

## ORDINANCES

### ORDINANCE VII (2)

a. A candidate for the Semester I/III/V Examination shall not be deemed to have satisfied the required conditions of attendance unless he has attended, in all the subjects taken together, not less than two-thirds of the lectures/practical/presentations/tutorials required to be attended provided that a student of the Semester I/III/V who does not fulfil the required conditions of attendance, as above, but has attended, in all the subjects taken together, not less than 40 per cent of lectures/practical/presentations during the respective semester, may at the discretion of the Principal of the College concerned, appear for the ensuing semester Examination; but such a candidate shall be required to make up the deficiency at lectures and practical's, in the next semester of the same academic year.

Provided that a student of the II/IV/VI semester who does not fulfil the required conditions of attendance as above, but has attended in all the subjects taken together, not less than 40 per cent of the lectures/practical/presentation/tutorials, held during the respective semester, may at the discretion of the college Principal, be allowed to appear at the ensuing examination provided that s/he makes up the deficiency of the said attendance by combining the attendance of the previous semester in the ensuing semester.

Provided further that the Principal of the College concerned may permit a student to appear in an examination notwithstanding that the student has not fulfilled the attendance requirement, if in the opinion of the Principal, such student shall make up the deficiency in the succeeding academic year.

Provided further that a student of the II/IV/VI semester shall be allowed to appear at the II/IV/VI Semester Examination, as the case may be, if by combining the attendance of the one/two/three academic years as the case may be, the candidate has put in two-thirds of attendance, in all the subjects taken together, held during the respective years.

b. In the case of a student who is selected as a member of the N.C.C to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defence work and allied duties or in the case of a student who is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Principal/ Head of the institution concerned or a student who is selected to participate in sports or other activities organized by the Inter-University Board or in national or international fixtures in games and sports approved by the Competent Authority or a student who is required to represent the University at the Inter-University Youth Festival, or a student who is required to participate in periodical training in the Territorial Army or a student who is deputed by the College to take part in Inter College sports or fixtures, debates, seminars, symposia or social work projects or a student who is required curricular activities held in other Universities or such other activities approved by the Principal/Vice-Chancellor for this purpose. In calculating the total number of lectures etc. delivered in the College, or in the University as the case may be, for his course of study in each academic year, the number of lectures etc. in each subject delivered, during the period of absence and as approved by the principal for that purpose shall deemed to have been attended by the student.

a. The Principal of a College may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide each case on its own merits.

a. Colleges shall be required to notify the attendance position of each of its students for each month on the notice board of the College, and clearly indicate the lectures/practical hold subject wise and the numbers attended by each student.

a. A College shall notify on the notice board the final attendance position of each of its students within five days of the dispersal of the classes in the last session of the academic year not later than five days, thereafter, a student may, by an application to the principal of the college claim benefit of exclusion of lectures under sub-clause (a) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Principal of the College at least 3 days prior to the commencement of the examination, in which the student intends to appear. . .

a. The benefit of exclusion of lectures contemplated in para 'c' above shall in no case exceed 1/3 of the total number of lectures practical's/presentations / tutorials delivered.

a. In the case of a married woman student who is granted maternally leave, in calculating the total number of lectures delivered in the College or in the University. As the case may be, for her course of study in each semester, the number of lectures in each subject delivered during the period of her maternity leave shall not be taken in to account.

a. No person shall be deemed to have satisfied the required conditions in respect of his instructions, unless in addition to the requirements regarding attendance and other conditions, he has appeared and satisfied by his performance the Principal of the College in such tests, written and / or oral, as may be held by him in his discretion. The Principal of the College Shall have and shall be deemed always to have had, the power to detain a student in the same class in which he has been studying, or not to send him up for the University Examination, in case he did not appear at the tests aforesaid or his performance was not satisfactory. The Principal of a College/ Head of the Institution shall have power to strike off the name of a student who is grossly irregular in attendance inspite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.

## **ORDINANCE VIII (2)**

For all the students obtaining admissions under the Three Year Under-graduate programme under CBCS, the span period to complete the course will be 6 years from the year of admission in the first semester, irrespective of the different courses provided the student has completed all requirements to become eligible for appearing in the University Examinations as per rules.

