

**ORDINANCE-XXXVI**  
**CONVOCATION FOR CONFERRING DEGREES**  
**[Section 28 (O) & Statute 29 of the Act]**

**1. Annual Convocation**

A Convocation for the purpose of conferring degrees shall ordinarily be held once in year on such date and place as may be fixed by the Vice Chancellor with prior approval of the Chancellor.

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 in absentia and issue the degrees on payment of prescribed fees.

**2. Special Convocation**

2.1 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 laid down in Statute 29 for the purpose of conferring other degrees under special circumstances on the recommendation of the Academic Council.

2.2 The convocation shall consist of the body corporate of the University.

2.3 The Chancellor shall, preside over the Convocations of the University for conferring degrees.

**3. Report**

At the Annual Convocation the Vice Chancellor shall present a report of the year's work in the University.

**4. Notice**

4.1 Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.

4.2 The Registrar shall, with the notice, issue to each member of the convocation, a programme of the procedure to be observed there at.

4.3 The candidates who have passed their exams in the year since the last convocation shall be eligible to be admitted to the convocation.

**5. Application**

5.1 A candidate for the degree must submit to the Registrar his application on or before the date prescribe for the purpose for admission to the degree at the Convocation in person along with prescribed fees.

5.2 Such candidates as are unable to present themselves in person at the convocation shall be admitted to the degree in absentia by the Chancellor or in his/her absence by the Vice-Chancellor and their diplomas shall be given by the Registrar on application and payment of prescribed fees.

**6. Fees**

The fees for admission to the degree at the Convocation in person or in absentia shall be as decided by Academic council.

**7. Honorary Degree**

- 7.1 Honorary degree shall be conferred only at convocation and may be taken in person or in absentia.
- 7.2 The presentation of the persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or in his absence the Senior-most Dean of the University.
- 7.3 Candidates at the convocation shall wear gowns and hoods appropriate to their respective degrees as specified in rules by the University. No candidate shall be admitted to the convocation who is not in proper academic dress prescribed by the University.

**8. Academic Dress**

The academic dress of the University for the Convocation shall be as prescribed by the University.

**9. Convocation Procedure**

The Convocation Procedure of the University shall be as framed under its rules by the University.

## ORDINANCE-XXXIX

### TRANSFER OF CREDIT

#### [Act Section 6(2) (iv)]

1. This Ordinance will provide a framework for promoting and facilitating the Interuniversity transfer and mobility of students across different Universities of India and abroad that can work well.
2. **This Ordinance is aimed at prescribing:**
  - 2.1 procedure for facilitating and promoting transfer of credits earned by the students of this University to other Universities / Educational Institutions; and
  - 2.2 policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities / Educational Institutions.
3. **Facilitation for Transfer of Credits to other Universities / Educational institutions:**
  - 3.1 The University shall facilitate transfer of credits earned by its students to other Universities / educational institutions.
  - 3.2 A student of the University seeking transfer of credit to other Universities/ institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examinations.
  - 3.3 The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the application of the students to the University/ institution concerned.
4. **Policy and Procedure for accepting Credit Transfer from other Universities:**

The University shall have a policy of accepting transfer of credits earned by a student from the following Universities / educational institutions / research institutions:

  - 4.1 Universities recognised under Section 12(b) of the UGC Act.
  - 4.2 Universities that are members of the Association of Indian Universities.
  - 4.3 Such foreign Universities, the Courses / Programmes of which are recognised as equivalent to those of Indian Universities by the Association of Indian Universities.
  - 4.4 Indian Institutes of Technology (IIT)
  - 4.5 Indian Institutes of Management (IIM)
  - 4.6 National Institutes of Technology (NIT)
  - 4.7 Indian Institutes of Science Education and Research (IISER)
  - 4.8 Indian Institutes of Information Technology (IIIT)
  - 4.9 Schools of Planning and Architecture (SPA)
  - 4.10 All India Institute of Medical Sciences (AIIMS)
  - 4.11 Such Indian or Foreign University / educational institution / research institution with which the University has signed an MOU for students and faculty exchange.
  - 4.12 Any other University / educational institution / research institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University.
5. **Request for acceptance of transfer of credits shall be:**

- 5.1 entertained only if received from such candidates who have been duly selected for admission in a Programme of Studies, as per the rules governing admission in the University;
  - 5.2 made by the student concerned within 10 days from the date of his/her admission in the University.
  - 5.3 made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
  - 5.4 supported by such documents as may be prescribed by the Academic Council.
6. Dean of the School concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a Committee comprising a senior faculty as chairperson and two faculty members to process and finalise the request for acceptance of credit.
  7. The maximum credits that can be accepted for transfer shall not exceed 20% of the total credits required for the completion of the Programme of Studies in which a student has been admitted.
  8. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade / GPA of 2 or above / a minimum of 50% marks, as the case may be. In case a student has earned more credits from other Universities / educational institutions/ research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the School concerned in this regard shall be considered as final.
- 9. The credit equivalence for accepting credit transfer shall be determined as under:**
- 9.1 for credit(s) earned by students from Universities that have the credit system in place, a Course work requiring 10 hours of contact hours shall be considered as equivalent to 1 credit of the University;
  - 9.2 for Courses completed from Universities / educational institutions / research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 3 credits of the University; and
  - 9.3 for Courses completed from Universities / educational institutions / research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 3 hours per week it shall be considered as equivalent to 3 credits of the University.
10. The University may also permit its students to accumulate certain credits from other Universities / educational institutions / research institutions in full or partial fulfilment of the required Course work. In such cases:
    - 10.1 the student shall be required to obtain prior approval of the Dean of the School;
    - 10.2 the Courses can be undertaken only in the institutions specified in para 4 above;and

10.3 the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 20% of the total credits prescribed for the successful completion of the Programme of Studies