

# First Ordinance



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## Short Title, Scope Commencement and Definitions

- i. The “Ordinance” means the first Ordinance of MVN University framed under section 32 (2) of Haryana private Universities Act 2006 (amendment Act no. 16 of 2012).
- ii. The Ordinances shall come into force with effect from the date of their approval by the State Government and/ or their notification in the State Gazette as per Section 32 (3) & (4) of the Act, whichever is earlier.
- iii. The Ordinance is subject to the provisions of the Haryana Private Universities Act, 2006 as amended from time to time.
- iv. Nothing in this Ordinance shall be deemed to debar the University in amending in part or whole of this according to the provision of Section 32 of the Act, and the amended Ordinance, if any, shall come into effect as per Section 32 (3) & 32(4) of the Act.
- v. These rules shall be applicable for all the programs offered by the schools, institutes, colleges, centers and institutions run by the MVN University and any matter relating and incidental thereto.
- vi. The provisions of these rules will prevail overall Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, framed earlier.
- vii. Unless the context otherwise requires, any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act and Statutes, Ordinances, Regulations, Rules, Order, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, as the case may be framed from time to time.

## Definitions

subject to the provisions of the Haryana Private Universities Act 2006 & subsequent amendments, the words defined under shall have the following meanings:

- i. **“University”** means MVN University established under Haryana Private Universities Act No 32 of 2006 and Haryana Act No. 16 of 2012 dated May 10, 2012.
- ii. **“Authority”** means competent authority as per the Act including Governing Body, Board of Management, Academic Council and / or any other authority duly constituted by Governing Body.
- iii. **“Seal”** means the common seal of the University.
- iv. **“Admission Policy”** means Admission Policy & Selection Procedure as notified in ordinance/ statute of the University.
- v. **“Act”** means the “Haryana Private Universities Act, 32 of 2006” and subsequent amendments.
- vi. **“Statutes”, “Ordinances” and “Regulations”** mean respectively, the Statutes, Ordinances and Regulations of the MVN University made under the Act.

- vii. **"Government"** means the Government of Haryana.
- viii. **"Academic Year"** means a period of twelve months devoted to complete the requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into semesters" or annual term as applicable stipulated in the Ordinance.
- ix. **"Programme(s)"** means prescribed area(s) or course(s) of study and/ or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- x. **"Apply"** means submission of the application for admission by an applicant on a prescribed form along with all the required documents and processing fee either by hand or by Registered post duly received.
- xi. **"Subject"** means basic unit(s) of course of instruction, teaching, training, research etc., by whatever names it may be called, as prescribed under the scheme and curriculum.
- xii. **"Decided by the University/ University may decide/ Decision of the University"** means as decided by the Vice-Chancellor with the approval of the Chancellor.
- xiii. **"Approved"** by University means approved by the competent authority of the University as per Act.
- xiv. **"Rules"** means the Rules made by the University under the Act.
- xv. **"Fee"** means collection made by the University from the students by whatever name it may be called, which is not refundable.
- xvi. **"AICTE"** means All India Council for Technical Education established under the All India Council for Technical Education Act, 1987 (Central Act 52 of 1987)
- xvii. **"Admission Committee"** means Admission committee duly constituted by Chancellor/Vice-Chancellor of the University for conducting admission process and as provided in Admission Policy.
- xviii. **"Scheme and Curriculum"** means and includes nature, duration, pedagogy, syllabi, eligibility and other such related details (by whatever name it may be called) for the concerned courses(s) of the University.
- xix. **"School"** means a division of the University for learning in a particular field.
- xx. **"Applicant"** means a candidate seeking admission to the University.
- xxi. **"JEE Rank"** means the rank obtained in All India Engineering Entrance Examination of that year (year of admission) conducted by Govt. of India authorized agency.
- xxii. **"Discipline"** means a branch / stream of Creativity/ Education/ Entrepreneurship/ Management/ etc. as approved by the University as given in admission policy.
- xxiii. **"Hostel"** means a place of residence for the students, maintained by the University. This facility is optional and students are also allowed to stay outside.
- xxiv. **"Prescribed"** means prescribed by rules made under the Act.