## **ORDINANCE IX Pass Percentage and Promotion Rules**

a. A student who appears in an odd semester examination or who was eligible to appear in the odd semester examinations but remains absent in any or all the papers of the said semester, shall move on to the next even semester irrespective of his/her result in the said examinations.

a. A student who has obtained 40% on the aggregate taking together all the papers in theory examination (including internal assessment/project work) and practical examination separately conducted in 1st and 2nd semester shall be promoted to the second academic year/IIIrd semester.

b. A student who has obtained 40% on the aggregate, taking together all the papers in theory examination (internal assessment/project work) and practical examinations separately, conducted in IIIrd and IVth semester shall be promoted to the third academic year/Vth semester.

c. Students who do not fulfil the promotion criteria mentioned above shall be declared fail in the promotion examination of the academic year concerned. However, they shall have the option to retain the marks in the papers in which they want to retain.

d. If a student has secured an aggregate of minimum 40% marks taking together all the papers in theory examination (including internal assessment/project, wherever applicable) and practical exam separately till the end of third year, i.e., upto the end of the VIth semester, then she/he shall be awarded the degree in which the student has been admitted.

e. A student who wants to re-appear for improvement in marks in a paper prescribed for semester I/III/V may do so only in the semester examinations to be held in November-December. A student who want to re-appear for improvement in a paper prescribed in semester II/IV/VI may do so only in the examinations to be held in May/June.

### **Re-appearance for improvement**

a. A student may re-appear in any theory paper prescribed for a semester, on foregoing in writing her/his previous performance in the paper/s concerned. This can be done in the immediate subsequent semester examination only (for example, a student re-appearing in paper prescribed for Semester I examination may do so along with subsequent Semester IIIrd examination and not along with papers for semester Vth).

a. A candidate who has cleared examinations of third academic year (Vth and Vith semesters) may re-appear in any paper of V or VI semester only once, at the immediate subsequent examinations on foregoing in writing her/his previous performance in the paper/s concerned, within the prescribed span period.

(Note: The candidate of this category will not be allowed to join any post-graduate courses)

c. In the case of re-appearance in paper, the result will be prepared on the basis of candidate's current performance in the examinations.

a. In the case of a candidate, who opts to re-appear in any paper/s under the aforesaid provisions, on surrendering her/his earlier performance but fails to reappear in the paper/s concerned, the marks previously secured by the candidate in the paper/s in which she/he has failed to re-appear shall be taken into account while determining her/his result of the examination held currently.

a. All papers of Core, Elective, Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) shall be for 100 marks each and 25 marks shall be for Internal Assessment (IA).

a. Examination for Practical wherever applicable shall be based on continuous evaluation.

a. Duration of end semester theory examinations of Core and Elective subjects shall be three hours.

a. There shall be no internal assessment in practical papers.

a. There shall be no supplementary examinations.

### **Ordinance XA- Unfair means & Disorderly conduct in the Examination**

a. The use of dishonest or unfair mean in the examination include:

.Assisting in any manner whatsoever any other candidate in answering the question paper during the course of the examination:

i.Taking assistance from any other candidate of any other person or from any book, paper, note or other material in answering the question paper during the course of the examination.

ii.Carrying into the examination room any book, paper, notes, or other material whatsoever likely to be used directly or indirectly by the candidate in connection with the examination.

iii.Smuggling in an answer book of a continuation sheet.

iv.Taking out or arranging to send out an answer book or its any page or a continuation sheet.

- v. Replacing or getting replaced an answer book or its any page or continuation sheet during or after the examination.
  - vi. Getting impersonated by any person in examination.
  - vii. Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.
  - viii. Communicating with or talking to any other candidate or unauthorized person in or around the examination room during the course of the examination.
  - ix. Communicating or attempting to communicate directly or through a relative, guardian and find with an examiner with the object of influencing him in the award of marks.
- b. Disorderly conduct in the examination includes:
- . Misbehaviour in connection with the examination, with the Superintendent, the Invigilator on duty or the other staff working at the Examination Centre, or with any other candidate in or around the examination centre, before, during or after the examination hour.
  - i. Leaving the examination room before the expiry of half an hour or without handing over the answer book to the invigilator -in-charge or without signing the attendance sheet.
  - ii. Intentionally tearing off the answer book or a part there for a continuation sheet,
  - iii. Disturbing or disrupting the examination.
  - iv. Inciting others to leave the examination room or to disturb or disrupt the examination.
  - v. Carrying into the examination centre any weapon of offence.
- c. No. candidate shall make use of any dishonest or unfair means or indulge in disorderly conduct in the examination.
- a. A candidate found guilty of the use of dishonest or unfair means or disorderly conduct in the examination may be disqualified from passing the examination for which he was a candidate, and may, in addition, be debarred from appearing at any future examination of the university for a further period to be stated or be expelled from the University and declared not a fit and proper person to be admitted to any further examination of the university.

