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REGULATIONS

1.	REGULATIONS OF RECRUITMENT RULES AND SERVICE CONDITIONS OF THE NON-TEACHING EMPLOYEES - 2022
2.	REGULATIONS OF MUKTA SWADHAYA PEETHAM - 2022

CENTRAL SANSKRIT UNIVERSITY, DELHI

ORDINANCES

(Section 29 of Central Sanskrit Universities Act, 2020 read with Clause 39 of its First Statutes)

The Central Sanskrit University, Delhi (formerly Rashtriya Sanskrit Sansthan), along with its 12 campuses as specified in the First Schedule and with Head Quarters in New Delhi, has been established as a body corporate under the "Central Sanskrit Universities Act, 2020 - No. 5 of 2020" passed by the Parliament as notified in the Gazette of India vide CG-DL-E-25032020-218961, dated 25th March, 2020 and Corrigenda thereto vide CG-DL-E-24042020-219135, dated 24th April, 2020. It came into force on 30th April, 2020 vide Central Gazette notification no. CG-DL-E-17042020-219068 dated 17th April, 2020.

1. (1) These Ordinances shall henceforth be called as the Ordinances of Central Sanskrit University, Delhi.
(2) The first Ordinances shall be made by the Vice-Chancellor with the previous approval of the Executive Council and the Ordinances so made may also be amended, repealed or added to, at any time by the Executive Council in the manner prescribed by the Statutes.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 by the Executive Council shall come into effect immediately.
2. All the definitions mentioned in the Act should be followed as it is, unless the context otherwise requires.

ORDINANCE NO. 07**DEANS OF SCHOOLS OF STUDIES**

(Sections 9(3) and 12 of the Central Sanskrit Universities Act, 2020 read with Clauses 4 & 39 of its First Statutes)

1. There shall be Deans of Schools of Studies in the University.
2. Every Dean of School of Studies shall be appointed by the Vice-Chancellor from amongst the Professors in the School of Studies by rotation in the order of seniority for a period of three years:

Provided that in case there is only one Professor or no Professor in a School of Studies, the Dean shall be appointed, for the time being, from amongst the Professors, if any, and the Associate Professors in the School of Studies by rotation in the order of seniority:

Provided further that a Dean on attaining the age of sixty-five years shall cease to hold office as such.

3. When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by the senior-most Professor, as the case may be, in the School of Studies.
4. The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School of Studies and shall have such other functions as may be prescribed by the Ordinances.
5. The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School of Studies, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.
6. The Dean of School of Studies shall be answerable to the Vice Chancellor, Academic Council and Executive Council for the activities relating to the subject assigned as Dean of School of Studies. However, for the purpose of teaching and other activities in the Campus where he/she is posted, he/she will be responsible to the Campus Director.
7. The Dean of School of Studies shall coordinate with the Dean of Academic Affairs.
8. The Dean of School of Studies shall perform all other duties & responsibilities and exercise the powers as specified in the Act and Statutes.
9. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 08
DIRECTORS OF THE CAMPUSES

(Section 14 of the Central Sanskrit Universities Act, 2020 read with Clauses 9 & 39 of its First Statutes)

1. There shall be a Director in each of the Campuses in the University.
2. The Director of the Campus shall be appointed by the Vice Chancellor amongst the Professors having knowledge and experience of Administration & Finance. The appointment shall be for a period of three years or till the attainment of age of superannuation, whichever is earlier. The term is extendable on the basis of performance for another period of three years or till the attainment of age of superannuation, whichever is earlier.

Provided that when the office of the Director in a Campus falls vacant due to any reason, the senior most Professor/Faculty in the Campus shall take the charge and act as the Director with prior approval of the Vice Chancellor, till further orders. He/She shall be entitled for all admissible allowances and facilities.

3. The appointment of the Director shall be made by the Vice Chancellor out of the panel recommended by Committee. The composition of the Committee shall be as under:-

i. Vice Chancellor	-Chairperson
ii. One member from the Executive Council- to be nominated by the Chairman, Executive Council.	-Member
iii. Two Experts outside the CSU- to be nominated by the Vice Chancellor.	-Member
iv. Senior most Dean	-Member
v. Registrar	-Secretary
4. The Director of the Campus shall be overall administrative and academic head of the Campus and shall be responsible for the following duties :-
 - a) Convene and preside over the meetings of the Campus relating to the Academic, Research, Publications, Sports, Administration and any other Committees as may be prescribed from time to time;
 - b) Frame the timetable in conformity with allocation of the teaching and other academic works of the Campus, keeping in view the directions issued by the University;
 - c) Organize the teaching and research work in the Campus;
 - d) Operate the Budget of the Campus and function as Drawing & Disbursing Officer (DDO) of the Campus;
 - e) Assign duties to the teaching, other academic and non-teaching staff for proper functioning of the Campus;
 - f) Responsible for maintaining and upkeeping of the records, equipment, library books and infrastructure of the Campus; and
 - g) Maintain the overall discipline and academic atmosphere of the Campus such as Classrooms, Hostels, Library & Laboratories etc..

5. The Director of the Campus shall keep a constant vigil on the facilities provided to students and staff.
6. The Director shall have power to sanction casual leave, half-pay leave, medical leave, earned leave, duty leave, maternity leave, quarantine leave, child care leave, paternity leave, adoption leave and surrogacy leave to staff of the Campus as per rules of the Govt. of India/UGC.
7. The Director shall have the power to execute Memorandum of Understanding (MOU) with other academic institutions and local bodies for academic activities and cultural exchange programmes with the approval of the Vice Chancellor.
8. The Director of the Campus shall strive to attain the development of Campus in all the activities of Curricular, Co-Curricular, Extra-Curricular, Games and Sports, Yoga and physical fitness etc.
9. The Director of the Campus shall be impartial in discharge of his/her duties without any discrimination of cadre, gender, caste, region and religion etc.
10. The Director of the Campus shall be instrumental in implementation of the Government sponsored programs and submit the reports of the same including the Annual Report prepared in Hindi and English to the Vice-Chancellor.
11. The Director of the Campus shall design such events to include more public participation to promote and popularize the study of Sanskrit in the City/State where the Campus is located.
12. The Director of the Campus shall act as a motivator to initiate the steps like Job Counselling, free Coaching of NET and competitive exams, Sanskrit & other language speaking skills and for the all- round development of the students.
13. The Director of the Campus shall be accountable for all financial transactions as per delegation of financial powers following GFR, 2017 and Rules prescribed by the Govt. of India/ UGC from time to time.
14. The Director of the Campus shall submit monthly report of all activities of the Campus to the Vice Chancellor as per the plan of entire academic and financial year.
15. The leave of the Director shall be sanctioned by the Vice-Chancellor of the University. During the leave period of the Director, the senior most faculty member in the Campus shall take charge of the office of Director.
16. The Director shall not leave the Headquarters without prior permission of the Vice Chancellor. The Director can avail any kind of leave for not more than 5 days in a month for any reason except for medical or personal exigencies.
17. Director of the Campus shall be allowed special allowances at par with the Principal of a College as prescribed by the UGC.
18. The Director shall act as Public Information Officer (PIO) of the campus under RTI Act, 2005.

19. The Director may take any action requiring immediate attention on any subject not listed hereinabove and shall report to the Vice-Chancellor immediately for his concurrence, whose decision thereon shall be final.
20. The Director of the Campus shall perform such other duties as may be specified in the Statutes, the Ordinances, the Regulations, Delegation of Powers or as may be required from time to time by the Executive Council or the Vice Chancellor.
21. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 09
HEADS OF DEPARTMENTS

(Section 29(1)(o) of the Central Sanskrit Universities Act, 2020 read with Clauses 13 (1)(c) & 39 of its First Statutes)

1. There shall be Heads of Departments of concerned subjects at University level and Conveners of concerned subjects at Campus level in the University.
2. **University level-** The Heads of the Departments at University level shall be appointed by the Vice Chancellor from amongst the Professors in the concerned Departments by rotation in the order of seniority for a period of three years.
3. He/She shall:-
 - (i) be responsible to the concerned Dean of School of Studies in all academic matters.
 - (ii) be the Academic Head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies with the approval of Vice Chancellor.
 - (iii) maintain discipline through teachers of the Department with the approval of Competent Authority.
 - (iv) assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department.
 - (v) be responsible for the coordination and supervision of teaching and research in the Department.
 - (vi) operate the Budget of the Department; and shall be responsible for observance of the provisions of the Act / Statutes / Ordinances and Regulations relating to the Department; and
 - (vii) perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.
4. **Campus level-** The Conveners of the Departments/Subjects at Campus level shall be appointed by the Director with the approval of the Vice Chancellor for a period of three years. He/She shall be appointed from amongst the Professor in the concerned Departments/Subjects by rotation in the order of seniority.
5. In case there is no Professor in concerned Departments/Subjects of the Campus, Associate Professor will be appointed as Convener of the concerned Departments/Subjects. If Associate Professor in a concerned Departments/Subjects is also not available, Assistant Professor in the Departments/Subjects will be appointed as Convener.
6. However, in fulfilment of NCTE norms, there shall be Head of Department in Shikshashastra Department at Campus Level amongst Professors/Associate Professors to be appointed by the Vice Chancellor of the University as per the seniority provided by the Campus Director on rotation basis for a period of three years.
7. There shall be a Head at the School Level in every Campus, who shall be supervising all the activities of the Departments & Subjects at the Campus Level. He/She shall be the

senior faculty of the concerned school at the Campus Level. He/She shall be appointed by the Director with the approval of the Vice Chancellor for a period of three years on rotation basis amongst the Professors/Associate Professors. All Conveners of the Departments/Subjects shall be responsible to the concerned Head at School Level.

8. He/She shall:-
 - (i) convene and preside over meetings of the Departments/Subjects which shall be held at least twice in a semester with the approval of the Campus Director.
 - (ii) be responsible to the Campus Director and attend to the following works under his supervision:-
 - (a) To organize and supervise the teaching and research activities in the Department.
 - (b) To frame the time table in conformity with the allocation of the teaching work made by the Department.
 - (c) To maintain discipline in the class room and laboratories through teachers;
 - (d) To assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
 - (e) To assign work and exercise control over the non-teaching staff in the Department; and
 - (f) To perform such other functions as may be assigned to him/her from time to time by the Campus Director.
9. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 11

THE BOARD OF STUDIES

(Section 19(iv), 23, 29(1)(j) of the Central Sanskrit Universities Act, 2020 read with clause 18 of its first Statutes).

1. Each Department shall have Board of studies. However, in Special Study Centre and Interdisciplinary/Multidisciplinary Centers, Special Board of Studies may be constituted by the Vice Chancellor as per requirement.