- xxv. **"Regulating Body"** means a body established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council for Technical Education, National Council of Teacher Education, Medical Council of India, Bar Council of India, National Council of Assessment and Accreditation, Indian Council of Agriculture Research, Distance Education Council, Council
- xxvi. of Scientific and Industrial Research etc. and includes the State Government;
- xxvii. **"Chancellor"** means the Chancellor of the University.
- xxviii. **"Governing Body"** (GB) means Governing Body of the University constituted as per the Act.
- xxix. **"Academic Council"** (AC) means Academic Council of the University constituted as per the Act.
- xxx. **"Board of Management"** (BOM) means Board of Management of the University constituted as per the Act.
- xxxi. **"Schedule of Examination"** - means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations.
- xxxii. **"Department"** means a unit of a School.
- xxxiii. **"Dean"** means academic head of School/Deaprtment
- xxxiv. **"HoD"** means Head of the respective Departments.
- xxxv. **"NRI"** means Non Resident Indian as defined under the Income Tax Act.
- xxxvi. **"Entrance Test"** means an entrance test conducted by the University for a Particular programme/course.
- xxxvii. **"Academic session means"** duration of twelve months from 1<sup>st</sup> of July to 30<sup>th</sup> of June.

All words and expressions used herein and defined in the Act shall have the meanings respectively assigned to them in the Act.

## The admission of students to the university and their enrolment as such

### The University shall have the following schools

1. School of Creativity
2. School of Education
3. School of Entrepreneurship
4. School of Healthcare

## Introduction

- i. In tune with emerging requirements, new schools/ programmes may be added /closed as per the Act from time to time.
- ii. Based on the Ordinance, an Admission Brochure containing detailed Admission Rules, Procedures and Guidelines for selection will be issued by the University on year to year basis, before commencement of the academic year for admission and enrollment of students to various Schools/ Programmes of the University.
- iii. The Schools for which the admission will be done in a particular academic year will also be specified in the Admission Brochure on year to year basis.

## Minimum Eligibility Criteria

- i. To be eligible for admission to the first year of any of the Schools/ programmes of the University, a candidate must fulfill the minimum eligibility criteria for the particular programme as given in the enclosed Annexure-I of the Ordinance.
- ii. Direct Admission to the second year (Lateral Entry) in any course will be as per the criteria mentioned in Annexure-I of the Ordinance.
- iii. The said criteria may change from time to time as approved by the University on a year to year basis. The minimum eligibility criteria for admission to any programme will be clearly specified and publicized through leading news papers and its official website for convenience of the students at least 2 weeks in advance of the start of the admission process.

## Selection Criteria for Admission

All admissions to various programmes/ Schools of the University shall be made as per the guidelines prescribed by Section 35 of the Haryana Private Universities Act.

## General Conditions

- i. In case, a candidate has completed his/her qualifying examination from overseas boards/Universities, he/ she shall necessarily have to obtain and submit along with his/her application, a certificate of equivalence from the AIU (Association of Indian Universities).
- ii. In case, the Admission Committee of the University is not satisfied with the character or antecedents of an applicant(s), in the overall interest of maintaining the academic standards and discipline in the University, the University retains the exclusive right not to admit him/her to the University.
- iii. A student, who furnishes the particulars, and if they are found to be false, or suppresses the material information, he/she shall not be considered for admission and if he/ she has already been admitted on the basis of such information, besides legal Action at his/ her cost, his/ her



admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited.

- iv. Unless clearly specified that they are ineligible, the candidates appearing for compartment in qualifying examination(s) may also apply for admission. However, it is made clear that they must comply with the minimum eligibility criteria at least one day prior to the date of display of the admission list, failing which they shall not be considered for admission. Proof of clearing the compartment examination(s) shall be submitted by the student(s).
- v. Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfill all other conditions as spelt out in the Admission Brochure.
- vi. A candidate who wishes to be admitted after a gap period of one year and/ or, more (after passing the qualifying examination) shall submit his application along with an affidavit duly notarized, justifying the reasons of gap period and certifying that he/ she had not taken admission in any institution and had not been rusticated or had not been sentenced to Jail for a criminal offence.

