in –Charge shall be responsible for conducting the course, holding the examinations, evaluating the performance of the students and awarding the grades at the end of the semester. The grades submitted by the Course Instructor may be put before the moderation committee appointed by the Academic and Activity Council. The final grades duly approved by the moderation committee for a course shall be declared after the approval from the Chairman, Academic and Activity Council.
- 9.3 The list of all courses to be offered by a department, during any semester shall be finalized, before the beginning of the semester by the concerned Head of the School /Department/Centres/Units, taking into consideration all the requirements and the recommendations of the Academic and Activity Council.
- 9.4 The Course Instructors, Tutors (if any with course instructor) for all the courses to be offered by a department, during any semester shall be assigned by the concerned Head of Department / School/ Centres/Units.
- 9.5 In each semester, there shall normally be two Mid-Semester Examinations (called as “Minor examinations”) and one End-Semester Examination (called as “Major Examination”). As far as possible, all the examinations shall be conducted during the announced examination periods.
- 9.6 Students who fail to appear in any examination, due to bonafide reasons, may be permitted to appear in the Make-up Examination (called as Re-minor examination / Re-major examination) as per the procedures laid down by the Academic and Activity Council.
- 9.7 The minimum credit requirements for various programmes shall be decided by the Academic and Activity Council.
- 9.8 Award of Grades: The grade awarded to a student in a course, other than Activity/laboratory course, for which he / she is registered, will be based on his / her performance in quizzes, tutorials, laboratory work, workshop and School/Club and home assignments, as applicable; in addition to a minimum of two minor tests and one major test. The distribution of weightage is to be decided and announced by the course instructor. For Activity Courses/ laboratory courses, the course coordinator will evolve a method of evaluation and announce it in the First Activity Class/laboratory class.

The grades that can be awarded, and their equivalent numerical points, are listed in

Table 9.1**Table 9.1: Letter Grade and associated grade points**

Letter Grade	Grade Point	Description
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above average
C	5	Average
P	4	Pass
F	0	Fail
Ab	0	Absent

Note: A student obtaining Grade F shall be considered failed and will be required to reappear in the examination (in the failed subject).

In addition, there shall be other grades as stated below:

Letter Grade	Status	Remarks/ Context
I	Incomplete	Letter grade assigned in case any evaluation component remains to be completed due to an extraordinary situation faced by the student. This grade must be converted to any of the regular grades above within the first month of beginning of the following semester by completing the remaining evaluation component(s).
X	Extended Project	Letter grade assigned in case a project work remains incomplete and the work is extended to the following semester.
S	Satisfactory	Letter grade assigned for successful completion of a Foundation/ Audit Course.
U	Unsatisfactory	Letter grade assigned for being unsuccessful in a Foundation/ Audit Course.
W	Withdraw	Letter grade assigned if a student (i) withdraws from a course after the last date for withdrawal of courses (ii) is deficient in attendance.

9.9 Performance Indices

- a. **The Semester Grade Point Average (SGPA).** The SGPA of a student is an indicator of her / his overall academic performance in all the courses she / he registers for during the semester.

The Cumulative Grade Point Average (CGPA) indicates the cumulative academic performance of a student in all the courses taken including those taken in the previous semesters. It is computed in the same manner as SGPA.

$$SGPA = (1/C_t) \sum_{i=1}^n C_i G_i$$

where n is the number of credit courses registered and passed by the student during the semester, G_i is the grade point secured by him/her in the i^{th} course with a credit value of C_i and C_t is given by:

$$C_t = \sum_{i=1}^n C_i$$

While working out the SGPA the course(s) with I grade will not be taken into account.

- b. **Cumulative Grade Point Average (CGPA):** The CGPA is the accumulated weighted average grade point of a student over the semesters starting from his/ her joining the programme taking into account all the credit courses registered and passed by him/ her.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, 3, \dots, m$ are the numbers of semesters in that programme.

- 9.10 Whenever, a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of SGPA/CGPA, but old grades appear in her / his Grade Report.
- 9.11 For the purpose of calculation of SGPA or CGPA, only those courses (including minor and major projects) will be taken into account in which the student has been awarded one of the grades (as mentioned in Table 9.1)
- 9.12 **Earned Credits (EC)** – The credits for the courses in which a student has obtained 'P' (minimum passing grade for a course) or a higher grade will be counted as credits earned by him / her. Any course in which a student has obtained F, I or S grade will not be counted towards his / her earned credits. In addition to the credit courses,

specified number of courses shall be compulsory audit courses, a student must get an 'S' grade to clear them. It is essential that a student pass the compulsory audit course. In the event of his / her failure to do so, he / she shall be not declared pass even though he / she has cleared the credit courses.