2. **The Constitution of Board of Studies**

The Board of Studies shall comprise the following:-

- | | | |
|---------|---|------------------|
| (i). | Head of the Department /Head of Special Study Centre, Interdisciplinary/Multidisciplinary Centers concerned | - Chairperson |
| (ii). | Two to Five Professors in the Department/Centre/School - to be nominated by the Vice Chancellor | - Member |
| (iii). | Two to Three experts - to be nominated by the Vice Chancellor | - Member |
| (iv). | Two experts each from Alumni and Allied subjects from the list submitted by Director (Academic Affairs) - to be nominated by Vice Chancellor | - Member |
| (v). | Two Experts from outside the University - to be nominated by the Vice Chancellor and invited whenever special courses of studies are introduced | - Member |
| (vi). | Two Associate Professors from Department by rotation in seniority | - Member |
| (vii). | Two Assistant Professors from Department by rotation in seniority | - Member |
| (viii). | Convener may be nominated by the person from among members of Board of Studies | - Member |
| (ix). | One representative of students as a special invitee - to be nominated by the Chairperson | -Invitee Members |
| (x). | Dean of the Schools and Director, Academic Affairs may be the invitee members in the meetings and giving suggestions | -Invitee Members |

3. **Tenure of Board of Studies**

- (i) The tenure of the members of the Board of Studies shall be three years.
- (ii) Any casual vacancy may be filled-up for the residual period.

4. **The Powers and Function of Board of Studies**

Subject to the overall control and supervision of the Academic Council, the functions of the Board of studies shall be, to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in the manner as prescribed:

- (i) Courses of studies and appointment of examiners for courses for all degrees, Diplomas etc.(excluding research degrees)
- (ii) Appointment of supervisors for research.
- (iii) Measures for improvement of the standard of teaching and research.
- (iv) To decide the format and content of the Syllabus for any course/programme.

Provided that the above functions of a Board of Studies shall, during the period of three years immediately after the commencement of the Act, be performed by the Department.

5. **Meeting of Board of Studies**

- (i) The Board of Studies shall meet at least once in each semester, twice in a year and on such occasions, as may be determined by the Vice-Chancellor
 - (ii) The quorum for the meeting of Board of Studies shall be 50% of the members. Provided that in the meeting wherein introduction of special course of studies in discussed, presence of at least one outside member shall be mandatory to form the quorum.
 - (iii) In the absence of the Chairperson, the senior-most member present shall act as Chairperson for that meeting.
 - (iv) If in the opinion of the Chairperson, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed off, by circulation among the members of Board of Studies, he/she may issue necessary instructions to that effect.
6. In any sort of discrepancies or issues with these clauses above, the Vice Chancellor shall have the power to resolve the matters.

ORDINANCE NO. 12

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE VICE CHANCELLOR

(Sections 9 (2) and 11 of the Central Sanskrit Universities Act, 2020 read with Clauses 2, 3 & 39 of its First Statutes.)

1. Emoluments, Terms and Conditions of service and Powers and Functions of the Vice Chancellor shall be as prescribed in the Act & the Statutes.
2. The Vice Chancellor shall be entitled to leave travel Concession, as approved by the University from time to time, which shall be in conformity with Govt. of India rules and the entitlement shall be equivalent to the rank of Secretary to Govt. of India.
3. The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained for the Private OPD/Private Wards of any approved Hospital/Nursing Home as approved by the University.
4. The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his home town to place of duty and back on his/ her assuming office and relinquishing it on the expiry of his/her tenure.

Leave:

- i. The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent of the leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
 - ii. The Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
 - iii. The Vice Chancellor shall also be entitled to avail himself of Extra Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.
5. In the case of any absence of the Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty.
 6. Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her re-joining his/her old post, he/she shall be entitled to carry back the Leave at his/her credit to the new post.

7. Further he/she may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as Vice Chancellor.
8. If a person, employed in another institution, is appointed the Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution. Where he/she permanently employed, as admissible under the Rules.

Amenities

- i. The Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.
- ii. The Vice Chancellor shall be entitled to the facility of a free official car. He shall also be entitled to mobile phone and free telephone (with STD and ISO) service along with Wi-Fi/Internet facility at his/her residence.
- iii. The Vice Chancellor shall be entitled to the services of staff at residence & residence office as approved by the Executive Council.

POWERS AND FUNCTIONS

The Vice-Chancellor is the Chief Executive and Academic Head of the University. Without prejudice to the powers and functions prescribed in the Act and the Statutes, he/she shall exercise the following powers:-

1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
2. To delegate his powers for day-to-day work to the Deans, Heads of the Departments and other offices who should act on the basis of clear rules laid down in this regard;
3. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council;
4. To make appointments of Directors of the Campuses/other Departments, Deans, Heads, Proctor, Dean of Students Welfare and Wardens etc.
5. Power, not to act upon any decision of any authority, if he/she is of the opinion that it is ultra vires of the provisions of the Act or Statues or Ordinances or that such a decision is not in the best interests of the University. If both the cases he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final and binding on the Vice Chancellor.

6. As the Chairman of the authorities, bodies and committees of the University he/she should be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member.
7. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He/she shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers.
8. He/she shall be responsible for holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic session of the university start and end on proper dates.
9. He/she shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.
10. Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development etc.
11. To Supervise the Centrally funded Schemes including Scheme for Adarsh Sanskrit Mahavidyalayas/ Shodh Sansthans as per the guidelines and to take appropriate decisions on any matters related to them.
12. To exercise all administrative and financial powers as defined in Statutes/Ordinance.
13. He/she shall pass such Orders and take such measures that are necessary to implement any of the above.
14. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 13

THE FEES TO BE CHARGED FOR COURSES OF STUDY IN THE UNIVERSITY AND FOR ADMISSION TO THE EXAMINATIONS, DEGREES, DIPLOMAS AND CERTIFICATES OF THE UNIVERSITY

(Sections 6 (1) (xx) & 29 (1) (e) of the Central Sanskrit Universities Act, 2020 read with
Clause 39 of its First Statutes)

1. The Executive Council on the recommendations of the Academic Council shall, from time to time, prescribe the fees payable by the students.
2. The students shall deposit fees as prescribed by the University from time to time on or before the date fixed by the University.
3. If a student does not pay fee on time, a fine shall be levied on the total fee payable as decided by the University from time to time.
 - (i) The Vice Chancellor, or on his/her behalf any other officer to whom his/her power has been delegated may on the recommendations of the Dean of the Students Welfare, relax any of the conditions for payment of fees in special cases, provided the student concerned submits a written application through the concerned Director/Head of the Institution stating the reasons for late payment of fee. Such applications should be submitted well before the due dates.
 - (ii) If a student fails to deposit the prescribed fee before due date, his name shall be notified and thereafter struck off from the rolls of the University, with effect from the first day of the following month.
 - (iii) A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the Students Welfare and on the payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University. Such re-admission shall be made within a period of one month and as per the norms specified by the University.
 - (iv) Whenever a student proposes to withdraw from the University, he/she shall submit an application to the concerned Director/Head of Institution through the concerned campus Head of Department for intimating the date of his/her withdrawal. If he/she fails to do so, his/her name shall continue to be kept on the rolls of the University for maximum period of one month. He/she shall also be required to pay all fees/charges that may fall due during his/her period in campus/institution.
4. The University shall award freeships and fee concessions to the students as per the guidelines and rules to the eligible students of any category issued by the GoI/UGC/University from time to time.
5. The fee once deposited shall not be refunded except the amount deposited as security deposit/caution money as per the rules of the University prescribed from time to time.
6. The fees for the various Courses/Programmes, as decided by the University from time to time, shall be payable by the students.

7. Students shall not be issued Hall Tickets or allowed to appear in the Examinations, unless they have cleared their dues and paid the examination fee.
8. The fees for re-checking examination results shall be as specified by the University from time to time. Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.
9. Every candidate shall pay the examination fee along with the fee as fixed by the University for the supply of statement of marks for each examination. Duplicate/Corrected copy of Statement of Marks shall also be supplied on payment of a fee as fixed by the University from time to time.
10. The fees for issuing the following documents, and for duplicate copies thereof, shall be as prescribed by the University:
 - a. Migration Certificate/Transfer Certificate or duplicate copy thereof;
 - b. Provisional Certificate of having passed an examination of the University/Duplicate copy thereof;
 - c. Degree/Diploma Certificate or Duplicate copy of Degree/Diploma Certificate (on production of FIR);
 - d. Study Certificate;
 - e. Bona fide Certificate;
 - f. Transcript;
 - g. Copy of Answer sheet/Key;
 - h. Any other Document/Certificate or Duplicate copy thereof.
11. A student or candidate, who wishes to add or to alter his/her name as originally recorded in the University Registers shall pay a fee fixed for the purpose by the University. Such addition or alteration shall be made to his/her original name as alias in the University Enrolment Register after he/she has fulfilled the necessary formalities.
12. A student who applies for any alteration/correction/addition in any other record entered in the University Registers and permissible under the rules shall pay fees for the purpose as prescribed by the University. No change in the date of birth shall be made unless approved by the Competent Authority.
13. The University may provide other concessions/rebates in fee/charges to be paid in respect of the needy students in special circumstances and frame guidelines therefor.
14. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 14

**DEPUTY LIBRARIAN, ASSISTANT LIBRARIAN AND OTHER
LIBRARY STAFF**

**(Section 9 (8) of the Central Sanskrit Universities Act, 2020 read with clause 12 (2) (iv) & 39
of its First Statutes)**

1. The University is empowered to appoint such other officers as may be declared by the statutes to be its officers.
2. The Staffing pattern, pay structure, eligibility, service conditions, duties and responsibilities shall be applicable to the Library Staff as per UGC Regulations and norms issued by the Government of India & University from time to time.
3. Promotions under CAS/MACP, as applicable, shall be implemented as per the UGC/University Regulations and norms issued by the Government of India from time to time.
4. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 15

**DIRECTOR, DEPUTY DIRECTOR, ASSISTANT DIRECTOR OF
PHYSICAL EDUCATION**

(Section 9 (8) of the Central Sanskrit Universities Act, 2020 read with clauses 12 (2) (iv) & 39 of its First Statutes)

1. The University is empowered to appoint such other officers as may be declared by the statutes to be its officers.
2. The Staffing pattern, pay structure, eligibility, service conditions, duties and responsibilities shall be applicable to the Physical Education as per UGC Regulations and norms issued by the Government of India & University from time to time.
3. Promotions under CAS shall be implemented as per the UGC Regulations and as amended from time to time.
4. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 16

**APPOINTMENT TO THE POSTS OF ASSISTANT PROFESSOR,
ASSOCIATE PROFESSOR, PROFESSOR, SENIOR PROFESSOR
AND OTHER ACADEMIC STAFF**

**(Sections 6 (1) (viii) & 29 (2) of the Central Sanskrit Universities Act, 2020 read with
Clauses 12 (2) (i) & (ii), 20 and 39 of its First Statutes)**

1. The University is empowered to make appointment to the posts of Assistant Professor, Associate Professor, Professor, Senior Professor and other Academic Staff.
2. The procedure and the norms for appointment to the posts of Assistant Professor, Associate Professor, Professor, Senior Professor and other Academic Staff shall be as per University Grants Commission (UGC) Regulations/University Regulations, as amended from time to time.
3. The Staffing pattern, pay structure, eligibility, service conditions, duties and responsibilities shall be applicable to the Assistant Professor, Associate Professor, Professor, Senior Professor and other Academic Staff as per UGC Regulations/University Regulations and norms issued by the Government of India & University from time to time.
4. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 17

PROMOTION OF ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, PROFESSOR, SENIOR PROFESSOR AND OTHER ACADEMIC STAFF UNDER CAREER ADVANCEMENT SCHEME OF UNIVERSITY GRANTS COMMISSION

(Section 29 (2) of the Central Sanskrit Universities Act, 2020 read with Clauses 24 & 39 of its First Statutes)