### Reservation of Admission Seats

- i. The policy of admission of the students in each programme will be notified in the Admission Brochure for the year of admission. The reservation of seats in all Undergraduate and Postgraduate courses will be as per section 35 (3) of the Act.
- ii. One additional seat in each course is reserved for Kashmiri migrants. The same may however, change from time to time as per guidelines from regulatory bodies.
- iii. Fifteen percent of total seats are reserved for children/ wards of Non-Residential Indians (NRI's)/PIO/Foreigner. To be eligible for admission under this category, the applicant must be child/ward of a Non Resident Indian as defined under the Income Tax Act/PIO/Foreigner and must comply with the minimum eligibility criteria. Entrance test will not be applicable to these candidates. Students admitted under this category will pay fees as decided by the University from time to time. The students will be admitted through inter-se merit of qualifying examination.
- iv. Intake is subject to change by the University. In case, there is any new programme/ discipline offered and / or increase or decrease in intake in existing disciplines, the ratio of reservation will be the same. Introduction of a new discipline(s) and / or increase / decrease in intake, if any, shall be notified by the University on its official website as well as in Admission Brochure at least 15 days before the start of admission.
- v. UNFILLED SEATS: The unfilled seat(s), if any, under Haryana General and/or Scheduled Castes of the state of Haryana will be transferred to the All India general category.

## Admission Committee

- i. There shall be a University Admission Committee (UAC) consisting of Dean of Academic as coordinator and all other Deans/ Chairperson of School Admission Committee as members to frame the admission policy. However admissions to each School shall be made by the respective School Admission Committees (SAC) comprising of the faculty and administrative staff of the University to be nominated by the Vice Chancellor from year to year. The Committees will be headed by the relevant Dean of School or a person who is not less than the rank of a Professor nominated by the Vice- Chancellor.
- ii. The SAC shall scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed in the Admission Regulations.
- iii. The decision of the UAC on any matter concerning the admission policy and selection procedure shall be final and in case of any dispute, the case will be referred to Vice-Chancellor and his decision will be final and binding to all concerned.

## Admission Notice

- i. The admission notice for various programmes for the year of admission shall be given wide publicity. It may be published in the leading dailies also.
- ii. Not less than fifteen days time from the date of the admission notice shall be given to the interested candidates to submit their application and processing fee.
- iii. Admissions shall be made strictly on inter-se merit only from amongst candidates who have applied within the stipulated time limit prescribed in the admission notice published by the University and have deposited the fee and whose application has not been invalidated due to any shortcomings.

## Processing Fee

A processing fee as decided and approved by the University from time to time must be submitted with the duly completed application form. The processing fee shall not be refunded under any circumstances whatsoever.

## Securing Admission

Students whose names appear in the first or second merit cum admission list displayed by the University must deposit their first semester fee in full on or before the last date specified for the purpose to secure their admission. Semester fee will not be accepted in part or in installments. In the event a student fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically

withdrawn and the student will have no claim whatsoever on the seat. However, the Vice Chancellor may exercise his discretion regarding mode of fee payment in special cases.

### Grievance Redressal

Grievance/complaints, if any, against any action/decision of the UAC/SAC can be made in writing to the Vice Chancellor of the University within the time specified in Admission Regulation and his decision will be final and binding to all.

### Refund / Cancellation

- i. All requests for cancellation/withdrawal of admission must be made in writing well in time before the last date of admission along with the original fee receipt quoting the programme in which admission was granted to the Registrar. Requests made verbally or by fax/email or without the original fee receipt shall not be entertained.
- ii. In case, a student withdraws his / her admission before the last date of withdrawal, the fee deposited by him / her shall be refunded after deducting the processing fee.
- iii. The refund shall be made in the name of the student by crossed account payee cheque only and shall be given in person or shall be mailed by registered post to the student within one month from the last date of admission or earlier.
- iv. As per the Hon'ble Supreme Court and / or the competent authority, no admissions can be made by the University to fill a vacancy that may arise after the last date of admission. Therefore, in case of withdrawal after the last date of admission, it will be classified a mid course withdrawal, as the seat so vacated will continue to remain unfilled for the balance years of the degree and as such no fee will be refunded other than prescribed in rules.

### Limited Liability

All admissions made by the SAC are provisional and subject to confirmation by the Vice-Chancellor of the University. If the admission of any candidate(s) is not confirmed by the Vice-Chancellor of the University, for any reason whatsoever, the liability of the University will be limited only to the refund of full fees paid by the candidate(s) and that there shall be no further consequent liability on the University and / or any of its employee(s).