9.13 A student is permitted to re-register only for the course, which he / she has undergone and in which he / she has secured an F, I or U grade.

9.14 The requirements for I grade/S/U grades will be as per the criteria laid down by the Academic and Activity Council.

9.15 Auditing of Courses – The University encourages students towards supplementary learning by auditing for additional courses. The permission to audit a course has to be taken from the concerned course coordinators. However, the auditing of course(s) is permitted only after a student has satisfactorily completed minimum credit of the course work.

The audit requirements in terms of attendance and some minimal work shall be specified by the course instructor. Auditing of a course is permitted only up to the last date for adding of courses, as given in the University's academic calendar. Dropping of an audit course, however, can be done at any time of the semester by filling a formal application for the same. The grades obtained in the courses registered as audit course shall not be counted for the calculation of the Semester Grade Point Average (SGPA) or the Cumulative Grade Point Average (CGPA)

9.16 The grades of a student may be withheld if she / he has not paid her / his dues, or if there is a case of indiscipline pending against her / him, or for any other reason.

9.17 The time limits for preservation of academic records shall be decided by the Academic and Activity Council.

ORDINANCE NO. 10

PROJECT, DISSERTATION AND THESIS EVALUATION

10.1 The evaluation procedure of Projects and Dissertations in different UG/PG programs shall be laid down by the Academic and Activity Council.

10.2 The ordinances for Ph. D thesis evaluation are laid down separately by the Academic and Activity Council.

ORDINANCE NO. 11
CONDUCT OF DISCIPLINE

- 11.1 Each student shall conduct himself, both within and outside the campus of the University, in a manner befitting a student of a University of National Importance. No student is expected to indulge in any activity which tends to bring down the prestige of the University. Each student shall show due respect and courtesy to the faculty members, administrators, officers and employees of the university; and good neighborly behavior to fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus.
- 11.2 Lack of courtesy and decorum; unbecoming conduct (both within and outside the University); willful damage or removal of university property or belongings of a fellow student; disturbing fellow students in their studies; adoption of unfair means during examinations; breach of rules and regulations of the University; noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct of students.
- 11.3 Violation of Code of Conduct of students by any student shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of degree, cancellation of registration and even dismissal from the University.
- 11.4 The Warden of the concerned Hostel shall have power to reprimand or impose fine or take any other such suitable measure against any resident of the Hostel who violates either the rules and regulations or the Code of Conduct pertaining to the concerned Hostel.
- 11.5 The Course Instructor of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means. The Course Instructor shall have the power to take appropriate action against a student who attempts to misbehave in the class.
- 11.6 Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading to appropriate penal action as laid down from time to time by the University.
- 11.7 The Academic and Activity Council may constitute a Standing Committee to investigate the alleged misdemeanour reported and recommend a suitable course of action. The Academic and Activity Council may also prescribe the procedure for dealing with the recommendations of this Committee. Violation of the Code of Conduct of students, by a student or a group of students can be referred to this committee by any student / faculty / any other functionary of the University.
- 11.8 In exceptional circumstances, the Chairman, Academic and Activity Council may appoint a Special Disciplinary Committee to investigate and / or recommend the action to be taken in case of any act of gross indiscipline involving a large number of students which may tarnish the image of the University.

- 11.9 The case of a defaulting student recommended for dismissal from the University shall ordinarily be referred to the Academic and Activity Council for its final decision.
- 11.10 A defaulting student who feels aggrieved with the punishment awarded may prefer an appeal to the Chairman, Academic and Activity Council clearly stating the reasons why the punishment should not be awarded. The Academic and Activity Council shall prescribe the procedure to process such an appeal.
- 11.11 A student who is found guilty of some major offence may not be recommended by the Academic and Activity Council to the Executive Council for the award of a degree/ diploma/certificate even if all the academic requirements have been satisfactorily completed by the concerned student.