1. The University is empowered to make promotion of Assistant Professor, Associate Professor, Professor, Senior Professor and other Academic Staff under Career Advancement Scheme of University Grants Commission.
2. Promotion of Assistant Professor, Associate Professor, Professor, Senior Professor and other Academic Staff under Career Advancement Scheme of UGC shall be made as per the Guidelines and Regulations issued by the University Grants Commission from time to time.
3. The pay structure, eligibility, service conditions, duties and responsibilities shall be applicable to the Assistant Professor, Associate Professor, Professor, Senior Professor and other Academic Staff as per UGC Regulations and norms issued by the Government of India & University from time to time.
4. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 18**STAFFING PATTERN OF NON-TEACHING STAFF**

(Sections 6, 9 (8), 18, 27 (d) & 29 (2) of the Central Sanskrit Universities Act, 2020 read with Clauses 12 (iv), 25 and 39 of its First Statutes)

1. The University is empowered to appoint such other officers as may be declared by the statutes to be its officers.
2. The Staffing pattern, pay structure, eligibility, service conditions, duties and responsibilities shall be applicable to the Non-Teaching Staff as per UGC Regulations and norms issued by the Government of India & University from time to time.
3. There shall be Non-Teaching Staff in the Headquarters and Campuses of the University as prescribed in Regulations of Recruitment Rules and Service Conditions of the Non-Teaching Employees – 2022 and as amended from time to time.
4. There shall be the posts of Deputy Registrars & Assistant Registrars in the Headquarters and Assistant Registrars in the Campuses of the University.
5. Recruitment and Promotion to the Non-Teaching posts shall be made as per the procedure and conditions laid down in UGC Regulations and the rules prescribed by the Government of India & the University from time to time.
6. (i) All the employees of the University, other than the teachers and other academic staff shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.
(ii) The manner of appointment and emoluments of employees, other than the teachers and other academic staff, shall be such as may be prescribed by the Ordinances/Regulations.
7. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 19**AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS,
MEDALS AND PRIZES**

**(Sections 6(1)(xiv) & 29 (1) (f) of the Central Sanskrit Universities Act, 2020 read with
Clause 39 of its First Statutes)**

1. The University is empowered to award Fellowship, Scholarships, Studentships, Medals and Prizes.
2. 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 in order to encourage meritorious and deserving students to pursue Programmes/Courses of studies and research in the University.
3. The University shall institute Scholarships in every subject to be awarded to its students on the basis of availability of funds, as per rules prescribed from time to time.
4. All types of Scholarships and Freeships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
5. The University shall also award scholarships to the students of different courses of studies on all India basis under the central scheme, the procedure, quantum and number of which shall be decided by the Grants-in-Aid Committee.
6. There shall be Fellowships instituted in the University for Studies or Research based on availability of funds, as approved under the norms prescribed by the University from time to time.
7. There shall be a scheme to award medals/prizes to the meritorious students of the University for their Best Performance in various University Examinations/Competitions.
8. The University shall have power to institute endowments from time to time in accordance with the Central Sanskrit Universities Act, 2020. The Vice Chancellor shall constitute a Committee for administration of each endowment and to implement the objects of the endowment.
9. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 20

CONVOCATION

(Sections 6(1)(ii), 10(2) & 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with Clauses 3(1), 31 & 39 of its First Statutes)

1. The University shall hold Convocation for the purpose of conferring Degrees/Diplomas on such date and place as may be decided by the Vice Chancellor with the approval of the Chancellor.

Provided that a special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

2. The Chancellor shall, if present, preside over at the Convocations of the University held for conferring Degrees/Diplomas. In the absence of Chancellor, Vice-Chancellor will preside over at the Convocation.
3. The Vice Chancellor in consultation with the Chancellor may invite a distinguished person to deliver the convocation address at the convocation.
4. The Vice Chancellor shall present a report on the progress of the University at the Convocation.
5. Not less than two weeks notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.
6. The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed there at.
7. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorize admission of successful candidates in the year to their respective Degrees/Diplomas in absentia and issue the degrees/diplomas on payment of prescribed fee.

8. A candidate for the Degree/Diploma must submit to the Officer concerned his/her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.
9. Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Vice-Chancellor and their Degrees shall be issued by the Controller of Examinations on their request and on payment of the prescribed fee.
10. The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.

11. Honorary Degree/Title shall be conferred at Convocation/Special Convocation and may be taken in person or in absentia.
12. The presentation of the persons at the Convocation on whom Honorary Degrees/Titles are to be conferred shall be made by the Vice -Chancellor or by a person nominated by him.
13. Candidates at the Convocation shall wear Academic Dress prescribed by the University appropriate to their respective Degree. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.
14. The procedure to be followed at the Convocation shall be as laid down, by the regulations approved by the Vice Chancellor.
15. Degrees of the passed out students will be signed by the Vice-Chancellor and Honorary Degrees/Titles will be signed by the Chancellor.
16. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 21

AWARD OF DEGREES (INCLUDING HONORARY DEGREES), DIPLOMAS, CERTIFICATES OF THE UNIVERSITY

(Sections 6(1)(iv) & 29 (1) (b) of the Central Sanskrit Universities Act, 2020 read with
Clauses 28 & 39 of its First Statutes)

1. The University is empowered to award its Degrees (Including Honorary Degrees), Diplomas, Certificates and Certificates for Secondary, Primary and Elementary levels of Sanskrit Studies.
2. All the Programmes/Courses of study leading to award of respective Degrees/Diplomas/Certificates shall be conducted by the concerned Schools/Departments/Boards established by the University.
3. The University may award the degrees, diplomas and certificate to the students who have successfully completed the programme/course of study in each case in accordance with the requirements laid down by the Academic Council from time to time.
4. Duration of the Programmes
 - i. The duration of Programmes shall be three years spread over six semesters to the award of three years undergraduate degree.
 - ii. The duration of the Programmes shall be five years for integrated programmes spread over ten semesters with exit option after three years (six semesters) leading to the award of the Undergraduate Degree.
 - iii. The duration of Programmes shall be four years spread over eight semesters to the award of four year undergraduate degree.
 - iv. The duration of the Certificate/Diploma Programmes shall be as determined by the university and approved by the Academic Council from time to time.
 - v. The duration of Programmes shall be two years spread over four semesters for award of post graduate degree.
 - vi. The duration of Programmes shall be one year spread over two semesters for award of post graduate degree.
 - vii. Vidya Varidhi (Ph.D.)/Vidya Vachaspati (D.Litt.) Programmes shall be governed as per UGC regulations as amended from time to time.
 - viii. A Student shall be required to attend at least 75% of the classes actually held in each subject to the satisfaction of the School/Department\Institution and such seminars, sessionals and practicals as may be prescribed.
 - ix. Exit option shall be open for all Programmes as per UGC Regulations under NEP 2020.

Provided that the Vice Chancellor of the University on the recommendations of the Dean/Head of the Department/Head of Institution may condone the shortage in attendance as decided by the Academic Council from time to time.

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

5. Conferment of Honorary Degrees\Titles

(1) The Executive Council may, on the recommendation of the Academic Council by a resolution passed by a majority of not less than two-thirds of the members to the Visitor for the conferment of honorary degrees:

Provided that in case of emergency, the Executive Council may, on its own motion, make such proposals.

(2) The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw, with the previous sanction of the Visitor, any honorary degree conferred by the University.

(3) The Honorary Degrees as decided may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to propagate the Sanskrit/allied subjects learning or eminent services to the cause of Education or Society, a fit and proper person to receive such Degree.

6. The University shall also felicitate any eminent personality with any title, who has contributed by his service for the cause of Sanskrit, as per the norms prescribed by the University.
7. Degrees, including Honorary Degrees/Titles, shall be conferred at convocation/ special Convocation and may be taken in person or in absentia.
8. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 22**THE PROGRAMMES/COURSES OF STUDY FOR ALL THE DEGREES, DIPLOMAS AND CERTIFICATES OF THE UNIVERSITY**

(Sections 6 (1) (i), 6 (1) (vi) & 29 (1) (b) of the Central Sanskrit Universities Act, 2020 read with Clause 39 of its First Statutes.)

1. There shall be Programmes/Courses of study for the award of degrees, diplomas & certificates in various Schools of Study through regular, part-time, online and distance mode as decided by the University from time to time. All the Programmes/Courses offered by the University will be governed as per the Regulations of the University.

Provided that the degree to be awarded by the University shall be in conformity with the degrees as specified under Section 22 (3) of the UGC Act 1956 and as approved by the Ministry of Education, Govt. of India as amended from time to time.

2. The University shall also offer its Programmes/Courses at school level as approved by the Ministry of Education, Govt. of India/Competent Body following the syllabi prescribed by the University from time to time.
3. In addition to the above, the Academic Council shall have the power to introduce, modify or discontinue a Programme/Course on the recommendations of the Board of Studies.
4. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the academic Council from time to time.
5. The minimum eligibility condition for admission to Degrees, Diplomas and Certificates shall be same as obtained from other Universities/Institutions /Boards, which have been recognized by the University.
6. Degrees/Diplomas shall be awarded under the School of Learning.
7. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 23

EQUIVALENCE COMMITTEE FOR RECOGNITION OF EXAMINATIONS/DEGREES

(Sections 6(1) (xxviii) & 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with
Clause 39 of its First Statutes)

1. There shall be an Equivalence Committee consisting of the following members:
 - i. Dean of the Academic Affairs - Chairman
 - ii. Two Deans of the Schools to be nominated by the Vice Chancellor - Member
 - iii. One External Expert to be nominated by the Vice Chancellor - Member
 - iv. One person nominated by the Academic Council from amongst its members for a period of three years - Member
 - v. Controller of Examinations - Secretary
2. The function of this Committee shall be:
 - i. To examine and recommend to the Academic Council equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign Universities.
 - ii. To recognize and determine the weightage to be given to the examinations conducted by other Universities and other examining bodies.
 - iii. To decide equivalence of such examinations and qualifications as may be referred to it from time to time for the purpose of admission; and
 - iv. To examine and recommend to the Academic Council the withholding, suspension or cancellation/recognition to any examination/degree for such reasons and such time as it may deem fit.
 - v. In special cases, the Vice Chancellor may, if he/she is satisfied, grant equivalence/recognition to any examination/qualifications of other Universities/Institutions for a period of one year and the action taken shall be reported to the committee which may consider for its continuation or otherwise.
 - vi. The Committee may invite a domain expert, wherever necessary, to assist it in its functioning.
 - vii. The Committee may determine the procedures for the transactions of its business. It shall formulate guidelines, for the purpose of determining equivalence and/or according recognition to examinations/qualifications, with the approval of the Academic Council.
 - viii. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.
3. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 24

STUDENTS DISCIPLINE

(Sections 6 (1) (xxiii) & 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with Clauses 30 & 39 of its First Statutes)

1. The students of the University shall have to observe discipline which includes observance of good conduct and orderly behavior.
2. The following and such other Rules as framed by the University from time to time shall strictly be observed by the students of the University;
 - (i) Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
 - (ii) No student shall visit places or areas declared by the University as "Out of Bounds" for the students;
 - (iii) Every student shall always carry on his/her Identity Card issued by the competent authority;
 - (iv) Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
 - (v) Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
 - (vi) The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority; and
 - (vii) If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the University on payment of the prescribed re admission fee and other dues etc.
 - (viii) The Vice Chancellor may consider readmission beyond the above prescribed period in special circumstances not exceeding one month.
3. Indiscipline shall include:
 - (i) Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
 - (ii) Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
 - (iii) Disobeying the instructions of teachers or the authorities;
 - (iv) Misconduct or misbehavior of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;
 - (v) Misconduct or misbehavior of any nature at the Examination Centre;

- (vi) Misconduct or misbehavior of any nature towards a teacher or any employee of the University or any visitor to the University or security persons;
- (vii) Causing damage, spoiling or disfiguring to the property/equipment of the University;
- (viii) Inciting others to do any of the aforesaid acts;
- (ix) Giving publicity to misleading information or rumor amongst the students;
- (x) Mischief, misbehavior and/or nuisance committed by the residents of the hostels;
- (xi) Visiting places or areas declared as 'out of bounds' for the students;
- (xii) Not carrying the Identity cards issued by the Proctor;
- (xiii) Refusing to produce or surrender the Identity Card as and when required by the authorized Staff of the University;
- (xiv) Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race etc.;
- (xv) Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and
- (xvi) Any other conduct anywhere which is considered to be unbecoming of a student.