### Amendments

The Ordinance and the Admission Policy & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

## The courses of study to be laid down for the degrees, diplomas and certificates of the university

## The award of the degrees, diplomas, certificates and other academic distinctions, the minimum qualifications for the same and the means to be taken relating to the granting and obtaining of the same

The procedure for award of degrees, diplomas, certificates and other academic distinctions by the University shall be as follows:

- i. The students who have been enrolled in various certificate, diploma or degree programmes at the University, on successful completion and passing of prescribed examinations for that particular programme, shall become entitled for the award of the corresponding certificate, diploma or degree for that programme, as the case may be.
- ii. A student would have been deemed to have successfully completed and passed the prescribed examinations provided he/she has.
  - a. Completed the minimum credit requirements prescribed for that programme as provided in the regulation on 'Course Credit Regulations and Grading Systems' for that programme and as approved by the Academic Council from time to time.
  - b. Has secured the minimum CGPA for passing as provided in the Credit Regulations for that programme.
  - c. Has successfully completed and passed all the noncredit courses as specified in the prescribed Scheme of Studies.
  - d. Has completed all the requirements within the stipulated time prescribed for that programme.
  - e. fee/ or any other arrears are pending on him/her and no disciplinary action involving moral turpitude is pending.
- iii. The names of the successful students along with their final result shall be placed before the Academic Council for the award of degrees, diplomas and certificates, as the case may be, of these students. On the approval by the Academic Council, provisional certificates, diplomas or degrees shall be issued to the respective students by the Controller of Examination.
- iv. The certificates, diplomas and degrees shall be signed by the Controller of Examinations, Registrar and Vice Chancellor and bear the seal of University.
- v. The approval accorded by the Academic Council for the award of the Certificates, Diplomas, Degrees or any other distinctions /awards shall be placed before the Governing Body for its

ratification. After ratification by the Governing Body, the degrees, diplomas and certificates shall be awarded to the passing out students at the University Convocation as decided by the University from time to time. However, a student may be awarded his/her certificate/diploma/degree in absentia due to valid reasons explained by the student in his/her application for the purpose accompanied by a fee as prescribed by the University from time to time.

- vi. **CONVOCATION:** A convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually on such date as the Chancellor may fix. The details of holding the annual convocation will be as per Convocation regulation.

## The conditions for award of fellowships, scholarships, stipends, medals and prizes

## The conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators

The objective of the University's evaluation system is to keep each student continually informed of his/her performance in relation to the academic achievement.

Hence, apart from the end term examinations, the student's performance is continually assessed on the basis of presentation, periodic assignments, projects, surprise quizzes and mid-term tests. The final grading is a synthesis of all the components of the academic evaluation in a module.

### Continuous Internal Assessment:

- i. Weightage, constituents and parameters of internal assessment for each module is determined by the faculty teaching the module with the approval of the University and is notified to students at the start of the semester. The constituents may vary from module to module.
- ii. The internal assessment marks awarded are notified to students on Student Information System (SIS) through the exam office. Students who fail to meet the deadlines for submission of projects or assignments or who miss any of the constituents set forth are not entitled to any credits/weightage assigned to the constituent/s concerned.

In some module's students' will be assessed solely through examination and in others by coursework. The majority of modules use a combination of both examinations.

It is important that students should be familiar with the requirements and regulations regarding examinations.

## Examination Regulations

During an examination a student shall not:

- i. be in possession of any unauthorised materials (e.g. books, notes or diagrams other than those which the examiner has specified);
- ii. give assistance to any student directly or indirectly or accept assistance from any other student;
- iii. permit any other student to copy from or otherwise use his/her papers;
- iv. use any other improper means to give directly or indirectly an unfair advantage to himself or herself or to another student.
- v. A student arriving late for an examination will only be admitted during the first 15 minutes of the examination.
- vi. Students may not leave the examination room/hall during the first hour or the final fifteen minutes of the examination. Once a student has left the examination room/hall they are under no circumstances permitted to re-enter the examination room/hall.
- vii. When a student is alleged to have committed a breach of examination regulations the Controller of Examination of the University will be informed. If the allegation is proved, the student and all others directly or indirectly involved will receive an "F" grade for that examination in addition to any other penalty which may be imposed.

Special arrangements are made for students with disabilities or who are registered as dyslexic. The Programme Office should be consulted for guidance.

