



Gujarat Vidyapith  
Ahmedabad

### III. Examination and Students Related Rules





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## Examination and Students Related Rules

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## Rule 1 Admission

- [1] Admission to all academic programmes of Gujarat Vidyapith shall be based strictly on merit and governed by the procedure approved by the Academic Council and Executive Council.
- [2] The institutions deemed to be Universities shall follow the rules and regulations regarding fee structure, number of seats, etc., issued by the relevant statutory bodies and in case Gujarat Vidyapith offers different courses which come under the regulatory ambit of different statutory bodies, namely the University Grants Commission, the All India Council of Technical Education, National Medical Council etc., the rules and regulations regarding fee structure, number of seats, etc., issued by such statutory body concerned shall be applicable.
- [3] The merit may be determined through:
  - [a] Common University Entrance Test (CUET-UG / CUET-PG) conducted by the National Testing Agency (NTA), or any such other exam decided by statutory authority, OR
  - [b] Gujarat Vidyapith Eligibility and Efficacy Test for Admission (GEETA) conducted by the University, wherever applicable.
- [4] In the absence of an entrance examination, admission shall be made as per the criteria and process published in the Prospectus of the University for that academic year.
- [5] The Prospectus shall be uploaded on the University website at least 30 days before commencement of admissions and shall contain:
  - [a] number of seats in each programme,
  - [b] eligibility qualifications,
  - [c] admission process,
  - [d] fee structure and refund policy, and
  - [e] a declaration that no donation or capitation fee is collected.
- [6] All records of the admission process shall be maintained for at least three years and displayed on the University website as per UGC transparency norms.

#### [7] Entrance Examination (GEETA)

- [a] The entrance test shall be OMR-based and may be conducted in Gujarati, Hindi, or English.
- [b] The test will comprise 60 questions with a duration of 90 minutes.
- [c] Candidates shall appear at their own expense at the examination centre of their choice.
- [d] No study material or preparatory literature will be provided by the University.

#### [8] Fee Structure

- [a] No donation or capitation fee shall be charged in any form, directly or indirectly.
- [b] Fee fixation shall be transparent and non-profitteering, ensuring self-reliance and sustainability.
- [c] The Finance Committee, functioning as the Fee Regulatory Committee (FRC), shall approve the fee structure for all programmes.
- [d] The fee shall be collected as declared in the prospectus of Gujarat Vidyapith and with a proper receipt.
- [e] Fees shall be collected only through official modes against a proper receipt.
- [f] The University may provide fee concessions or scholarships to meritorious students belonging to socially and economically disadvantaged groups (SEDGs).

#### [9] Fee Refund

- [a] Gujarat Vidyapith shall comply with all UGC notifications on fee refund and return of original certificates.
- [b] In the event of a duplicate payment made towards admission fees or any other applicable charges, arising from any inconvenience or technical error, the concerned individual shall be eligible for a refund of the excess amount, subject to the deduction of applicable taxes, if any.

## **Rule 2 Allocation of Seats (Reservation Norms of The Central Govt.)**

- [1] The University shall strictly follow the reservation norms of the Government of India, as under:
  - [a] Scheduled Castes (SC) – 15 %
  - [b] Scheduled Tribes (ST) – 7.5 %
  - [c] Socially and Educationally Backward Classes (SEBC/OBC-NCL) – 27 %
  - [d] 10 % of total seats shall be reserved for the Economically Weaker Section (EWS).
  - [e] 5 % of seats in each programme shall be reserved for candidates with disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016. (“Person with disability” means a person having not less than 40 per cent of any disability certified by a competent medical authority)

## **Rule 3 Maximum duration for completion of course**

- [1] A student may complete the programme within a period not exceeding six additional semesters beyond the prescribed duration (e.g., a 4-semester course may be completed within 10 semesters).
- [2] In exceptional cases, the Academic Council may allow one additional semester.
- [3] Female students are entitled to maternity/child-care leave up to 240 days once during the entire programme, which shall not be counted within the maximum duration.

## **Rule 4 Transfer of Credits**

- [1] A student who has earned academic credits for a course from a recognized university and seeks to transfer such credits to Gujarat Vidyapith for the purpose of completing the remaining portion of the said course may apply for admission, subject to evaluation of the equivalence and relevance of the prior coursework. The Board of Studies concerned, or the Academic Council, as applicable, shall have the authority to grant or deny such admission based on

academic assessment and institutional norms. The acceptance and transfer of credits shall be governed by the prevailing regulations of the University Grants Commission (UGC) and the Academic Bank of Credits (ABC), as amended from time to time.