4. Students found guilty of breach of discipline shall be liable to such punishment as deemed fit and as prescribed by the University from time to time.

However, no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself/herself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him/her.

5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his/her powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.
6. (i) Pursuant to Statute 30, there shall be a Discipline Committee in each Campus/Institution comprising the following members:
- a) Senior most teaching faculty - Chairperson
- to be nominated by the Director/
Head of Institution
 - b) Dean of Students Welfare or his nominee - Member
 - c) Head of concerned Department in - Member
Campus /Institution
 - d) One female teaching faculty - Member
- to be nominated by the Director/
Head of Institution

- e) One SC/ST/OBC representative - Member
- to be nominated by the Director/
Head of Institution
 - f) Warden, who shall be invited, when the - Special Invitee
matter concerning his/her Hall of Residence
is required to be placed before the Committee
for consideration
 - g) Assistant Registrar/Section Officer (Admn.) - (Member/Secretary)
- (ii) Subject to any powers conferred by the Act, and the Statute on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behavior of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
- a) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.
 - b) The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice Chancellor, if he/she is of the opinion that the case merits' review, may refer the case back to the Discipline Committee for re-consideration.
 - c) Appeal against the decision of the Vice-Chancellor will be dealt in accordance with the provisions of Section 35 of the Central Sanskrit Universities Act, 2020.
 - d) Half of the total members shall constitute the quorum for a meeting of the said Committee.
7. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 25

GAMES AND SPORTS COMMITTEE

(Sections 6 (1) (xxviii) & 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with Clauses 39 of its First Statutes)

1. (a) The University shall have Games and Sports Committees in each Campus / Institution consisting of the following members:-
 - (i) One senior teaching faculty - Chairperson
- nominated by the Director/Head of Institution
 - (ii) Dean of Students Welfare or his nominee - Member
 - (iii) One female teaching faculty - Member
- nominated by the Director/Head of Institution
 - (iv) One Outstanding Sportsman from among the students - Member
on rolls, nominated by the Director
 - (v) Sports Teacher - Ex-Officio Secretary
- (b) The tenure of the members other than the member at serial No. (iv) shall be three years. Member at serial No. (iv) shall be on the Committee for one year.
2. The Committee shall:
 - (i) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
 - (ii) frame the budget for games and sports;
 - (iii) maintain the play-grounds, gymnasias, of the Campus/Institution and the University;
 - (iv) hold contests, competitions, tournaments, athletic meets etc.;
 - (v) recommend to the Vice-Chancellor the names of outstanding players and sportsmen to be nominated for admission
 - (vi) perform such other functions, as may be assigned to it by the Academic Council from time to time; and
 - (vii) Take measures to attract the sports talent available in the University.
3. The Committee shall hold its meetings at least once in six months under the supervision of the Director/Head of Institution.
4. Half of the total members shall form the quorum for a meeting of the Committee.
5. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 26

RECOGNITION BY THE UNIVERSITY FOR COOPERATION/COLLABORATION WITH OTHER UNIVERSITY/AUTHORITY/INSTITUTION

(Sections 6 (1) (xii) & 29 (1) (k) of the Central Sanskrit Universities Act, 2020 read with
Clause 39 of its First Statutes)

1. Without prejudice to the provisions of the Act and Statutes, the University shall have the power to recognize and collaborate with other institutions of higher learning that have core competence in various branches of knowledge to enrich and strengthen instruction and research in such areas as are beneficial to the University in furtherance of its Objectives.

2. ELIGIBILITY FOR RECOGNITION

(i) Such institutions that have a proven excellence and academic competence in instruction and research and have proven track record of competence will be eligible for the purpose of recognition to collaborate with the University.

Provided that such institutions may be located anywhere in India and abroad and such bodies may be funded by the Government or private agencies.

(ii) Proven excellence and academic competence shall be adjudged, among other things, on the following basis:

- a. The institution should fulfill all norms and eligibility for such collaboration as per the guidelines laid down by the UGC and other apex bodies.
- b. The Institution shall, have their own building with required laboratory facility Library for research purpose and the library shall have adequate number of research journals, reference books, advanced textbook along with internet facility or such modern equipment/facilities used in higher educational institutes/ universities in the country and abroad.
- c. The Institution shall have sufficient financial resources to fund research activities.

3. PROCEDURE FOR RECOGNITION AND RENEWAL OF RECOGNITION

(i) Any such institution that desires to be associated with the University shall express its intention to do so in writing to the University in the prescribed format with supporting documents in proof of para (ii) herein above.

(ii) All such requests shall be received by the Registrar and placed before the Recognition Committee, which shall consist of the following and shall normally meet twice in a year:-

- | | |
|-------------------------|------------|
| a. Vice Chancellor | - Chairman |
| b. All Deans of Schools | - Member |

- c. Head and all Professors of Department Concerned in whose area of instruction the proposed collaboration is to be carried out - Member
- d. Registrar - Member-Secretary

50% of the members shall constitute a quorum.

All decisions shall be taken by consensus of at least 75% of the members present.

- (iii) The above Committee shall consider the requests received and recommend a case for recognition to the Vice Chancellor who shall nominate a three-member committee to carry out physical inspection and verification of the facts claimed by the Institute/University.
- (iv) The Committee shall visit the institution by drawing upon the funds of the University and shall carry out physical verification of the institution to assess its case for recognition on the lines of the parameters at: para (ii) above. After doing so, it shall submit its report to the Recognition Committee who then make appropriate recommendation to the Vice Chancellor who, along with his opinion, place it before the Executive Council for decision in the matter.
- (v) Recognition granted shall normally not exceed five years and will be subject to a mid-term review, the manner and timing of which shall be as decided by the University.
- (vi) Recognition may be extended after five years for subsequent terms of five years each.
 - a. Provided that the continuing instruction and research schedule shall not be disturbed for the reason of expiry of the term of recognition alone.
 - b. Provided further that normally no new registration for research or initiation of an instructional semester shall be initiated by the University during the last six months of the period of recognition.
- (vii) Request for re-recognition/renewal of recognition shall be received at least six months in advance from the date of expiry of the period and shall be examined as per the procedure already detailed above.
- (viii) The University shall reserve the right to withdraw such recognition with immediate effect if any falsification of facts is found at a later stage or any fact comes to light that is damaging to the credibility or conduct of the institution in terms of academic credentials.
- (ix) All legal disputes shall be subject to the jurisdiction of the courts at New Delhi.

4. MANNER OF COLLABORATION, COOPERATION AND OTHER DETAILS

- i. The University may choose to collaborate with an institution for the purposes of either instruction or research or both.
- ii. Provided that in case of either of the above, the students shall be admitted and examined by the University as per extant rules and guidelines.
- iii. Fees shall be prescribed and collected by the University which may be equally shared by the institution after mutual agreement.

- iv. Guides/research supervisors shall be appointed/recognized by the University as per its rules and regulations as amended from time to time.
 - v. If a teacher of the institution retires in mid-term of the period of research or instruction, his/her services shall normally be utilized till the end of the semester following which suitable replacement shall be made by the University.
 - vi. The collaboration can also be for a part or paper of the course of study.
 - vii. The timing of residence of a batch of students/research scholar(s) at the institution shall be decided by the Dean/Head of the Department concerned with the approval of the Vice Chancellor.
 - viii. Any matter not specifically covered in the above shall be regulated as per the University Rules as amended from time to time.
4. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 27

MUKTA SWADHAYA PEETHAM (MSP) - INSTITUTE OF OPEN AND DISTANCE EDUCATION

**(Sections 6 (1) (v) & 29 of the Central Sanskrit Universities Act, 2020 read with
Clauses 39 & 42 of its First Statutes)**

1. In fulfillment of its objects, the University aims to project a global perspective of Sanskrit learning along with the modern scholarship and to make this system available to masses at larger level to create a better understanding in the Sanskrit based knowledge system, to develop new disciplines in Sanskrit Studies and to bring out the potential of the learning for the betterment of the modern society. It also strives to develop distance education system to impart the treasure of Sanskrit knowledge, to offer various traditional courses in distance education mode, which are being offered by the University in regular mode, to develop online courses for learners of India and abroad, to apply this methodology to achieve mandates of the University, to promote learning through multimedia/ICT and to undertake research and development and training projects/programmes.
2. Pursuant to the Regulations of University Grants Commission (Open and Distance Learning Programmes and Online Programmes), 2020 and amended from time to time, the University shall undertake to impart Sanskrit Education by Distance Mode through the Mukta Swadhyaya Peetham (Institute of Open & Distance Education) to facilitate the interested learners of Sanskrit to continue the Higher Education in Sanskrit.
3. Eligibility conditions, Fee, Nomenclature & Duration of Course, Procedure for conducting the courses etc., shall be as prescribed by the University from time to time in consonance with the UGC norms.
4. There shall be a Director of the MSP to be appointed by the Vice Chancellor on the terms and conditions as prescribed by the University.
5. There shall be an Abhikalpa Samiti (Governing Council) for looking after the affairs of the MSP.
6. Composition of the Governing Council, duration thereof, conducting of meetings, duties and responsibilities etc., shall be as prescribed in the Regulations for MSP in the University.
7. MSP and its Study Centres shall be located both at Head Quarters of the University and in its constituent Campuses. The Directorate of MSP shall be located in Head Quarters at New Delhi.
8. The Organizational Structure of the MSP & Study Centres and provision of manpower therein shall be as prescribed in the Regulations for MSP in the University.
9. The MSP shall adopt the Credit system as per Guidelines of the UGC/Competent Authority, which shall be subject to changes by that Authority from time to time.

10. Arrangement of funds for functioning of MSP, procedure for collection and operation thereof shall be made as per the provisions prescribed in the Regulations for MSP in the University.
11. A Centre for Internal Quality Assurance (CIQA) shall be established for the programmes in the Open and Distance Learning mode. Objectives, functions and activities etc., of the CIQA and ancillary components thereof shall be as prescribed in the Regulations for MSP in the University.
12. Besides, for promotion of Sanskrit at global level, the University shall continue to undertake Sanskrit learning programmes through its activities of Correspondence Course (CC) and Non-Formal Sanskrit Education (NFSE). Procedure of admissions, fee, duration etc., shall be as prescribed by the University from time to time.
13. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 28

DEAN OF RESEARCH

(Sections 6 (1) (i), 6 (1) (xxviii) & 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with Clause 39 of its First Statutes)

1. There shall be a Dean of Research to be appointed by the Vice Chancellor from amongst Professors by rotation in the order of seniority for a period of three years.
2. The Dean of Research shall be responsible to the Vice Chancellor and shall discharge his/her duties in addition to his/her own duties as Professor, and shall be entitled to such facilities as may be determined by the University.