If student thinks that illness will affect your performance in an examination, you must immediately inform the Programme Office in writing. A supporting medical certificate obtained at the time of illness must also be submitted to the Programme Office.

## Coursework Regulations

At the beginning of each module, students will be informed of the 'deadline' for submitting coursework. This is the last point at which students work will be accepted by the programme office and these deadlines must be adhered to. If the students are unable to hand in work on time it is student responsibility to discuss this with the module leader or tutor in advance of the deadline. If student fail to negotiate an extension, it is the policy that late work will be given an "I" grade and is not eligible for a resit. Under normal circumstances, the only basis for awarding extensions will be due to illness of student.

If illness prevents student from attending an exam or meeting an assignment deadline, student must obtain a medical certificate, signed by a doctor, and submit this to the Programme Office. Programme Office will inform module leaders and faculty advisors about student illness.

In the event of illness it is student responsibility to make contact with the Module Leader. If appropriate, the Module Leader may be able to grant an extension. If lengthy periods of illness during the semester or personal problems have affected student performance student should inform his / her faculty advisor as soon as possible.

Unless a module leader advises student otherwise, student should submit the coursework to the Programme Office by the appropriate deadline. It is each individual student's responsibility to manage his or her own coursework.

### Late submission of work

Coursework submitted after the deadline, but within two working days of that deadline will be awarded a maximum mark of 40%. All coursework submitted after two days will normally be awarded a Zero "I" grade.

Extensions for medical reasons or extenuating circumstances must be agreed with the Module Leader in advance of the deadline where possible and supported by medical evidence where appropriate. Problems with printing or binding will not normally be accepted as valid reasons for lateness.

### Non-submission of Coursework and /or Non-appearance in Exam in the First Attempt

Any student failing to submit the coursework and/or failing to take the exam component (without medical reasons or extenuating circumstances agreed with the Module Leader in advance of the deadline and supported by medical evidence where appropriate) will be awarded a Zero "I" Grade and no resit in such case will be given and the student will have to retake the module whenever offered next.

### Plagiarism

Students must ensure that coursework submitted for assessment in fulfilment of programme requirements is genuinely their own and is not plagiarised (borrowed, without specific acknowledgement, or stolen from other published or unpublished work).

Quotations should be clearly identified and attributed, preferably by the use of one of the standard conventions for referencing. Assessed work should not be produced jointly unless the written instructions specify this. Such co-operation is cheating and any commonality of text is plagiarism.

Plagiarism can include the following:

1. Collusion, where a piece of work prepared by a group is represented as if it were the student's own;
2. commission or use of work by the student which is not his/her own and representing it as if it were, e.g.:
  - purchase of a paper from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned
  - submission of a paper written by another person, either by a fellow student or a person who is not a member of the university;
3. duplication (of one's own work) of the same or almost identical work for more than one module;
4. the act of copying or paraphrasing a paper from a source text, whether in manuscript, printed or electronic form, without appropriate acknowledgement (this includes quoting directly from another source with a reference but without quotation marks);
5. submission of another student's work, whether with or without that student's knowledge or consent;
6. Directly quoting from model solutions/answers made available in previous years;
7. cheating in class tests, e.g.
  - when a candidate communicates, or attempts to communicate, with a fellow candidate or individual who is neither an invigilator or member of staff
  - copies, or attempts to copy from a fellow candidate
  - attempts to introduce or consult during the examination any unauthorised printed or written material, or electronic calculating, information storage device, mobile phones or other communication device
  - personates or allows himself or herself to be impersonated.
8. Fabrication of results occurs when a student claims to have carried out tests, experiments or observations that have not taken place or presents results not supported by the evidence with the object of obtaining an unfair advantage.

These definitions apply to work in whatever format it is presented, including written work, online submissions, groupwork and oral presentations.

## Components of plagiarism prevention

Key components in the prevention strategy include –

1. **Institutional commitment:** there must be a firm commitment by all stakeholders in the University to educate all students about plagiarism and consistently apply the framework.
2. **Promotion of core values:** The University should include its position on academic integrity as one of the key values to be communicated through relevant publications.