ORDINANCE NO. 12

RAGGING

- 12.1 Ragging is prohibited and punishable under the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions (2009)" as issued and amended by the UGC from time to time. Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. 13
GRADUATION REQUIREMENTS AND GRANT OF DEGREES

- 13.1 Undergraduate and Post Graduate students in any course with a CGPA below 4.0 is not eligible for graduation and award of degrees.
- 13.2 A student shall be deemed to have completed the graduation requirements if the student has :
- (a) passed all the prescribed courses;
 - (b) attained the minimum required CGPA;
 - (c) satisfied the minimum academic and other requirements including residence requirements for the academic programme prescribed by the Academic and Activity Council;
 - (d) satisfied all the requirements specified by the concerned School/department/centre or by the University if any;
 - (e) satisfied all the requirements specified by the Academic and Activity Council and the Ordinances.

In addition, the student should have paid all the dues to the University, and should have obtained 'No Dues' clearance from various units as specified by the Academic and Activity Council, and, should have no pending case of indiscipline.

- 13.3 A student who has completed all the graduation requirements shall be recommended by the Academic and Activity Council to the Executive Council for the award of appropriate Degree/Diploma in the ensuing Convocation. A Degree / Diploma can be awarded only after the Executive Council has approved the award of the Degree / Diploma.
- 13.4 Under exceptional circumstances, where gross violation of the graduation requirements is detected at any later stage, the Academic and Activity Council may recommend to the Executive Council to withdraw the Degree / Diploma, already awarded.

ORDINANCE NO. 14**Ph. D. REQUIREMENTS AND AWARD OF DEGREES**

- 14.1 Sri Sri Aniruddhadeva Sports University awards the degree of Doctor of Philosophy to a candidate who has successfully completed the required coursework and prescribed programme of research in one of the Schools of Studies in the University.
- 14.2 The Academic Council of the University prepares the programme of research along with its rules and regulations to be adopted. The Academic Council can modify or change the programme structure, governing rules and regulations from time to time.
- 14.3 A candidate to whom Ph.D. degree is to be awarded has to submit a thesis embodying the findings of his/her research carried out under this programme. The thesis should be a piece of original contribution of high quality to the advancement of knowledge as judged by the experts in the relevant area.
- 14.4 A candidate shall become eligible for the award of Ph.D. degree after fulfilling the prescribed academic requirement as prescribed by the Academic Council of the University.
- 14.5 The Executive Council of the University shall approve the award upon the recommendation of the Academic Council.
- 14.6 In the case of any controversy in the Examiner Board of Thesis (EBT) or Open Defense Committee (ODC) report, the decision of Academic Council shall be final and binding.
- 14.7 The Ph.D. degree shall be awarded in the discipline of the department in which the students register for the Ph.D. program.

ORDINANCE NO. 15**AWARD AND CONFERMENT OF DEGREES, DIPLOMAS AND CERTIFICATES**

- 15.1 The convocation of the University will be held on the date as fixed by the Chancellor. The detailed program of the convocation will be hosted on the website and also to be informed to the recipients of Degrees by the Registrar's office. In addition, the University will invite in writing the parents of the recipients of Gold Medals and Ph.D. during the convocation.
- 15.2 The Academic Dress of the University for the Convocation shall be as prescribed by the University. Candidates at the Convocation shall wear Academic Dress appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.
- 15.3 The Medals, the Format of the Degrees, Diplomas and Certificates to be conferred during the convocation shall be decided by the Academic and Activity Council and approved by the Executive Council.
- 15.4 The special meeting of the Academic and Activity Council followed by the Executive Council shall be held before the date of convocation to approve and confer the award of the Doctoral Degrees, Masters Degrees, Degrees, Diplomas, Certificates, Fellowships, Scholarships, prizes and other distinctions of the University (other than Honorary Degrees). A list of such recipients shall be prepared by the Registrar / Examination Section and be circulated in advance for the consideration of the Academic and Activity Council and Executive Council.
- 15.5 The award of honorary degrees shall be conferred on the joint recommendation of Academic and Activity Council and Executive Council.
- 15.6 A candidate who does not wish to attend the convocation may obtain his degree in absentia by submitting an application in prescribed format to the Registrar, along with the fee as decided by the University.
- 15.7 If the convocation is not being held due to some unavoidable circumstances within six months from the date of declaration of the last result, the degrees may be awarded after completing necessary formalities.
- 15.8 The grade card in each semester showing SGPA and transcript shall be signed by the Registrar, checked by Controller of Examinations and prepared by the person authorized in the Examination Section. Transcript shall be issued after paying the fees as fixed by the University.
- 15.9 Provisional Certificate may be issued by the Registrar to the candidate, who has fulfilled all the requirements for the award of Degree, after obtaining the approval from the Vice-Chancellor.
- 15.10 All Degrees, Diplomas will be signed by the Vice Chancellor after verifying and signed by the Registrar.