Provided that in case the Dean of Research is absent on leave or duty, or is unable to perform his/her duties for any other cause, the Vice Chancellor may assign the duties of the office to a Professor or an officer of the University.

3. The Dean of Research shall :-
 - i. recommend steps for the coordination of activities towards strengthening the Research efforts and initiatives of the University;
 - ii. advise the Vice Chancellor in the formulation of guidelines for the submission of research projects to funding agencies and the undertaking of consultancy projects by faculty groups & individual faculty members and perform such functions as may be assigned by the Vice Chancellor in respect of institutional support for and the monitoring of the progress of such research and consultancy projects;
 - iii. provide linkages with academic and research institutions, governmental, industrial and business concerns as well as research organizations for offering the expertise and facilities of the University for research and consultancy projects, and executing collaborative and sponsored programmes, including the strengthening of research facilities in the University with their support;
 - iv. provide advice and support to faculty members and researchers in the filling of patents and other aspects of the generation and protection of intellectual property rights;
 - v. take steps for promoting Technology Development Mission Projects, Technology transfer initiatives and organizing Specialised Workshops and Entrepreneurship Development courses or programmes for their benefit;
 - vi. generally provide advice and support in respect of the promotion of Research activities in the University.
4. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 29

DEAN OF ACADEMIC AFFAIRS

(Sections 6 (1) (xxviii), 9 (8), 12 & 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with Clauses 12 (2) (xxii) & 39 of its First Statutes)

1. There shall be a Dean of Academic Affairs in the University.
2. The Dean of Academic Affairs shall be appointed by the Vice-Chancellor from amongst the Professors of traditional subjects of the University in order of seniority on rotation basis. Provided that Professor so appointed would discharge the duties of the Dean of Academic Affairs in addition to his own duties as a Professor.
3. The term of Office of the Dean of Academic Affairs shall be as decided by the Vice Chancellor, but it shall not in any case exceed three years, and he shall be eligible for re-appointment.
4. The Dean of Academic Affairs shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf, from time to time, and shall also exercise such other powers and perform such other duties as may be assigned or delegated to him by the Vice-Chancellor.
5. Powers and duties of Dean of Academic Affairs: -
 - (a) The Dean of Academic Affairs shall be entitled to be present at, and address, any meeting of School Board or Board of Studies, but shall not be entitled to vote thereat unless he/she is a member of such authority or body.
 - (b) The Dean of Academic Affairs shall supervise the academic activities of the University including designing new Academic Programmes in coordination with schools and departments. He/she shall also coordinate proper conduct of Online Programmes. He/she shall promulgate Academic Calendar.
 - (c) The Dean of Academic Affairs shall supervise the admission of students to various Programmes offered by the University. At the time of admission, he/she shall ensure that a signed declaration from every student to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University, is obtained (Refer Statute 30(7)).
 - (d) The Dean of Academic Affairs shall supervise conduct of Guest Lectures, Seminars, Workshops, Curricular, Co-Curricular, Extra-Curricular activities etc. in the University.
 - (f) The Dean of Academic Affairs shall exercise general supervision over the Library and the Publication and Research Section of the University.
 - (g) He/she shall arrange for Scholarships and Merit Awards to the students.
6. When the office of the Dean of Academic Affairs is vacant or when the Dean Academic Affairs is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

7. He/she shall also perform such duties and functions as may be assigned to him from time to time by the Vice-Chancellor.
8. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 30

DEAN OF STUDENTS WELFARE

(Sections 6 (1) (xxviii), 9 (8), 12 & 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with Clauses 38 (1) (i) & 39 of its First Statutes)

1. There shall be a Dean of Students Welfare in the University.
2. The Dean of Students' Welfare shall be appointed by the Vice Chancellor from amongst the Professors by rotation in the order of seniority.
3. He/she shall hold the office for a term of three years and shall be eligible for re-appointment.
4. He/She shall discharge his/her duties in addition to his/her own duties as teacher and shall be entitled to such facilities as may be determined by the Vice Chancellor.
5. He/She shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. He/she shall endeavour to promote understanding among the students of fuller realisation of their objects through fruitful intellectual, social, cultural and corporate life in the University.
6. He/She shall assist the Vice-Chancellor in all matters affecting, students generally and shall exercise such powers and perform such other duties as assigned to him/her by the Vice-Chancellor.
7. In addition to all other duties, he/she 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) organisation of social and cultural activities with student participation.
 - (c) management of Sports facilities in the University and encouraging the students in making their best use.
 - (d) student-teacher relationship.
 - (e) financial aid/Scholarships/Fellowships to needy students.
 - (f) securing fellowships or scholarships for further studies in the country or abroad.
 - (g) health and medical services to students by arranging suitable Medical Insurance on payment of premium by the students.
 - (h) students' counselling.
 - (i) special arrangement to be provided, if any, to women and PwBD students.
 - (j) liaison between University administration and students.
 - (k) student-information services.
 - (l) alumni association and

8. He/She shall maintain essential particulars of each student from the date of his enrolment in the University.
9. He/She may communicate with the parents/ guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.
10. He/She 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.
11. He/She shall report to the Vice-Chancellor about the cases of students which require special attention or the cases of Students whose conduct and activities are not in the interest of the University.
12. When the office of the Dean of Students Welfare is vacant or when the Dean of Students Welfare is, by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
13. He/She shall also perform such duties and functions as may be assigned to him/her from time to time by the Executive Council/Vice-Chancellor.
14. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 31**COUNCIL OF DEANS**

(Sections 29 (1) (o) & 47 of the Central Sanskrit Universities Act, 2020 read with Clauses 12 (2) (xxii) & 39 of its First Statutes)

1. The University shall constitute a Council of Deans of the University to be known as the Deans' Council.
2. The Deans' Council shall comprise the following:
 - (i) The Vice-Chancellor - Chairperson
 - (ii) All Deans - Members
 - (iii) Dean, Academic Affairs - Member - Secretary
3. The functions of this council shall be;
 - a. to consider all academic matters relating to functioning of Schools and Departments;
 - b. to consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc.;
 - c. to recommend deputation of teachers for International Conferences; and
 - d. to consider such other matters as may be assigned to it by the Executive Council or may be referred to it by the Vice-Chancellor.
4. The quorum of the Council shall be two third of the total number.
5. Council of Deans shall also function as Standing Committee of the Academic Council, whose resolutions shall be placed before the Academic Council for ratification.
6. The rules/procedure of conducting the meetings shall be as may be prescribed from time to time.
7. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 32**PROCTOR**

(Section 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with Clauses 30 (2), 30 (3) & 39 of its First Statutes)

1. There shall be a Proctor in the University.
2. The Proctor shall be appointed from amongst the Professors or from amongst such Associate Professors having a standing of not less than 2 years as Associate Professor in the University, by the Vice Chancellor and shall discharge his/her duties in addition to his/her own duties as teacher and shall be entitled to such allowances and facilities as may be determined by the Executive Council.
3. The Proctor shall hold the office for a term of three years and shall be eligible for re-appointment.
4. When the office of the Proctor is vacant or when the Proctor is, by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
5. The Proctor shall be responsible for maintenance of discipline amongst students in the University.
6. The Proctor shall:-
 - (a) monitor the discipline among the student community.
 - (b) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
 - (c) collect relevant facts about the incidents of indiscipline, evaluate the evidence and recommend the quantum of punishment to be imposed on the erring students to the Vice Chancellor.
7. The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.
8. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 33
VISITING PROFESSOR

(Section 6 (1) (xvii) of the Central Sanskrit Universities Act, 2020 read with Clauses 12 (2) (xviii) & 39 of its First Statutes)

1. The University is empowered to appoint Visiting Professor.
2. 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 Institutes or equivalent or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
3. The Visiting Professor will be appointed by the Vice-Chancellor within the overall sanctioned strength of the Professor in the University.
4. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum of not less than three months.
5. The University may appoint a person up to the age of 70 years as a Visiting Professor.
6. 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.
7. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
8. 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.
9. Lodging facility will be provided free of charge by the University, but charges on boarding facilities would be paid by the Visiting Professor.
10. The tenure and honorarium in respect of a Visiting Professor shall be decided by the Vice Chancellor as per norms of the UGC.
11. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 34

RECRUITMENT RULES AND SERVICE CONDITIONS OF THE EMPLOYEES

**(Sections 18 & 29 (2) of the Central Sanskrit Universities Act, 2020 read with
Clauses 24, 25 & 39 of its First Statutes)**

1. Under the approval of the Competent Authority, the University shall frame and notify Cadre Recruitment Rules in respect of its employees in accordance with relevant prescribed norms.
2. The procedure & norms of recruitment, staffing pattern, pay structure, eligibility, service conditions and duties & responsibilities shall be prescribed in the Regulations of Recruitment Rules and Service Conditions of the Non-Teaching Employees - 2022.
3. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 35

WRITTEN CONTRACT OF APPOINTMENTS

(Section 34 of the Central Sanskrit Universities Act, 2020 read with Clauses 24, 25 & 39 of its First Statutes)

1. Every employee of the University shall be appointed on a written contract.
2. The prescribed format of the Contract to be entered will be as under:-

"TO BE TYPED ON NON-JUDICIAL STAMP PAPER
& SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF

SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED on the ----- day of the year..... between S/O/D/O _____ aged.....years, residing at _____ of the first part (hereinafter called 'the party of the first part') and the Central Sanskrit University, Delhi of the second part.

WHEREAS the Central Sanskrit University (hereinafter referred in as "the University") has engaged the party of the first part as _____ (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he/she may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty on (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all time obey the rules including the University employees Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he/she may be attached and shall whenever required to perform such duties as may be assigned to him/her from time to time.
3. The party of the first part shall be of the Teacher's / Officer's rank and his/her status shall be that of..... (Designation) in (Department /Centre /Campus) as on the date of appointment.
4. The party of the first part shall be from the date of coming into force of these presents, be granted the salary in the Pay Scale as mentioned in the Offer of Appointment. He/She shall also be eligible for the usual allowance admissible under the rules of the University / Govt. of India in force.
5. The party of the first part shall, during the period of this agreement earn leave according to the rules applicable to him/her.

- 6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable to the Officers of his /his equal rank in the University.
- 7. This agreement may be terminated at any time within the said period of the age of superannuation by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary of the period which may fall short of three months.
- 8. The party of the first part shall be eligible to the benefit of the University Provident Fund / Pension / New Pension Scheme according to the rules applicable.
- 9. The party of the first part shall submit himself /herself for ACR /Self Appraisal PABS methodology as prescribed by the UGC/University as notified and amended from time to time.
- 10. The party of the first part understands that service in the University is of All India Cadre and is transferrable to any of its Campuses/Centres situated in different parts of the Country. The first part undertakes to abide by any such order of transfer.
- 11. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made or deemed to have been made under Article 309 B & 313 of the Constitution of India, the provisions of any Act or Rule made by the University in regard to the employees borne in the category of the Teacher/Officer/Employee in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as their applicability shall be final.