3. **Explicit policy:** The University must communicate the positive value we place on academic integrity and state why we value academic integrity (in teaching, learning and research) and what we will lose if we do not value and support it; e.g. we should-
  - a. discuss the core values of academic integrity with students
  - b. provide guidance in the Student Handbook to define and promote best practice
4. **Transparency and dissemination:** the framework must be widely publicised within the institution, to all staff and students. This should explain the core values of academic integrity, define plagiarism and give relevant examples of what it covers, explain why plagiarism is unacceptable and outline the detection and penalty systems. Appropriate methods.
5. **Poor academic practice versus malpractice:** this Framework recognises that a clear distinction must be drawn between inexperienced academic study and writing skills and wilful cheating and deception. The former requires remedial teaching and only the latter deserves severe penalties. The framework allows a distinction between minor and major offences with different procedures and penalties.
6. **Educating students about best practice:** to help students learn best practice in academic writing, university should provide them with discipline-specific annotated examples to show work which is clearly plagiarised, work which is acceptably paraphrased and work which is correctly referenced.
7. **Support for academic study skills:** the framework requires the university to provide adequate and appropriate study skills support for students, particularly support designed to promote best practice in academic writing.
8. **Faculty awareness and training:** All Faculty should be aware of and clear about the plagiarism framework and procedures, and appropriate training should be made available by the university to facilitate this.
9. **Setting assessments:** assessments should be set in such a way that plagiarism becomes difficult to implement, e.g. by using local or specialised case materials for analysis, avoiding widely available case material, requiring multiple case studies or material from multiple sources to be included in student work, etc.
10. **Supporting resources:** whilst recognising that all students can engage in plagiarism, the University needs to provide adequate and appropriate resources.

### Detecting Plagiarism

The primary responsibility for detecting plagiarism in student work rests with the individual marker, who should be alert to the possibility of finding plagiarism in students' work, and who must always use their specialist knowledge and academic judgement in deciding what is and what is not acceptable within that subject. For example, in many subjects it is difficult to decide what is common knowledge and what should be attributed to sources, which is where the marker's expert judgement is exercised.

### Procedure and Penalties

The following procedure shall be followed for all cases of suspected plagiarism in University taught programmes. The steps may be concluded at any point in the procedure.

- i. All faculties shall make a positive effort to identify possible plagiarism and shall inform their students of the procedures for detection.
- ii. The faculties shall, when suspected plagiarism has been identified, use their judgement to either:-
  - Define the offence as **minor** (poor practice) and mark the work by setting aside the relevant text. or
  - Define the offence as **major** (possible malpractice) and refer the case to the Dean of the school. The faculty shall annotate any suspected plagiarised material and shall submit a report, including a hard copy of the source used by the student, to the Dean.
  - In all cases where an offence, either minor or major, has been deemed to have occurred the student will receive a written warning. Details will be recorded by the faculty and inform the programme office.

### Minor Offence

Minor offences would include poor referencing, unattributed quotations, inappropriate paraphrasing, incorrect or incomplete citations, or up to several sentences of direct copying without acknowledgement of the source. For classification of a minor offence it must be the faculty judgement that the affected text results from poor academic practice rather than a deliberate intent to deceive. A minor offence should be dealt with by the faculty and an appropriate mark given, i.e. the faculty shall indicate and set aside the sections involving the affected text. The feedback on the written work should make it clear what sections have not been marked and why. The faculty should offer a meeting to the student to discuss their mark and the action taken.

A minor offence should be recorded in the personal file of student and also reported to the Dean for information. For the purposes of the student's record, and for any reporting obligations, it should be clear that minor offences result from poor practice not malpractice and, as such, are not defined as plagiarism.

If the Dean is informed of a subsequent minor offence then they, or another appropriate member of faculty, should meet with the student to discuss the weaknesses in their study skills and identify remedies and/or support. Such a meeting would not be to review or to change the penalty applied to the work, but to identify why the minor offence occurred and identify the requisite support to prevent any repeat in the future.

Three minor offences will be considered equivalent to one major offence (as persistent poor practice following appropriate education is more likely to be deliberate). Upon identification of a possible third minor offence the case shall immediately be referred to the Dean. If the student already has a major offence on record, a subsequent third minor offence should normally be referred to the Committee and handled as a second major offence.

## Major Offence

A major offence should be referred to the Dean. A major offence shall be defined as copying multiple paragraphs in full without acknowledgement of the source, taking essays from the Internet without revealing the source, copying all or much of the work of a fellow student with or without his/her knowledge or consent, submitting the same piece of work for assessment under multiple modules and cheating in a class test.