- 15.11 The Academic and Activity Council shall be responsible to decide and approve the design of medals and prizes etc. from time to time.
- 15.12 The University shall hold the examinations for the academic programmes, as approved by the Academic and Activity Council.
- 15.13 A candidate who has earned the minimum number of credits and CGPA as prescribed in the Regulations, shall be eligible for the award of degree / diploma. Further, a student shall be awarded a degree / diploma if
- a. He has successfully passed all the examinations as required / prescribed for the award.
 - b. There is nothing outstanding in his name.
 - c. No disciplinary action is pending against him
- 15.14 The Convocation Procedure shall be as laid down in the Regulations.
- 15.15 Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. 16
AWARD OF FELLOWSHIP, SCHOLARSHIPS,
STUDENTSHIPS, MEDALS AND PRIZES

- 16.1 To encourage meritorious and deserving students to pursue Courses / Programmes of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
- 16.2 There shall be an award for students having meritorious performance in different sports at the inter-university, national and international level. The quantum of award will be decided by the University from time to time.
- 16.3 There shall be a scheme of merit Scholarship, subject to availability of funds, where the rank holders in different courses will be awarded Scholarship the quantum of which shall be decided by the University from time to time.
- 16.4 All types of Scholarships and Freeships shall be administered at the University level by a Committee to be constituted by the Vice- Chancellor.
- 16.5 There shall be Fellowships universityd in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding agencies from time to time.
- 16.6 There shall be a scheme to award medals / prizes to the meritorious students of the University for their best performance in different sports tournaments/ competitions/ University Examinations.
- 16.7 Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.
- 16.8 Scholarships and freeships are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and /or supply of false information.
- 16.9 Students leaving the University on their own accord without completing the programme of study may be require to refund the amount of scholarship as per the rules of the University.
- 16.10 No student can receive two scholarships simultaneously.
- 16.11 Scholarships will not be paid after the date by which a student completes all the prescribed requirements of an academic programme.
- 16.12 Postgraduate students can also receive financial assistance / stipend from government, public sector organizations, private industrial and commercial organizations, and research / consultancy schemes of the University.

ORDINANCE NO. 17
ESTABLISHMENT OF CENTRES OF STUDIES,
BOARD OF STUDIES, SPECIALIZED LABORATORIES
AND OTHER COMMITTEES

17.1 CENTRES OF STUDY

- a. The university will have different centres of studies. The centres shall come into force only after its regulation is passed by the Academic and Activity Council and approved by the executive council.
- b. The Centres may conduct Diploma and Certificate courses, Training Programmes and short-term courses, in addition to other activities. The duration of a Diploma course shall be two semesters (one year) and that of a Certificate course shall be of one semester (six months). However, Certificate course can be of six weeks if it is full time.
- c. The centre of studies may have its Board of Sports Studies to plan its academic activities or related department's BOS may look after its academic planning.
- d. The teachers of the Centres may participate in programmes of teaching and research in other departments.

17.2 BOARD OF STUDIES/ BOARD OF SPORTS STUDIES

17.2.1 Board of Sports Studies will also function on behalf of Board of Studies.

17.2.2 Each Department shall have a Board of Sports Studies whose duration shall be three years except for the external members (outside from university) whose tenure shall be two years.

17.2.2.1 Where two or more subjects are assigned to a Department, the Academic and Activity Council may approve the constitution of a separated Board of Sports Studies for each of them or assign one or more of them to a common Board of Sports Studies.

17.2.2.2 Where a course of study, or a research degree programme, in a subject is conducted in the University jointly by two or more Departments, or by a School, the constitution of the Board of Sports Studies for the same shall be provided for by the relevant Ordinance or Regulations.

17.2.2.3 Where a subject is proposed to be university, the Vice Chancellor may, pending the organization of the regular Board of Sports Studies, constitute, at his discretion and under intimation to the Academic and Activity Council and the Executive Council, an ad hoc Board of Sports Studies for the same, and such adhoc Board of Sports Studies shall exercise all powers of a regular Board of Sports Studies.