- [2] Multiple Entry and Multiple Exit (ME-ME)
  - [a] Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions and their amendments (if any) shall be followed.
  - [b] In alignment with the National Education Policy (NEP) 2020 and the UGC Guidelines for Multiple Entry and Exit in Academic Programmes (2021), Gujarat Vidyapith adopts the principle of academic flexibility to provide students with equitable opportunities for pursuing higher education with certificate, diploma, degree, and research pathways.

## **Rule 5 Eligibility for Degree and Post Graduate Diploma**

- [1] Conferment of Degree / Post Graduate Diploma Gujarat Vidyapith shall confer Degrees and award Post Graduate Diplomas to persons who:
  - [a] have pursued approved courses of study at Gujarat Vidyapith in accordance with the rules or bye-laws; and
  - [b] have passed the examinations or tests as prescribed by the Vidyapith and/or
  - [c] have carried out research under the conditions prescribed by the Vidyapith under its rules or bye-laws; and
  - [d] have taken the oath as prescribed by the Academic Council.
- [2] Eligibility to Receive Degree / Post Graduate Diploma at Convocation
  - [a] Every person who has successfully passed the Degree or Post Graduate Diploma examination of Gujarat Vidyapith and has taken the prescribed oath of the Academic Council shall be eligible to receive the respective Degree or Post Graduate Diploma in person during the Convocation.

## Rule 6 Enrollment of Students

### [1] General Provisions

- [a] The Gujarat Vidyapith shall follow the guidelines issued by the University Grants Commission (UGC) regarding admission eligibility, credit framework, multiple entry-exit system, and awarding of degrees and diplomas.
- [b] Enrollment shall be granted in accordance with the regulatory guidelines and subject to availability of seats determined by the Vidyapith based on infrastructure, faculty-student ratio, and academic requirements.

### [2] Eligibility for Enrollment

#### [a] Undergraduate Programmes

- [i] A student who has passed Level 4/Class 12 from a recognized board or equivalent as prescribed in Rule 11 shall be eligible for admission to undergraduate or integrated UG–PG programmes.
- [ii] Irrespective of the discipline studied at Class 12 level, the student shall be eligible for admission to any UG discipline upon qualifying National or University Level Entrance Examination. Where required, the Vidyapith may provide bridge courses to address knowledge gaps.
- [iii] Candidates who have passed the Class-12 examination conducted by Gujarat Board of Secondary and Higher Secondary Education, Central Board of Secondary Education, recognized Board of Secondary Higher Secondary Education of other states or NIOS with prescribed percentage and those who have passed the entrance examination conducted by UGC or UGC recognized institute or Gujarat Vidyapith will be admitted to the first semester of the graduate level course.
- [iv] If the number of students who have passed the entrance examination is more than the number of seats sanctioned in any course, the concerned department shall grant admission as per the criteria decided in advance for

selection of students. Further, if sufficient numbers of students who have cleared the entrance examination for any course are not available, admission to such courses will be given as decided by the Academic Council.

- [v] Candidates who have passed the Class-12 Equivalence Examination from an institution other than the above mentioned institution and wish to get admission, they must submit evidence that the examination conducted by the institution from which they have passed the examination has been recognized as Class-12 equivalent examination by the Government of India/State Government.

[b] Postgraduate Programmes

- [i] Along with narration in the Rule 11 a candidate who has completed:

- [A] A 3-year UG degree (120 credits, Level 5.5), or

- [B] A 4-year UG degree with Honours or Honours with Research (160 credits, Level 6) shall be eligible for admission to a PG programme.

- [ii] Admission shall be granted based on qualifying performance in a National or University Level Entrance Examination.

- [iii] Applicants who have passed the graduation level examination with prescribed percentage/grade from a recognized university and passed the entrance examination conducted by UGC or a UGC recognized institution or Gujarat Vidyapith will be admitted to the post-graduation programme including post graduate bachelor's programme, depending on their subject.

- [iv] If the number of students who qualify the entrance examination is more than the number of seats sanctioned in any course, the department concerned shall give admission as per the criteria decided in advance for selection of students.