IN WITNESS WHEREOF _____ the party of the first part and the Registrar acting for and on behalf of and by the order and direction of the Executive Council, have hereunto set their hands on theday ofmonth year.

SIGNED BY THE PARTY OF THE FIRST PART:

IN THE PRESENCE OF:

Witness: 1)

REGISTRAR"

2)

- 3. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 36**CURBING THE MENACE OF RAGGING IN UNIVERSITY AND
HIGHER EDUCATION INSTITUTIONS UNDER ITS
JURISDICTION**

**(Sections 6 (1) (xxiii), 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with
Clauses 12 (2) (xxii) & 39 of its First Statutes)**

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.
2. The University shall take needful action for curbing the Menace of Ragging in University and Higher Education Institutions under its jurisdiction in line with the UGC Regulations in this regard.
3. There shall be Ragging Committees at University and Campus Levels. The Proctor shall be Chairman of the Ragging Committee at University level and Directors of Campuses shall be Chairman of the Ragging Committee at Campus Level.
4. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 37**APPOINTMENT OF ADJUNCT FACULTY MEMBERS**

(Sections 6 (1) (x), (xvii) & 29 (1) (o) of the Central Sanskrit Universities Act, 2020 read with Clause 39 of its First Statutes)

1. To encourage interdisciplinary collaboration in research and teaching, the Vice Chancellor shall appoint adjunct faculty members at various Centres & Schools, who are Professionals and Specialists, from other Universities/reputed research institutions/ organisations/ Departments.
2. Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in the University Department and may also include professionals and specialists from PSUs and business corporations,
3. The adjunct faculty member will be appointed on a tenure appointment for one academic year, or for two semesters.
4. They will be offered a token honorarium per teaching hour/session, as decided by the University from time to time.
5. The University will provide them suitable office-space to facilitate their working and interaction with students and peers.
6. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 38**VISITING FELLOW**

(Sections 6 (1) (xvii) of the Central Sanskrit Universities Act, 2020 read with Clauses 12 (2) (xviii) & 39 of its First Statutes)

1. The University may appoint a Sanskrit scholar of eminence as Visiting Fellow.
2. 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.
3. Honorarium to the Visiting Fellow shall be decided by the University.
4. Travel expenses may be met in accordance with the Rules of the University.
5. The parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
6. Subject to availability, the University would provide accommodation to the Visiting Fellow in the Guest House of a Campus free of charge, but food charges would be paid by the Visiting Fellow.
7. The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be split up as desired by the University within the period of one year.
8. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 39

MEDIUM OF INSTRUCTION OF CONDUCT OF EXAMINATIONS AND EVALUATION OF STUDENTS PERFORMANCE FOR THE PROGRAMMES/ COURSES LEADING TO PRATHAMA (MIDDLE CERTIFICATE), PURVA MADHYAMA (SECONDARY CERTIFICATE), UTTAR MADHYAMA/ PRAK SHASTRI (SENIOR SECONDARY CERTIFICATE), SHASTRI (BACHELOR'S DEGREE)/ ACHARYA (MASTER'S DEGREE) & OTHER POST GRADUATE DIPLOMA /DIPLOMA /CERTIFICATE FOLLOWING THE ANNUAL/SEMESTER SYSTEM OF EXAMINATIONS OTHER THAN RESEARCH DEGREE PROGRAMMES/ COURSES.

(Sections 2 (u), 6 (1) (ii), 29 (1) (c) & 29 (1) (g) of the Central Sanskrit Universities Act, 2020
read with Clauses 12 (2) (xix), 14 (a), 14 (e) & 39 of its First Statutes)

Applicability: These Ordinances shall apply to all the Programmes/Courses launched by this University leading to Prathama (Middle Certificate), Purva Madhyama (Secondary Certificate), Uttar Madhyama/ Prak Shastri (Senior Secondary Certificate), Shastri (Bachelor's Degree)/ Acharya (Master's Degree) & other Post Graduate Diploma /Diploma /Certificate following the Annual/Semester system of Examinations other than Research Degree Programmes/Courses.

1. Medium of Instruction:

- i. The medium of instructions in respect of all the Programmes/Courses of Study offered by the Central Sanskrit University shall be as per the decision taken by the Academic Council.
- ii. Question Papers related to all the subjects of all the Programmes/Courses for Examinations of the University shall be set in Sanskrit or as per the requirement of the subject; except in case of examinations in Language(s)/Literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course and as per the decision taken by the Academic Council.

2. Examinations:

Definitions:-

- i. **Academic Programmes/ Courses** shall mean a programme/course containing various subjects and/or any other components leading to Prathama (Middle Certificate), Purva Madhyama (Secondary Certificate), Uttar Madhyama/ Prak Shastri (Senior Secondary Certificate), Shastri (Bachelor's Degree)/ Acharya (Master's Degree) & other Post Graduate Diploma /Diploma /Certificate.
- ii. **An Academic Year** is a period of nearly 12 months devoted by the students for completion of the requirements specified in the scheme of teaching and examinations and apportioned into 'terms' and 'breaks' etc.

- iii. **Board of Studies** shall mean the Board of Studies of a Department of the University.
- iv. **Semester System** is an academic term which divides the academic year in two parts.
- v. **Subject** means a component of the academic Programme/Course, carrying a distinctive code number and specific credits assigned to it. Code for the subjects shall be allocated in consultation with the Examination Division.
- vi. **External Examiner** shall mean a faculty member who is not from the institution to which the students are enrolled and appointed to set the end-term examination question papers/ moderator/ evaluation of answer sheets and/or act as a practical examiner in the University.
- vii. **Internal Examiner** shall mean an examiner who is from the same institution and assigned the responsibilities to set the question papers, evaluation of answer sheets, theory class test/conduct practical class tests and/or act as a practical examiner in the University.
- viii. **Student** shall mean a person enrolled in any of the School of the University/Campus/Affiliated Institution in an academic year for pursuing Programmes/Courses, to which this Ordinance is applicable.
- ix. **University** shall mean Central Sanskrit University, Delhi.
- x. **CE/CCIA** shall mean the Continuous Evaluation/Comprehensive Continuous Internal Assessment of the students.
- xi. **End-Semester Examination** shall mean the examination conducted by the University after completion of the semester.
- xii. **DCO** shall mean the Detailed Course Outline or lecture plan prepared by the concerned faculty member(s).

3. Academic Courses for Examinations

The University shall hold examinations for all such academic Programmes/Courses as are approved by the academic council and as it may notify from time to time for awarding degrees/diploma/certificate, as per the prescribed syllabi and Scheme of Teaching and Examination as are approved by the Academic Council.

4. Criteria for Examinations

- i. Examinations of the University shall be open to the students enrolled for a Programme/Course of study in the University, for a period specified for the course/subject of study in the Syllabi and Scheme of Teaching and Examination.
- ii. Provided that the Academic Council may allow any other category of candidates/students to take the University Examinations for any specified academic Programme/Course to the fulfilment of such conditions as may be laid down by the Academic Council from time to time.

- iii. Provided further that a student may be debarred from appearing in the examination on the grounds prescribed in the Ordinances or the Guidelines/Regulations prescribed by the University.

5. Course Content and Duration

- i. Programmes/Courses of Studies leading to Prathama (Middle Certificate), Purva Madhyama (Secondary Certificate), Uttar Madhyama/ Prak Shastri (Senior Secondary Certificate), Shastri (Bachelor's Degree)/ Acharya (Master's Degree) & other Post Graduate Diploma /Diploma /Certificate including certificate for short term course shall comprise of a number of subjects and/or other components as specified in the Syllabi and Scheme of Teaching and Examination of the concerned Programme/Course, as are proposed by the concerned Authority/Board of Studies and approved by the Academic Council. Each subject shall be assigned a weightage in terms of specified credits, wherever applicable. The minimum and/or maximum credits to be acquired for the award of degree/diploma/certificate shall be specified by the Syllabi and Scheme of Teaching and Examination of the concerned Programme/Course.
- ii. The minimum period required for completion of a Programme/Course shall be the Programme/Course duration as specified in the Syllabi and Scheme of Teaching and Examination for the concerned Programme/Course.
- iii. The duration of a Programme/Course of Studies as well as maximum period allowed for completion of the same shall be as prescribed by the University from time to time.

6. Academic Year

- i. An academic year shall be apportioned into two semesters for the Programmes/Courses of Studies where semester system is applicable. The duration of Programmes/Courses of Studies for Semester/Annual Systems shall be as determined by the University.
- ii. Wherever applicable, the break-up of the academic semesters devoted to instructional work shall be as prescribed by the University from time to time.
- iii. The Academic Calendar shall be notified by the Academic wing of the University each year, before the start of academic year.

7. Examination Fees

The University shall notify the fees payable by the students for various examinations after the same is approved by the Academic Council. A student who has not paid the prescribed fees prior to the examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his/her discretion allow in certain cases of genuine hardship, an extension in the last date of payment of fees.

In exceptional circumstances, the Vice-Chancellor may waive off the fees and other charges, if any.

Subject to any modification by the competent authority of the University, the Examination Fee and other charges shall be applicable as per the Ordinance of the University in this regard and the same shall also be published in the Prospectus.

8. Attendance

- i. Attendance is an important component in the assessment and evaluation system of the University.
- ii. The criteria for allotment of marks for attendance shall be mentioned Detailed Course Outline [DCO] or lecture plan by concerned faculty member(s).
- iii. The teacher handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course and shall send the monthly attendance record to the concerned Campus Director/Head of Institution.
- iv. For appearing in the University examinations, requirement of minimum attendance in a semester/academic year and condonation therein shall be as prescribed by the University from time to time.

For courses regulated by a statutory regulatory body, if the statutory body provides for any specific guideline for attendance, the same shall be applicable as approved by the Board of Studies of the concerned School /Competent Authority of the University.

- v. Marks for attendance in a particular subject shall be given based on the attendance record submitted by the respective faculty member(s) concerned. The break-up of marks for Attendance shall be as per table given below:

Total marks for Attendance	Range of Attendance	Marks Allotted
5 (Five)	Greater than or equal to 75% and less than or equal to 80%	1
	Greater than 80% and less than or equal to 85%	2
	Greater than 85% and less than or equal to 90%	3
	Greater than 90% and less than or equal to 95%	4
	Greater than 95% and less than or equal to 100%	5

- vi. Student who has been disallowed due to shortage of attendance shall be required to repeat all the subjects of the said semester/academic year with the next batch of students. The University enrolment number of such student shall, however, remain unchanged and he/she shall be required to complete the course in a maximum permissible period as mentioned in clause 5(iii).

The concerned Campus Director/Head of Institution shall announce the names of all such students who are not eligible to appear in the semester term end

examination/annual examination based on the attendance record, at least 5 calendar days before the start of the examination and simultaneously, intimate the same to the Controller of Examination.

- vii. If a student remains absent from classes on medical grounds, he/she shall have to submit the "Medical Certificate" issued by a registered Medical Practitioner to the concerned Campus Director/Head of Institution within one week after returning to classes. After the end of stipulated time of one week, the Medical Certificate shall not be accepted and considered.