17.23 Each Board of Sports Studies shall consist of :

17.23.1 The Head of the Department concerned shall be the ex-officio Chairperson:

Provided that where the subject is not assigned to any Department, the Vice Chancellor shall appoint as the Chairperson, for a term of two years, with eligibility for re-appointment as such, a professor of the University who professes the same or a related or an allied subject, and such appointment, or reappointment, shall be reported to the Academic and Activity Council.

17.23.2 The following regularly appointed teachers of the Department concerned professing the subject or subjects assigned to the Board, namely:

- i. All Professors;
- ii. One Associate Professor, by rotation in the order of seniority for a term of one year.
- iii. One Assistant Professor, by rotation in the order of seniority for a term of one year.
- iv. Two external members nominated by the Vice Chancellor for a period of two years.
- v. One or more experts may be nominated by the Vice Chancellor if proposed by the Head of the Department for discussing some of the specific issues during the meeting.

17.24 However, during the initial years till sufficient number of faculty are appointed there will be a common Board of Studies (BoS) for different courses as constituted by the University.

17.25 The functions of the Board of Sports Studies shall be as follows :

- a. To make recommendations.
 - i. on matters pertaining to the courses of study for the Master's degree, Diplomas and Certificates of Proficiency in the assigned subjects and for the Bachelor's degree in the subject.
 - ii. to the Board of the School concerned, in respect of the revision of syllabi (including modifications in the recommended texts and books for the same), the institution of new courses of study and measures for the improvement of teaching (inter alia covering modes of delivery, assessment and evaluation);
 - iii. to the **Admission Committee** in respect of admissions; and
 - iv. to the Examinations Committee, in respect of examinations.
- b. to recommend subjects for research for various degrees and for other requirements of the research degrees.
- c. to appoint and recommend to the Examination Committee, the lists of examiners for the Examinations of the course of study referred to in sub-clause (a);

- d. to perform the functions assigned by the relevant Ordinances and Regulations in respect of the research degree programmes in the assigned subject or subjects;
- e. to appoint supervisors for research.
- f. to take measures for the improvement of the standard of teaching and research.
- g. to consider and make recommendations on any matter referred to it by the concerned School Board, the Academic and Activity Council, the Executive Council or the Vice-Chancellor, and on any question pertaining to its sphere of work that may appear necessary to it; and
- h. to perform such other functions as may be assigned to it by the Ordinance or Regulations.

17.2.6 Meetings of Board of Sports Studies

- a. Meetings of the Board of Sports Studies shall be convened by the Chairperson, who shall also record and maintain the proceedings thereof.
- b. Where a matter arises, in respect of which the Vice-Chancellor, or the Dean of the School or the Dean of two or more Schools, deem it necessary to elicit the common view of two or more Board of Sports Studies, or the Chairpersons of such Boards so deem necessary, a joint meeting of the concerned Boards may be convened by the Chairpersons acting jointly, under intimation to the Dean or Deans concerned.
- c. Where two or more Board of Sports Studies, belonging to the same School meet jointly, the Dean of the School shall be the Chairperson of such meeting; provided that where such Board of Sports Studies belong to different Schools, the concerned Dean with the longest tenure as such shall be the Chairperson of such meeting.
- d. The quorum for the Board of Sports Studies Meeting shall be 50% of the total Members of the Board.

17.2.7 Registrar will notify the meeting of Board of Sports Studies on the recommendation of the Head of the Department and approved by the Vice Chancellor.