- [v] Further, if sufficient number of students who have passed the entrance examination for any course are not available, admission to such courses will be given as decided by the Academic Council.
- [vi] In postgraduate courses of more than two semesters, those who have completed two semesters of postgraduate course, direct admission in Semester-3 in the respective subject may be given as per UGC norms from time to time.
- [c] Research Programmes
  - [i] Admission to Ph.D. shall be governed by UGC Ph.D. Regulations, as amended from time to time.
- [d] Admission to Post Graduate Diploma and other courses
  - [i] Admission to Post Graduate Diploma and other courses will be given as per the norms decided by the Board of Studies (BoS) of the concerned department and approved by the Academic Council.
- [3] Multiple Programme Enrollment
  - [a] A student may pursue two UG programmes simultaneously, subject to UGC guidelines.
  - [b] A student may pursue two PG programmes simultaneously under conditions permitted by UGC.
  - [c] Enrollment in additional programmes must not disrupt the timetable of the Vidyapith.
- [4] Verification of educational certificates, marks, etc.
  - [a] The following procedure should be followed for the verification of academic certificates, marks, etc at the time of admission.
    - [i] The original mark sheets and certificates of the following examination to be verified:
      - [A] Mark sheets and certificates of class - 10 and 12
      - [B] Mark sheet and certificate of Graduation on application
      - [C] Mark sheet and certificate of previous course required for the programme in which admission is to be granted

- [ii] The following method has to be used to verify the mark sheets & Certificates of previous course.
  - [A] In addition to the original mark sheet, if a QR code is given in the mark sheet, then verification has to be done through QR code also, or
  - [B] Validation has to be done on the basis of certificates uploaded on Digi Locker, or
  - [C] Validation has to be done on the basis of the results uploaded on the website of the concerned university.
- [iii] After verifying the mark sheets and certificates, the Head of the Department (HoD) or the teacher who has been assigned the responsibility for admission should verify the documents and sign the photocopy of the documents by writing "Verified with the help of QR Code/ Digi locker/University Website".
- [b] If the documents cannot be verified based on the university's mark sheet, certificate QR code / DG locker/ website of the university in which the applicant has studied earlier, then the applicant will have to obtain the migration certificate of that university and if the migration certificate of the university can be obtained, the applicant has to get his academic certificates verified by the concerned university and deposited in the Vidyapith. For a student seeking enrollment in the Ph.D. Programme, the pre-course mark sheets and certificates required for the programme will be sent to the concerned university for verification. For this, the applicant will have to pay the administrative expenses as prescribed in addition to the document verification fees charged by the concerned university.
- [5] Academic Bank of Credits (ABC)
  - [a] The student shall register with ABC through DigiLocker and submit the ABC ID within the time prescribed by the Vidyapith.

- [b] Credit transfer, accumulation, and redemption shall be carried out as per UGC (ABC) Regulations, 2021, as amended.
- [6] Attendance and Semester Validity
  - [a] Attendance norms shall be determined by the Vidyapith as per UGC guidelines. A minimum attendance percentage may be prescribed through internal rules.
  - [b] A student failing to meet attendance requirements shall be declared ineligible for the semester-end examination unless condonation is permitted as per rules.
- [7] Examination and Evaluation
  - [a] The Vidyapith shall adopt assessment methodologies notified by UGC, including continuous evaluation along with semester/year-end examinations.
  - [b] Course-wise evaluation components and weightage shall be notified at the beginning of the semester.
- [8] Exit and Re-entry under Multiple Entry-Exit System
  - [a] Students exiting after earning required credits shall be awarded the appropriate:
    - [i] UG Certificate (40 credits, Level 4.5)
    - [ii] UG Diploma (80 credits, Level 5)
    - [iii] UG Degree (120 credits, Level 5.5)
    - [iv] UG Honours/Honours with Research Degree (Level 6)
  - [b] Re-entry shall be allowed within seven years of earning credits, as per UGC (ABC) rules.
- [9] Recognition of Prior Learning (RPL)
  - [a] Learning acquired outside formal education shall be credited as per UGC Guidelines on RPL, subject to evaluation by the Vidyapith.
- [10] Foreign Students
  - [a] Admission of foreign nationals shall be regulated as per Government of India guidelines and UGC norms. Required documents include academic transcripts, passport, medical certificate, and proof of eligibility.