The Dean shall conduct an investigation of the alleged plagiarism and shall give the student an opportunity to discuss the allegation. Students accused of plagiarism should be able to review and documentary evidence prior to any hearing, e.g. a report or coursework annotated by the faculty. The Dean shall check in the Student Record on the plagiarism form for any previous plagiarism offences. A hearing shall be arranged with the student. The hearing shall include at least one other faculty member from the programme office who should take a record of the hearing. The student will be asked to respond to the allegations regarding their work and may also wish to consider if there are any mitigating circumstances which should be made known to the Dean. The Dean may ask the faculty or module leader to present evidence. After the hearing the student and the faculty will be asked to withdraw to allow the Dean to deliberate the student's response to the allegations made, and to decide on appropriate action. Such actions would normally be as follows:

- i. if it is determined that there has been no offence, then the faculty shall be instructed to mark the work normally
- ii. if it is determined that there is satisfactory evidence that an offence has been committed, then the Dean shall either:
  - a. define the offence as minor (i.e. poor academic practice) and instruct the work to be marked by setting aside the relevant sections
  - b. define the offence as major (i.e. deliberate plagiarism) and, if it is a first major offence, either:
    - i. ask the student to repeat and resubmit the work. The resubmitted work shall be eligible to receive only the minimum pass mark appropriate to the student's programme of study. If the student refuses or fails to repeat and resubmit the work, a mark of zero shall be recorded. Where the offence is in connection with cheating in a class test a resubmission is not available and a mark of zero shall be recorded.
    - ii. refer the case to the Committee if deemed sufficiently serious
- iii. refer the case to the Committee in the case of a second major offence

The Dean shall send a copy of the outcome letter to the student within one week of the hearing. Details of a major plagiarism offence will be recorded by the programme office in his / her personal file.

If the student does not accept the decision of the Dean, he/she shall have the right to appear in person before the Committee (accompanied by a representative if desired).

## Committee

If the student has been found to have committed a second or subsequent major offence (or a very serious first offence, e.g. purchasing an essay, stealing work from another student, etc.), the Dean shall refer him/her to the Committee with the recommendation that he/she be permanently excluded from the university.

If the Committee confirms the offence, the student shall have the right of appeal to the Vice-Chancellor.

The Committee, having considered the evidence for the offence, shall have the authority to confirm the recommendation for permanent exclusion or to impose one of the following penalties:

- i. to permit the student to repeat the work, subject to receiving only the minimum pass mark appropriate to the student's programme of study;
- ii. to award zero for the work in question;
- iii. to award zero for the whole coursework element for that module (or dissertation);
- iv. to award zero for the unit or module;
- v. to award zero as under (iv) and, where the inclusion makes no difference to the class of award, to recommend that one class lower than the one determined by the arithmetic be awarded;
- vi. to exclude the student permanently from the university, where the offence is detected before the final assessment is completed;
- vii. not to award the degree, where the offence is detected after the final assessment has been completed.

Where a penalty is applied under (ii) – (iv) and this results in a failed unit or half-unit, the expectation would normally be that the final examination board condones the failure, unless the Committee recommends otherwise.

The student shall have the right of appeal if either (vi) or (vii) are confirmed.

## Examination

A formal examination is held at the end of each module/ semester / term. End module/ semester /term Examination is usually of 2 hrs duration, but for some modules it may be of longer or shorter duration. That duration will be intimated to the students well in advance in the module handbook / at the time of release of examination schedule of that term / semester. It is mandatory for a student to appear in End Term Examination to be eligible for Grade in that module.

**Conditions that make students eligible to sit in the End module/ Term / Semester Examination:**

- i. Student must pay the due fees till date.
- ii. Student should fulfill the minimum attendance criteria (mentioned in the student handbook) to sit in the module/ end term / semester examination.
- iii. No discipline case is pending against the student.

- iv. If the student fulfills above mentioned conditions (from SI No. 1 to SI No. 3), Examination Hall Ticket will be issued to appear in the end term examination / term examination from Programme Office.