17.2.8 At least two meetings of Board of Sports Studies shall be conducted in an academic year.

17.3 SPECIALIZED LABORATORIES

17.3.1 University will establish specialized labs as per its requirements.

17.3.2 Each laboratory will be under some or other department.

ORDINANCE NO. 18**POWERS AND FUNCTIONS OF THE DEAN, STUDENTS' AFFAIRS**

- 18.1 The Dean of Students Affairs shall be appointed by the Executive Council On the recommendation of the Vice Chancellor and shall discharge his duties in addition to his/her own duties as teacher and shall be entitled to such allowance and facilities as may be determined by the Executive Council.
- 18.2 The Dean of Students' Affairs (DSA) shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. The Dean, Student Affairs shall endeavor to promote understanding among the students of fuller realization of their objects through fruitful intellectual, social, cultural and corporate life in the University.
- 18.3 The Dean, Student Affairs shall assist the Vice-Chancellor in all matters affecting, students generally and shall exercise such powers and perform such other duties as assigned to the DSA by the Vice-Chancellor.
- 18.4 In addition to all other duties, the Dean, Student Affairs shall perform duties and functions in respect of the following matters in consultation and coordination with other relevant Officers and units of the University:
- a. arrangement of facilities for educational tours and excursions and participation in sports activities outside the University;
 - b. organization of social and cultural activities with student participation;
 - c. organization of student bodies in the University and their functioning;
 - d. student-teacher relationship;
 - e. financial aid to needy students;
 - f. securing fellowships or scholarships for further studies in the country or abroad;
 - g. health and medical services;
 - h. student counseling;
 - i. special arrangement to be provided, if any, to women students, and differently abled students;
 - j. liaison between University administration and students;
 - k. student-information services;
 - l. alumni association; and
 - m. Issue of certificates as authorized and delegated by the Vice-Chancellor.
- 18.5 The Dean, Student Affairs shall maintain essential particulars of each student from the date of his enrolment in the University.
- 18.6 The Dean, Student Affairs may communicate with the parents/ guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.

- 18.7 The Dean, Student Affairs will function under the control of the Vice-Chancellor and will be a member of Discipline Committee and other Committees involving students and student's matters.
- 18.8 The Dean, Student Affairs shall report to the Vice-Chancellor cases of students who require special attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University.
- 18.9 Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. 19
ADJUNCT FACULTY

The Guidelines for empanelment of Adjunct Faculty in the University shall be in accordance with guidelines issued by the UGC from time to time.

ORDINANCE NO. 20
VISITING PROFESSOR

- 20.1 A visiting Professor should be an eminent scholar in his/her field. Generally, a person who has held or is holding the post of Professor / Director of a research Universities or equivalent or a person who has achieved distinction outside the University sector should be considered for appointment as Visiting Professor.
- 20.2 The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum -not less than three months. The University may appoint a person up to the age of 70 years as a Visiting Professor.
- 20.3 The visiting Professor may be engaged for a semester for teaching a course of specified credits and will be paid @Rs. 1000 per lecture subject to maximum of Rs. 10000 for one credit course and accordingly for more than one credit courses. The honorarium shall be changed as per the UGC guidelines issued from time to time.
- 20.4 A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
- 20.5 If a superannuated person is appointed as a visiting professor, the honorarium payable should be as per the guidelines issued by the UGC from time to time in this regard.
- 20.6 A person appointed as Visiting Professor from outside the country shall be paid an honorarium as per the guidelines issued by the UGC from time to time.
- 20.7 In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University would also contribute towards pensionary benefits or CPF/GPF as per usual Rules.
- 20.8 It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
- 20.9 If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University. 20.10 Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.
- 20.11 Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. 21
VISITING FELLOW

- 21.1 A Visiting Fellow should be a Scholar of Eminence in his/her subject. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum-up to three months.
- 21.2 The visiting Fellow may be paid daily allowances as per the UGC guidelines issued from time to time for visiting the university up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
- 21.3 Travel expenses may be met in accordance with the Rules of the University.
- 21.4 The parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
- 21.5 The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge, but food charges would be paid by the Visiting Fellow.
- 21.6 The same person may not be invited as Visiting Fellow more than once in a year, but the period of 3 months can be split up as desired by the University within the period of one year.
- 21.7 Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue within the framework of UGC Guidelines.

ORDINANCE NO. 22
MACHINERY FOR REDRESSAL OF GRIEVANCES
OF EMPLOYEES & STUDENTS

22.1 The University shall have machinery for redressal of grievances of its teaching and non-teaching employees and students, and shall constitute Grievance Redressal Committee in the manner provided hereunder.

22.2 The Grievances Redressal Committees shall observe the following rules:

- a. It shall inculcate awareness among campus community of the grievance-redressal machinery.
- b. Every grievance or complaint from any student or employee shall be registered and acknowledged.
- c. If a final decision is not possible within a fortnight, an acknowledgement shall be sent to the complainant along with an indication as to when he/she can expect a final reply.
- d. A grievance shall ordinarily be disposed of within three months.
- e. The officer nominated by the Vice-Chancellor and the person responsible for addressing the grievance shall make himself/herself available to hear the grievances personally, at least once a week at fixed timings.
- f. He/she shall take decisions on the grievance which are pending for more than three months. Any aggrieved person who is not satisfied with the redressal can approach the Vice-Chancellor for a decision.