9. Conduct of Examination

- i. All examinations of the University (except the Entrance Examinations for admission in different Programmes/Courses of Study) shall be conducted and held at the University Campuses/Affiliated Institutions/Centres as decided by the University.
- ii. There shall be provision for conducting online examinations for specific Programmes/Courses.
- iii. The schedule of End-Semester/Annual Examinations of the Programmes/Courses of Study shall be prepared by the office of Controller of Examinations (CoE) and sent to all the Campus Directors /Heads of the Affiliated Institutions atleast 15 (fifteen) days prior to the commencement of the respective examinations.
- iv. The End-Semester/Annual Examinations of all the Programmes/Courses of Study of the University shall be conducted under the general supervision of the Controller of Examinations, who through the approval of Vice-Chancellor shall appoint Centre Superintendent (CS) and Deputy Centre Superintendent (DCS) for the conduct of these Examinations. The Standard Operating Procedures (SOPs) shall be formulated by the office of Controller of Examinations for conducting the same under approval of the Competent Authority.
- v. The Continuous Evaluation/Comprehensive Continuous Internal Assessments (CE/CCIAs) shall be conducted by the concerned faculty member as per guidelines of Assessment and Evaluation System of the University mentioned herein this Ordinance and as amended from time to time.
- vi. The concerned Campus Director/Head of Affiliated Institution shall ensure the conduct of CE/CCIA in a very smooth manner so that the students can be evaluated continuously as well as comprehensively as per the spirit of CE/CCIA.
- vii. Assessment of Attendance and Award of Marks against attendance shall be part of CE/CCIA.
- viii. Wherever deems appropriate, the University may prescribe projects/dissertation/field work/seminars/practical/internship/ training or any other techniques/methods for assessment for the Programmes/Courses to

determine the level of performance of the students pursuing different Programmes/Courses.

10. Examination System

1. All Programmes/Courses of Study of the University shall be offered under Semester/Annual System and Examinations & Evaluation of students shall be done through Assessment and Evaluation System.
2. As a general principle, the Assessment and Evaluation System shall comprise the following components:
 - i. Continuous evaluation/internal assessment by the teacher(s) of the subject
 - ii. Evaluation through an End Semester/Annual Examination
3. The guidelines for distribution of weightage for various components of evaluation and award of credit/marks in respective components shall be prescribed in the Guidelines/Regulations framed by the University.

11. Conduct of Continuous Evaluation/Comprehensive Continuous Internal Assessment

- i. The CE/CC1A in a theory course may comprise Written Test, Assignments, Presentations, Quizzes, Viva-Voce, Case Study, Group Discussion etc. as prescribed by the concerned Board of Studies (BoS) and School Board (SB] from time to time.
- ii. In a course consisting laboratory component, each practical performed by a student will be subjected to evaluation by the concerned faculty member(s). The evaluation will involve documentation of the Practical Exercise/Experiment, Precision in the performance of experiment, Viva-Voce Examination etc.
- iii. In the case of Industrial Training/Project/Dissertation, the CE/CCIA will include periodical Progress Report.
- iv. In the case of fieldwork, the CE/CCIA will include Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Participation in Individual & Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc. or/and as approved by the Board of Studies of the concerned subject or Programme/Course of Study.
- v. The concerned Campus/Affiliated Institution shall maintain the complete record in respect of the CE/CCIA of each student and display it on the notice board. The concerned Campus/Affiliated Institution shall submit the record of CE/CCIA to the office of Controller of Examinations (CoE) as per prescribed guidelines.
- vi. It shall be the duty of the concerned faculty members to evaluate all assignments, quizzes and other component of CE/CCIA.
- vii. A student pursuing a course of study shall be required to follow the criteria prescribed by the University for Completion of the course.

12. Conduct of End-Semester/Annual Examination

- i. The End-Semester/Annual examination for various subjects/courses will ordinarily be held in the month prescribed by the University. The students will appear in the examinations on completion of minimum period of study for the relevant subject/course.
- ii. The schedule of examination shall be notified by the Controller of Examination at least 21 days prior to the commencement of end semester/annual examinations.

However, the students, who take admission to some individual course as per the term of any MOU executed by the University with any other University or accredited institution, will be allowed to appear in the end semester/annual examination as per the schedule of the University as to enable them to complete the pre-requisite subject/course for their degree/diploma/certificate from the respective Universities/accredited Institutions.
- iii. The University may conduct the online examination for such courses as may be decided from time to time. The online examination will be conducted in the manner as may be laid down by the Regulations.
- iv. The End-semester/annual examination for the students who are enrolled in the various courses launched by the University under MOOCS will be conducted by the University or by the authorized institution as per laid down procedure.
- v. All semester/supplementary end semester/annual examination shall be conducted by the Controller of Examination with the approval of the Vice Chancellor.
- vi. For theory and practical examinations, the project report/dissertation/training report and any other term end evaluation component, all examiners shall be appointed with the approval of the Vice Chancellor.
- vii. For the courses being run by the University, recommendations for names of the external examiners shall be obtained from the concerned Board of Studies through the respective Head of Department and Dean of the School. Where there is an exigency and the Board of Studies cannot meet, the Dean of School may recommend the names, stating clearly why the meeting of Board of Studies could not be convened.
- viii. In emergent situations, where, for some reasons, the recommendations cannot be obtained from the Board of Studies as stipulated above, recommendations may be obtained from one of the Dean of School nominated by the Vice Chancellor.
- ix. The panel of external examiners received by the Controller of Examinations shall be approved by the Vice Chancellor.
- x. The paper setters appointed by the Controller of Examinations with the approval of the Vice Chancellor, out of the approved panel for setting the Question papers, shall set the question papers. The question papers shall be set out of the entire syllabus of the course.

- xi. Question Paper-setting shall be done as per the guidelines/regulations decided by the University and as amended from time to time.
- xii. After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderators appointed by the Controller of Examinations with the approval of the Vice-Chancellor.
- xiii. End Semester/ Annual Examination answer scripts of students shall be evaluated by the teachers appointed by the Controller of Examinations with the approval of the Vice Chancellor from the subject wise list of teachers. The approved subject wise list of teachers teaching the specific subject shall be maintained by the Controller of Examinations.
- xiv. The Syllabi and Scheme of Teaching and Examinations of a Programme/Course shall prescribe supplementary examinations for the course, if required.
- xv. End Semester/Annual practical examinations shall be conducted by a Board of Examiners for each subject The Board shall consist of one or more examiners appointed by the Controller of Examinations with the approval of the Vice Chancellor.
- xvi. For any other type of examination, not covered by sub-clause (10.2 and 10.3) above, the mode of conduct of examination shall be as specified in the Syllabi and Scheme of Teaching and Examination and in the absence of such a provision shall be decided by the Controller of Examinations with the approval of the Vice Chancellor on the recommendation of the Board of Studies concerned.
- xvii. The results of a semester/annual (including the teacher's continuous evaluation and semester/supplementary term end examination) shall be declared by the Controller of Examinations on the recommendation of the Examination Board and with the approval of the Vice Chancellor. However, after scrutiny of the detailed result, if it is observed by the Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular subject, he/she may refer the matter to the Examination Board.
- xviii. The award list/term end mark-sheet containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations/Deputy Controller/Deputy Registrar (Exam)/ Assistant Director/Assistant Registrar (Exam) at the end of each academic semester/year, after the declaration of the result.

13. Criteria for Passing subjects, Marks, Promotion and Divisions

13.1 The details on the above is given as under:-

- i. The maximum marks in a subject of Programme/Course and the passing marks (sum of both the teachers 'continuous evaluation/internal assessment and end semester/annual examination) shall be as prescribed by the Regulations.

- ii. To pass/qualify a subject, the student must appear in all components of the subject.

13.2 A student may apply for re-evaluation of his/her answer sheets of the specific subject on the payment of prescribed fees within four weeks from the date of the declaration of the result.

13.3

- i. In case of semester examination system, if a student obtaining less than passing marks assigned to a subject and failing in the subject, he/she shall be allowed to re-appear in end semester/annual examination of the subject, when the examination of such semester/annual is conducted subject to maximum permissible period as mentioned in clause 5 (iii).
- ii. A student who has to re-appear in a semester term end/annual examinations in term of clause 13.3 (i) above shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, if there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of the students joining the concerned course, the examinations will be held in accordance with the old syllabus.
- iii. Students who are eligible to re-appear in a supplementary/ end semester/annual examination shall have to apply to the Controller of Examinations through online/concerned Campus Director/Head of Affiliated Institution and pay the examination fee prescribed by the University, to be allowed to re-appear in an examination.
- iv. The re-appearing student who secured less marks than equal to passing percentage [as described in 13.1(ii)] of maximum marks of teacher's continuous evaluation/internal assessment also have the option to repeat and improve the class test performance with regular batch of student. In such cases, the student will be required to apply for such improvement in the beginning of the said year, to- the Head of the Department concerned. The revised marks, received from the faculty concerned at least seven days before the commencement of end semester examinations shall be considered; otherwise the previous marks already obtained by the student shall be taken into account without any modification. In such cases, where the student opts to improve the class test performance with the next batch of students, the marks obtained in the class test will be proportionately increase to include the component of assignment/group discussion/home test/projects /internships/viva-voce / additional test/ etc. If such students do not re-appear in the end semester examinations, the improvement in teacher's continuous evaluation/internal assessment shall not be taken into account for result declaration. No extra fee shall be charged from the students for repeating the teacher's continuous evaluation/internal assessment.

- v. Policy for promotion of students to the next academic year, academic/semester breaks/credits shall be prescribed in the Guidelines/Regulations framed by the University.
- vi. In course of studies governed by a statutory body, if the regulations/rules of the statutory body specify any promotion policy, the same shall be implemented by the Controller of Examinations under approval of the Vice Chancellor. Additional requirements may be added for promotion to the next academic year by incorporating the same in the Syllabi and Scheme of Teaching and examination for the concerned course.

14. Final Year Supplementary Term End /Annual Examinations

A supplementary examination shall be conducted after the declaration of the final year result, only for those regular students who do not have backlog upto the pre-final year subjects. That is, supplementary end semester/annual examinations to be held only for the subjects of the final year for the regular students who have failed only in subjects of the final year. The supplementary end semester/annual examinations shall be allowed only to students who have been offered one chance to appear in the examinations of the final year subject(s). The teacher's continuous evaluation/internal assessment components shall not change in these cases. The supplementary end semester/annual examinations shall be held for courses whose Syllabi and Scheme of Teaching and Examination specify this examination.

15. Transfer of Credits

- i. A student may be permitted to do certain subjects in another Institution/University subject to compatibility of subject content and assessment process with the prior approval of the Dean of the School concerned and the competent authority; and the University may allow transfer of credits of such subjects on the recommendation of the Dean of the School. Similar benefit could also be given, on the recommendation of the Dean of the school, if a student has successfully completed a subject, equivalent to a core subject of the Programme/Course for which the student has registered, in a recognised Institution/University prior to joining a Programme/Course of study.
- ii. The University shall give equivalent credit weightage to the students for credits earned through Online Learning Courses (in the category of Elective subjects] through SWAYAM platform in the credit plan of the Programmes/Courses of Study as per guidelines of UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016 and as amended from time to time.
- iii. The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Study in which a student has been admitted.

- iv. Only such subject(s) may be considered for acceptance of credit transfer, in which the student has secured minimum marks, as prescribed by the University. In case a student has earned more credits from other Universities/ Educational/ Research Institutions, the student may indicate his/her preference of subjects for credit transfer.