### **ORDINANCE XV -B Maintenance of discipline among Students and University**

1. All powers relating to discipline and disciplinary actions are vested in the Vice-Chancellor.
2. The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance the following shall amount to acts of gross indiscipline:
  - a. Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution/Department and against any student within the University of Delhi
    - a. Carrying of, use of or threat to use of any weapons
    - b. Any violation of the provisions of the Civil Rights Protection Act, 1976
    - c. Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes.
    - d. Any practice-whether verbal or otherwise-derogatory of women.
    - e. Any attempt at bribing or corruption in any manner.
    - f. Wilful destruction of institutional property.
    - g. Creating ill-will or intolerance on religious or communal grounds.
    - h. Causing disruption in any manner of the academic functioning of the University system.
    - i. Prohibition of Ragging as per Ordinance XV-C.
2. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the

Vice-Chancellor, may in the exercise of his/her powers aforesaid order or direct that any student or students:

- a. be expelled; or
  - a. be, for a stated period rusticated; or
  - b. be not for a stated period, admitted to a course or courses of study in a College, Department, or Institution of the University; or
  - c. be fined with a sum of rupees that may be specified; or
  - d. be debarred from taking a university or College or Departmental Examination or Examination for one or more years; or
  - e. that the result of the student or students concerned in the examination or Examinations in which he/she or they have appeared be cancelled.
2. The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, School of Open Learning and Librarians shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Institutions, Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.
  3. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed ruled of discipline and proper conduct shall be framed.
  4. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected provide himself/herself with a copy of these rules.
  5. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed therein by the University.

### **ORDINANCE XV-C Prohibition and Punishment for Ragging**

1. Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and includes individual or collective acts or practices which-
  - a. Involve physical assault or threat to use of physical force
  - a. Violate the status, dignity and honour of women students
  - b. Violate the status, dignity and honour of students belonging to the scheduled caste and tribe
  - c. Expose students to ridicule and contempt and affect their self-esteem
  - d. Entail verbal abuse and aggression, indecent gestures and obscene behaviour.
2. The Principal of a College, the Head of the Department or an Institution, the authorities of College, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.

3. Notwithstanding anything in Clause (4) above, the Proctor may also suo motu enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
4. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
5. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
6. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
7. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
8. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
9. In case any students who have obtained degrees or diplomas of Delhi University are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
10. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
11. All Institutions within the Delhi University system shall be obligated to carry out instruction/ directions issued under this Ordinance, and to give aid assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

**Note: Order of the Vice-Chancellor in pursuance of Ordinance XV-C:**

Where incident (s) of ragging are reported to the Vice-Chancellor by any authority under this Ordinance, the students (s) involved in ragging, shall be expelled for a specified term, designated in the order. Non-students involved in reports of ragging will be proceeded with under the criminal law of India; they will also be rendered ineligible for period of five years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict adherence to the rules of natural justice.

The students in distress can call the 'National Anti-Ragging' helpline 1800-180-5522 or email at [helpline@antiragging.in](mailto:helpline@antiragging.in)

**ORDINANCE XV-D The Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act 2013.**

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21

of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment.

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India.

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

#### **Section 9 - Complaint of sexual harassment.**

1. Any aggrieved woman may make in writing a complaint of sexual harassment at workplace to the Internal Committee within a period of three months from the date of incident and in case of a series of incidents within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding officer or any member of the Internal Committee shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee may for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

0. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

#### **Section 14 - Punishment for false or malicious complaint and false evidence.**

1. Where the Internal Committee arrives at a conclusion that the allegation against the respondents is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer as the case may be to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9 as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on parts of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

0. Where the Internal Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer as the case may be to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist in such manner as may be prescribed.

For further details, please see the website <http://indiacode.nic.in/acts-in-pdf/142013.pdf>.  
Redress of Grievance of Students

As per UGC notification dated 6.5.19, grievance means complaints made by an aggrieved student in report of the following

- .Admission contrary to merit determined in accordance with the declared admission policy of the institution.
- i.Irregularity in the process under the declared admission policy of the institution.
- ii.Refusal admit in accordance with the declared admission policy of the institution.
- iii.Non-publication of prospectus by the institution in accordance with the provisions of these regulations.
- iv.Publication by the institution of any information in the prospectus, which is false or misleading and not based on facts.
- v.Withholding of, or refusal to return, any document in the form of certificates or degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect or any course or program of study which such student does not intend to pursue.
- vi.Demand of money in excess of that specified to be charged in the declared admission policy of the institution.
- vii.Violation by the institution or any law for the time being in force to regard to reservation of seats in admission to different category of students.
- viii.Non-payment or delay in payment of scholarships or financial aid admissible to any students under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission.
- ix.Delay by the institution in the conduct or examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission.
- x.Failure by the institution to provide student amenities as set out in the prospectus or is required to be extended by the institution under any provisions of law for the time being in force.
- xi.Non-transparent or unfair practices adopted by the institution for the evaluation of students.
- xii.Delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus or as may be notified by the Commission.
- xiii.Complaints of alleged discrimination of students from the Scheduled Caste, the Scheduled Tribes, Other Backward Classes, Women Minority or persons with disabilities categories.
- xiv.Denial of quality education as promised at the time of admission or required to be provided
- xv.Harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

**An aggrieved student may contact the Grievance redressal committee.**