## Grading System

Rishihood University follows an Absolute grading system on a 4-point Scale for evaluation of academic achievement of the students. The grading system followed is given below:

Percentage Range	Grade	Scale	
≥81 - 100 %	A	4	Outstanding
≥75 - <81 %	A-	3.66	Excellent
≥71 - <75 %	B+	3.33	Very Good
≥67 - <71 %	B	3.0	Good
≥63 - <67 %	B-	2.66	Fair
≥59 - <63 %	C+	2.33	Average
≥55 - <59 %	C	2.0	Below Average
≥51 - <55 %	C-	1.66	Marginal
45 - <51 %	D	1.33	Below Marginal
Less than 45 %	F	0	Fail
	J	Nil	Not Approved / Result Awaited / Withheld

## Calculation of Grade Point Average (GPA)

On the basis of the absolute grading assigned by the faculty for each paper, the grade point average is arrived as follows:

- i. Multiply the credits by the points assigned to the grade concerned
- ii. Add the points arrived at for all the papers of the term
- iii. Divide the points by the total number of credits

Example:

Subject	Credits	Marks	Grade	Points
Business Communication	3	81	A	4
Economic Environment of Business	3	67	B	3
Financial Accounting	3	72	B+	3.33
Organizational Behavior	3	87	A	4

**Calculation:**

$3 \times 4 = 12$ ,  $3 \times 3 = 9$ ,  $3 \times 3.33 = 9.99$ ,  $3 \times 4 = 12$  = Total = 42.99

Total credits 12

Grade Point Average = 42.99 divided by 12 = **3.58**

**Calculation of Cumulative Grade Point Average (CGPA)**

The total grade points of different blocks divided by the total number of credits indicates the Cumulative Grade Point Average

Example	Total grade points	Total Number of Credits
Block - 1	42.99	12
Block - 2	36.00	12

**CGPA after Block - 2:**  $42.99 + 36.00 =$  divided by 24 = **3.29**

**Results**

On the basis of the grading system “Grade Point Average (GPA)” and Cumulative Grade Point Average (CGPA)” of semester is calculated. At the completion of the programme CGPA is the index of student performance.

View of result on Student Information System (SIS):

Module	Credit	Marks	Grade
Financial Accounting	3.00	83	A
Organizational Behaviour	3.00	88	A
Economic Environment of Business	3.00	67	B
Business Communication	3.00	80	A-
Foundations of Indian Culture	3.00	62	C+

Grade Point Average (GPA) – Sem 1 – Block 1 = 3.40

Cumulative Grade Point Average (CGPA) – Sem 1 – Block 1 = 3.40

\* Fraction part has been removed from marks and has been shown as whole numbers.

Fees to be charged for the various courses, examinations, degrees and diplomas of the university;

<b>Programs and Fee</b>				
<b>School</b>	<b>Program</b>	<b>Annual Fee</b>	<b>Intake</b>	<b>Duration (Yrs)</b>
School of Creativity	Bachelor of Design	₹350,000	90	4
	Master of Design	₹250,000	30	2
	Bachelor of Visual Arts	₹300,000	60	4
School of Education	MA in Special Education	₹120,000	20	2
	MA in Education Leadership	₹120,000	20	2
	MA in Teaching	₹120,000	20	2
	MA in Early Childhood Education	₹120,000	20	2
	BA Elementry Education	₹120,000	60	3
	BA BEd Integrated	₹120,000	60	4
	BA Physical Education	₹120,000	30	3
	BA Psychology	₹120,000	30	3
School of Entrepreneurship	MBA Entrepreneurship	₹350,000	60	2
	MBA General	₹350,000	60	2
	BBA	₹300,000	60	3
School of Healthcare	B.Sc Medical Laboratory Science	₹120,000	60	3
	B.Sc Radiology	₹120,000	40	3

School of Healthcare

	B.Sc Cardio Vascular Technology	₹120,000	60	3
	B.Sc Operation Theatre Technology	₹120,000	40	3
	B.Sc Optometry	₹120,000	60	3
	B.Sc General Patient Care	₹120,000	30	3
	B.Sc Emergency Care	₹120,000	30	3
	BBA Health Care Management	₹200,000	60	3
	BBA Hospital Administration	₹200,000	60	3
	MBA Health Care Management	₹200,000	60	2
	M.Sc Radiology	₹150,000	30	2
	<b>TOTAL</b>		<b>1150</b>	

The conditions of residence of the students of the university

Provisions regarding disciplinary action against the students

The creation, composition and functions of any other body which is considered necessary for improving the academic life of the university



The manner of co-operation and collaboration with other universities and institutions of higher education