22.3 There shall be Grievance-Redressal Committees, the composition of which shall be as given below:

a. Students' Grievance-Redressal Committee

- | | |
|--|---------------------|
| i. A person nominated by the Vice-Chancellor | - Chairman |
| ii. Two representatives of Students (one male and one female) to be nominated by the Dean, Students' Welfare | - Members |
| iii. Two nominees of the Vice-Chancellor | - Members |
| iv. The Dean of Students' Welfare (Ex-officio) | - Member-Secretary. |
| v. Dean of the School, or in his/her absence, the Head of the Department concerned | - Special Invitee |

b. Teachers' Grievance-Redressal Committee

- i. The Vice Chancellor or his/her nominee - Chairman
- ii. Three representatives from the teaching staff to be nominated by the Vice-Chancellor - Members
- iii. A nominee of the Vice-Chancellor - Member-Secretary

c. Non-Teaching Employees' Grievance-Redressal Committee

- i. A person nominated by the Vice-Chancellor - Chairman
- ii. Three representatives from the non-teaching staff to be nominated by the Vice-Chancellor - Members
- iii. The Registrar - Member-Secretary

22.4 Powers and Functions of the Grievance-Redressal Committees

- a. To entertain written and signed complaints and petitions of the students, teachers and non-teaching employees in respect of matters directly affecting them individually or as a group;
- b. To enquire into the grievances, and make recommendations and report to the authority concerned, for redressal or suitable action; and
- c. To recommend appropriate action against the complainant, if allegations made in the documents are found to be frivolous, false or mischievous.

ORDINANCE NO. 23**APPOINTMENT OF TEACHING AND COACHING FACULTY**

The Procedure/Norms for appointment of teaching posts (Professor, Associate Professor, Assistant Professor and other teaching and research positions) will be strictly as per UGC Regulations, 2018) and the Procedure/Norms for appointment of Coaches will be as per the Sports Authority (SAI) of India guidelines as amended from time to time as approved in the Article 15 of the Statutes of the Sri Sri Aniruddhadeva Sports University notified on 7th October, 2021 through order no. SYW.73/2021/276, Govt. of Assam.

ORDINANCE NO. 24**APPOINTMENT OF NON-TEACHING STAFF**

- 24.1 The employees of the University, other than teachers and other academic staff, shall be grouped into Group A, B and C categories/(Grade – I, II, III as per GoA) such other categories as classified by UGC / Government of India/Government of Assam from time to time.
- 24.2 The age, qualification and method of recruitment for appointment to various posts of Statutory and Non – Teaching positions of the University shall be as per the Cadre Recruitment Rules approved by the Executive Council/Competent Authority.

ORDINANCE NO. 25
FLOATING POST

- 25.1 There shall be a few floating posts of Professors, within the overall sanctioned posts by the Government.
- 25.2 These posts shall not be assigned to any particular Department but shall be made available to certain Departments which may be finding it difficult to fill up certain vacancies by the normal procedure.
- 25.3 Persons appointed against these posts will be eminent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad.
- 25.4 All appointments under floating posts will initially be made ordinarily for one year and efforts continued for filling these posts in the normal programme. Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Department is filled up.
- 25.5 No appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per Proforma Prescribed for 'Contract Appointment'.
- 25.6 Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the Executive Council on recommendation of the Vice Chancellor, in accordance with the U.G.C. guidelines in this regard.
- 25.7 Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. 26
TRAVELING AND DAILY ALLOWANCE RULES

Subject to conformity with the Act and Statute of the University, the Travelling and Daily Allowances (including food and hotel) to all Teaching and Non-Teaching employees should be as prescribed by the Executive Council and approved by the Govt. of Assam, till then Dibrugarh University TA/DA rules may be followed in this regard.

DISCLAIMER

1. Any doubt or dispute about the interpretation of these Ordinances shall be referred to the Chairman, Executive Council whose decisions shall be final.
2. Any other matter not covered in the Ordinances shall be referred to Executive Council.
3. These Ordinances may be reviewed from time to time.

GLOSSARY

Academic Programmes: Any program leading to Certificate, Diploma, Undergraduate degree, Postgraduate degree.

Activity Classes: Practical classes of sports/physical education on ground.

Curriculum of a Programme – a prescribed set of courses and other academic activities.

Course – a sequence of topics which can be covered during a semester.