- [b] For this purpose, the following, students will be considered as foreigners.
  - [i] Student having foreign citizenship.
  - [ii] A student of Indian origin but foreign citizenship
  - [iii] Non-Resident Indian-who is residing abroad and has passed the qualifying course required for the programme from a university or educational institution abroad and has passed the entrance examination as prescribed by the UGC.
- [c] Such students have to apply through the Ministry of External Affairs to get admission in the Vidyapith and have to submit the following documents at the time of admission.
  - [i] Proof of date of birth,
  - [ii] Mark sheet and degree certificate of the examination required for admission,
  - [iii] Proof of qualifying entrance examination conducted by the UGC,
  - [iv] Equivalence certificate issued by the Association of Indian Universities,
  - [v] Copy of passport,
  - [vi] Certificate regarding NRI status,
  - [vii] Required fees,
  - [viii] Character certificate from the institution last attended,
  - [ix] Certificate of medical fitness and necessary vaccinations,
- [11] Undertaking by Students
  - [a] At enrollment, all students shall submit an undertaking that:
    - [i] The academic information provided is true,
    - [ii] They meet eligibility conditions,
    - [iii] They will comply with academic time table and schedule of Gujarat Vidyapith.
- [12] Authority and Disputes
  - [a] The Head of Department shall verify eligibility and compliance with academic standards.

- [b] Any dispute regarding eligibility or admission shall be referred to the Vice-Chancellor, whose decision shall be final.
- [13] Compliance with Statutory Bodies
- [a] Admission/enrollment shall be subject to the rules of UGC, Government of India, and Government of Gujarat. Any change or cancellation of eligibility by these regulatory bodies shall be binding.
- [14] Consequence of Non-Compliance
- [a] Violation of UGC Regulations may result in action as prescribed, including suspension of admission or invalidation of degree programmes.
- [15] Biannual Admission
- [a] The Vidyapith may admit students twice a year (July/August and January/ February) as per biannual admission provision under UGC Regulations.
- [16] Integration of Vocational Education and Internships
- [a] Integration of vocational education, skill courses and internships as per Curriculum and Credit Framework notified by UGC may be implemented.
- [17] Accelerated (ADP) and Extended (EDP) Degree Provision
- [a] Eligible students may opt for the Accelerated Degree Programme (ADP) or the Extended Degree Programme (EDP) in accordance with NCrF norms and UGC guidelines, subject to the prior approval of the Board of Studies and subsequent ratification by the Academic Council.
- [18] Responsibility of the Students:
- [a] It shall be the student's responsibility to meet the standards fixed from time to time for the validity of the semester.
- [b] If the semester of the student is invalidated, the student will not be eligible to appear in the examination during that semester. However, if for any reason a student has appeared in a semester end examination and the reasons

for invalidation of the semester are noticed later, the result of that student will be reserved.

- [c] A minimum of 80% overall attendance of the student is required for the validity of the semester. If the admission of the student is late due to any reason, 80% of the days of the semester should be taken into account.
- [d] If the attendance of the student is less than 80%, then the concerned HoD may approve the semester by sanctioning additional absence up to a maximum of 10% under the following circumstances.
  - [i] Absence due to serious illness of the student,
  - [ii] Absence due to the death of a blood relative in the family,
  - [iii] Absence due to participation in State/National level competition, attendance in training camp,
  - [iv] Absence due to going to serve as required by the State/Nation,
  - [v] Absence due to natural calamity.
  - [vi] Absence due to going to another institution of higher education to take a relevant course examination to obtain further study or extra credits.

## **Rule 7 Planning of Semester End Examinations:**

- [1] Applications for Admission to Semester Examination:
  - [a] The student has to apply online in the prescribed application form through the concerned HoD to appear in the semester end examination by the date fixed by the Gujarat Vidyapith in the academic calendar of that academic year. The application form has to be paid along with the examination fee as fixed by the Gujarat Vidyapith from time to time.
  - [b] If the examinee wants to appear for a course of more than one semester, he/she has to fill a separate application form for each semester.
  - [c] The failed examinee must attach the mark sheet of the previous failed examination while filling his application

form. Candidates who have not continued their course continuously and have taken a gap in between have to give a written undertaking that at the time of filling the application form, they have not studied regularly in any other institution during the gap period.