16. Grading System

After adding the teaching continuous evaluation/internal assessment marks to the end semester/annual examinations, the marks secured by a student from maximum 100 shall be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the points scale as given below:-

Letter Grade	Letter Description	Grade point	Class Interval (in %)
O	Outstanding	10	90 and above
A+	Excellent	9	75 and < 90
A	Very Good	8	60 and < 75
B+	Good	7	55 and < 60
B	Above average	6	50 and < 55
C	Average	5	45 and < 50
P	Pass	4	40 and < 45
F	Fail	0	< 40
Ab	Absent	0	Absent

Grade P (grade point 4) shall be the subject passing grade unless specified otherwise by the fee Syllabi and Scheme of Teaching and Examination for the course. For grade(s) below the passing grade as defined in the Syllabi and Scheme of Teaching and Examination, the associated grade points shall be zero. Both acquired marks and grades shall be reflected on the end semester mark-sheets.

Note:

- i. F = fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination.
- ii. Minimum qualifying marks for a subject is 40% or less than 45% i.e. 'P' grade.
- iii. 'C' grade is 45% or less than 50%
- iv. 'B' grade is 50% or less than 55%
- v. 'B+' grade is 55% or less than 60%

- vi. 'A' grade is 60% or less than 75%
- vii. 'A+' grade is 75% or less than 90%
- viii. 'O' grade is 90% and above
- ix. Students shall have to qualify the sessionals (tests, assignments, attendance, presentation etc.) and end-semester examinations separately and the student failing to qualify either of the components shall not be considered as qualified in any case.
- x. Students shall be allowed to improve their grades during the maximum duration of the course of study.
- xi. There shall be no rounding of SGPA/CGPA
- xii. The SGPA/CGPA obtained by a student is out of a maximum possible 10 points.
- xiii. A student in order to be eligible for the award of the degree/diploma of the University must have obtained CGPA of 4 at the end of the course.
- xiv. Provided that students who are otherwise eligible for the award of the degree/diploma but have secured a CGPA less than 4 at the end of the permissible period of semesters may be allowed by the University to repeat the same subject of the same type in lieu thereof in the two extra semesters provided in clause 5.2 on "Duration of course".

University shall adopt the 10-points, grading system with the letter grades as given below. The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following divisions:-

CGPA	Class/Division
10	Outstanding
9 and above, but less than 10	First Class with distinction
8 and above, but less than 9	First
7 and above, but less than 8	High Second
6 and above, but less than 7	Second
4 and above, but less than 5	Third
less than 4	Fail

In respect of components other than internal assessment and end semester examination, wherever prescribed, the level of attainment necessary to qualify for the award of degree/diploma/certificate will be prescribed in respect of each such Programmes/Courses of study separately by the academic council on the recommendation of the concerned Board of Studies.

- a. To qualify the award of master degree a candidate should obtain the prescribed credits relevant to the course.
- b. To qualify the award of bachelor's degree with a particular subject as honors, a candidate should obtain the prescribed credits including those in skill oriented subjects relevant to the course.
- c. To qualify the award of post-graduation diploma/ diploma/certificate, a candidate should obtain the prescribed credits to the relevant course.

17. Ranking of Students

- i. One Student in each Programme/Course of Study shall be awarded Gold Medal and Certificate of Merit, subject to condition(s) that he/she [or as decided by the office of Controller of Examination from time to time):
 - a. should have first position with more than 60% marks;
 - b. should have passed all the Semesters of a Programme/Course of Study without any break;
 - c. should have passed all the subjects in a Programme/Course of study without any back log meaning thereby that he/she has not been awarded 'F or T Grade in any subject;
 - d. should have exhibited good conduct and character during the period of a Programme/Course of study.

18. Unfair Means/Students' Grievance Committee

i. Use of Unfair Means

All cases regarding reported use of Unfair Means (UFM) in the examination during term end examinations shall be placed before an Unfair Means Committee/s to be constituted by the Vice-Chancellor for making decision in individual cases, and recommending penalties as specified in the ordinance, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Examination Division and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall be approved by the Vice-Chancellor. For UFM cases during teacher's continuous evaluation the Dean of the concerned school shall take appropriated necessary decision and communicate to the Examination Division.

ii. Students' Grievance Committee

In case of any written representation/complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Dean of the School, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice-Chancellor shall take appropriate decision on the recommendations

of the Students Grievance Committee, before the declaration of result(s) of the said examination.

19. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) in respect of semester examination system

- i. Performance in a semester will be expressed as Semester Grade Point Average [SGPA) and shall be rounded to two decimal digits.
- ii. Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Cumulative Grade Point Average [CGPA), and shall be rounded to two decimal digits.
- iii. The formula for calculating of SGPA and CGPA is given below:

$$\text{SGPA} = \frac{\sum C_i G_i}{\sum C_i}$$

$$\text{CGPA} = \frac{\sum \sum C_{ni} G_{ni}}{\sum C_{ni}}$$

Where:-

C_i - number of credits for the course

G_i - grade point obtained in the course.

C_{ni} - number of credit of the course of the nth semester

M_{ni} - marks of the course of the nth semester

G_{ni} - grade points of the course of the nth semester

- iv. Audit papers (as per clause 4.4) shall not be accounted for in the calculation of SGPA and CGPA.
- v. The successful candidates as per clause 11.6 and having an overall CGPA higher than an equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree shall be awarded the degree and shall be placed in Divisions as below:
 - a. CGPA of 4.00 - 4.99 shall be placed in the Third Division
 - b. CGPA of 5.00 to 6.49 shall be placed in the Second Division.
 - c. CGPA of 6.50 or above shall be placed in the First Division
 - d. CGPA of 10 shall be placed in the Exemplary Performance. Exemplary Performance shall be awarded, if and only if, every subject of the course offered to the student is passed in the first chance of appearing in the paper that is offered to the student A student with an academic break shall not be awarded the exemplary performance.
 - e. The CGPA x 10 shall be deemed equivalent to percentage of marks obtained by the student for the purpose of equivalence to percentage of marks.

20. Award of Degree/Diploma/Certificate

A student shall be awarded a degree/Diploma/Certificate if:

- i. he/she has registered himself/herself, undergone the Programme/Course of studies, completed the project/training report/dissertation specified in the curriculum of his/her Programme/Course within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
 - ii. there are no dues outstanding in his/her name to the University; and
 - iii. no disciplinary action is pending against him/her.
 - iv. he/she has acquired the CGPA higher than or equal to the minimum CGPA specified in the Syllabi and Scheme of Teaching and Examination for the award of the degree/diploma/certificate, wherever applicable.
21. Subject to the provisions of the Act, the statutes and the Ordinance such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees, instructions to examiners. Superintendents Examination Centre, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purpose by the Vice-Chancellor.
22. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision, after obtaining the opinion/advice of a Committee consisting of any or all of the Deans of the faculty. The decision of the Vice-Chancellor shall be final.

23. Appointment of Amanuensis:

- i. The rules and regulations pertaining to appointment of amanuensis shall be as follows:-
 - An amanuensis shall be allowed in case of:
 - Blind Candidates (visually handicapped); and
 - The candidates, who are disabled due to an accident or disease and are unable to write with their own hands,
 - Provided that the candidates under above shall have to produce a medical certificate issued from the competent authority.
- ii. Candidates who are suffering with writing disabilities and cannot write with their own hands would be entitled to seek assistance of computers for purpose of typing only, subject to the conditions that the computers/laptops shall be provided by the University on advance intimation by the concerned candidate to the office of CoE at least two weeks prior to the commencement of End Semester/Annual Examinations.

Provided further that the University shall ensure that the computer provided to the candidate does not have any data stored in it which is relevant to the examination in which the candidate is appearing, and that it does not have Internet facility. Such benefits to the physically challenged persons shall be allowed on production of a medical certificate from the designated authority.

- iii. The Controller of Examinations, on receiving an Application from the candidate at least two weeks before the commencement of End Semester/Annual Examinations, will arrange for the appointment of an amanuensis and shall inform the Examination Centre Superintendent of the concerned examination.
- iv. The amanuensis shall be a person of qualification not above 12th standard.
- v. The Examination Centre Superintendent of the Examinations shall arrange for a suitable room for the disabled candidate and appoint a Special Invigilator from the list supplied by the office of the Controller of Examinations.
- vi. One extra hour will be given to the blind candidates for examinations of 3 hours of duration (i.e. 20 minutes per hour of examination).
- vii. An honorarium as approved by the Academic Council from time to time may be paid to the Amanuensis for the services provided.

24. Rates of Remuneration

The remuneration to be paid to the paper setters, moderators, examiners and evaluators of students answer scripts, projects, dissertation, thesis etc. shall be as approved by the Executive Council.

The remuneration to be paid to various categories of persons appointed for the conduct of examinations shall be as prescribed by the Executive Council from time to time.

25. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

ORDINANCE NO. 40

SCHOOL OF STUDIES AND DEPARTMENTS

(Section 2 (v), 12 & 29 of the Central Sanskrit Universities Act, 2020 read with Clauses 4, 17 & 39 of its First Statutes)

1. There shall be different Departments /Centres of Studies under the School of Studies in the University.
2. The School of Studies and Departments / Centres of Studies established in the University are specified hereunder :-

1. **School of Veda-Vedanga & Vedic Sciences**

- i. Department of Vyakarana Shastra
- ii. Department of Jyotisha Shastra
- iii. Department of Veda, Paurohitya & Karmakanda
- iv. Department of Vedang & Veda Bhashya
- v. Centre for Vedic Science

2. **School of Shikshashastra (Education) & Kaushal Prashikshan (Skilling)**

- i. Department of Shikshashastra (Education)
- ii. Centre for Faculty Development and Skilling

3. **School of Languages, Literature and Culture**

- i. Department of Sanskrit Sahitya
- ii. Department of Puranetihasa
- iii. Department of English
- iv. Department of Indian Languages -
 - a. Hindi
 - b. Bangla
 - c. Odiya
 - d. Nepali
 - e. Dogri
 - f. Malayalam
 - g. Kannada
 - h. Marathi
 - i. Maithili

& any other regional languages.

- v. Centre for Natya Shastra Studies

4. **School of Shastric Knowledge Systems**

- i. Department of Dharmashastra
- ii. Department of Manuscriptology & Paleography

5. School of Darshana

- i. Department of Bauddha Darshana & Pali
- ii. Department of Vedanta
- iii. Department of Nyaya
- iv. Department of Darshana
- v. Department of Jain Darshana & Prakrit
- vi. Department of Mimamsa
- vii. Department of Sankhya Yoga Darshana

6. School of Contemporary Knowledge Systems & Humanities

- i. Department of Social Science -
 - a. Political Science
 - b. Economics
 - c. History
 - d. Sociology
 - e. Geography
 & Any other Discipline
- ii. Department of Commerce, Business & Public Administration
- iii. Centre for Women's Studies
- iv. Centre for Leadership & Management Studies

(7) School of Multidisciplinary Sciences & Technology

- i. Department of Computer Science & Natural Language Processing.
- ii. Department of Linguistics & Translation Studies;

(8) School of Yogic Science & Holistic Health Practices

- i. Department of Yogic Sciences & Spirituality
- ii. Department of Ayurveda & Naturopathy

3. The University shall establish any other Departments and Centres in respective School as per requirement from time to time.
4. Emerging subjects shall be included in any of these Departments and Centres as per requirement from time to time.
5. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.