Approved – a course approved by the appropriate body using the guidelines provided by the Academic and Activity Council.

Credits- approved weight of a course which is based on the total effort expected of a student.

Credit System

Education at the University is organized around the semester-based credit system of study. The prominent features of the credit system are a process of continuous evaluation of students' performance / progress and flexibility to allow a student to progress at an optimum pace suited to his / her ability / convenience, subject to fulfilling minimum requirements for continuation. A student is allowed to attain classes in a course and earn credit for it, only if he / she has registered for that course.

A student's performance / progress is measured by the number of credits that he / she has earned, i.e., completed satisfactorily. Based on the course credits and grade obtained by the student, grade point average is calculated.

All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

(a) Course credits assignment

Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial, laboratory/activity contact hours in a week. This weightage is also an indicative of the academic expectation that includes in-class contact and self-study outside of class hours. Lectures and tutorials: One lecture or tutorial hour per week per semester is assigned one credit.

(b) Earning credits

At the end of every course for which a student has registered, a letter grade is awarded in each course for which a student had registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he / she has earned and by the weighted grade point average. A student has the option of auditing some courses. Grades obtained in these audit courses are not counted for computation of grade point average. However, a pass grade is essential for earning credits from an audit course; this does not apply to post graduate programmes.

Academic year

The period of formal academic instruction, usually extending from July through June. It is divided into two semesters.

Audit

Enrolling in a class on an audit basis means the class would not count for credit or grade point average. In some cases, Registration for audit may require the permission of the course coordinator.

Credit course

A class with specified learning goals which the student is required to meet in order to pass the course and that may be apply toward the fulfillment of degree requirements at the University.

Electives

Electives are the academic courses chosen by the student from a set of options, as opposed to a required course. While required courses (sometimes called core courses) are deemed essential for an academic degree, elective courses tend to be more specialized. Elective courses usually have fewer students than the required core courses.

Grades

Evaluative scores provided for each course, and often for individual examinations or papers written for that course. There are letter grades (usually O, A+, A, B+, B, C, P, F, Ab).

Incomplete –grade 'I' used by Course Instructor at the time of submission of grades when the performance of a student in a course / project cannot be assessed due to valid reasons.

Lecture

A lecture is an oral presentation intended to present information or teach students about a particular subject.

Major Examination

Usually a major examination is given at the end of the semester.

Minor Examination

Usually two minor examinations are given in the semester.

Open Elective

Open Elective courses allow a student to explore additional areas of interest, work toward a focused area.

Practical

A practical is a learning opportunity that involves a brief presentation by the lecturer or tutor, followed by students participating in various exercises or experiments. Practical's provide opportunities to study and gain hands on experience on the practical applications of the concepts taught in the Lectures for a particular subject.

Examination – a procedure used to evaluate the academic performance of a student.

Comprehensive – written and /or oral evaluation of a Ph.D. student to assess his/her preparation for starting research work; a requirement for admittance to Ph. D candidacy.

Minor – examination conducted during the semester.

Re-minor/ Re-major examination – meant for a student who is not able to appear in the scheduled examination.

Graduate Requirement – minimum academic and other requirements which entitles student for the award of a degree / diploma.

Registration- enrolment for semester with payment of semester fees (as applicable)

Academic Registration – enrolment of the courses / research that a student wants to pursue during a semester as required by the Programme of the student.

Semester

A period of study of approximately **14 weeks**, usually half of the academic year

Seminar

Most commonly offered as upper-level and postgraduate courses, these are small classes of approximately 15 students each, designed to facilitate intensive study of specific subject areas.

Internship

In Internships to students undertake projects at various other Universities / Clubs/ Sports Organizations/ Institutions/ Industries/ Other Organizations, that not only give them an opportunity to learn but also to contribute to these Universities / Clubs/ Sports Organizations/ Institutions/ Industries/ Organizations,

Syllabus

This is a detailed course description with topics to be covered, required reading.

Tutorial

A method of providing help to students by instruction outside of class. A tutorial is a method of transferring knowledge and may be used as a part of learning. More interactive and specific than a book or a lecture; a tutorial seeks to teach by example and supply the information to complete a certain task. Teaching course that is generally offered in conjunction with a lecture in which the material is dealt with actively in more depth. A tutorial system is basically a form of one-on-one teaching.

RIJU GOGOI,

Secretary to the Government of Assam,
Sports & Youth Welfare Department.