- [d] Those examinees who are not coming for regular study in their academic department due to failure and want to appear for the examination as repeater, should contact their department/ educational complex on the dates mentioned below to fill the application form for the examination.
  - [i] For semester examination held during the month of November/December – in the month of September
  - [ii] For semester examination held during the month of April/May – in the month of January
- [2] Examination Methods: In the interest of education, taking into account the syllabus and the situation, the semester examination has to be conducted by the Gujarat Vidyapith through the various methods mentioned below. A uniform system has to be adopted for all the students enrolled in any one course. More than one method can be used in a single exam.
  - [a] Written
  - [b] Experimental
  - [c] Viva/Oral
  - [d] Computer based
  - [e] OMR based
  - [f] On-line
- [3] Examination timings and Timetable:
  - [a] Generally, the Semester End Examinations shall be conducted once in every academic semester unless the Academic Council has decided otherwise.
  - [b] The detailed schedule of the examination shall be intimated to the examinee in advance. In the event that the examination cannot be held on any day due to unavoidable

circumstances, at least one week's notice must be given for re-examination of that question paper.

- [c] If there are more than one examination center for any written or OMR based test, the examination time will be same at all the centres.
- [4] Examination Admit Card (Hall Ticket): The admit cards of the candidates whose applications are accepted by the examination department will be placed on the Gujarat Vidyapith website. The exam admit card will contain following information:
- [a] candidate's passport size photograph
  - [b] specimen signature
  - [c] subject chosen by the candidate
  - [d] time table of the exam
  - [e] language chosen by the candidate for writing answers, etc. If there is any mistake in the examination admit card given to the examinee, the examinee has to contact the examination department before the examination started to get the defect rectified. The conclusion of how many examinees are going to sit in that course will be sent to that examination center by the examination department.
- [5] Medium of Written Test: In courses other than language courses, the examinee may choose to answer in Gujarati/Hindi/English language but English language may be used for writing statistics, mathematical formulas, programming steps, etc. For translation question which has to be written in that language only. Apart from this, the examinee has to write the answers in any one language out of Gujarati/Hindi/English.
- [6] Refund of Examination Fees: The amount of examination fees deposited by the examinee is non-refundable except under the following circumstances.
- [a] If the candidate passes away before the commencement of the examination, the full amount of the examination fees will be refunded.

- [b] Fifty percent of the fees will be refunded if the examinee suffers serious illness or serious infectious disease or a serious accident before the commencement of the examination, The examinee should inform at least 24 hours prior to the commencement of the examination, with a medical certificate to the HoD/Registrar.
- [c] In the above-mentioned circumstances, if the examinee informs the HoD/ Registrar about his illness or accident by email or any other means 24 hours before the commencement of the examination and submits a medical certificate within one week of the commencement of the examination, the Registrar may decide to refund fifty percent of the fee.
- [d] In the event of a duplicate payment made towards the fees or any other applicable charges, arising from any inconvenience or technical error, the concerned individual shall be eligible for a refund of the excess amount, subject to the deduction of applicable taxes, if any.
- [7] Provisions regarding National Service Scheme, NCC, Padyatra, Crafts, Community Living, etc.: Students belonging to the National Service Scheme are required to participate in regular programs of the National Service Scheme and the Residential Rural camp (Special Activity) organized by Gujarat Vidyapith as per the guidelines of the Government of India and the State Government. Students must actively participate in these activities to appear in the external examination. Students are required to participate in Padayatra, Village Education Camp, Crafts and Community Living activities as decided by the Vidyapith. The concerned HoD will inform the students in advance regarding these activities.
- [8] Certificate to be issued by the HoD: The Head of the Department shall issue a certificate for the following within one week of the date of completion of the academic session in consideration of all the students who have filled the application forms for the examination.

- [a] The students have passed the internal assessment test required to appear in the semester examination and have fulfilled the criteria of Padayatra, Camp, Crafts, Community Living, Village Education, etc.
  - [b] Attendance of the student during the session is as per norms.
  - [c] He has completed the study of Environmental Science or any other course prescribed by the UGC to appear in the semester examination.
- [9] Promotion to Next Semester:
- [a] If an examinee fails in the semester end examination conducted by the Gujarat Vidyapith, the student may appear in the semester end examination conducted at the end of the subsequent semester of the course in which he/she has failed by paying the required fees.
  - [b] A student who is admitted in Semester-1 and fails in his Semester Examination may join Semester-2 and give examination of Semester-1 in addition to the Semester-2 examination conducted at the end of the second semester.
  - [c] A student who has passed all the courses of Semester-1 and registered for the semester examination of the second semester will be eligible to study in the third semester.
  - [d] A student who has passed all the courses of Semester-2 and has registered for the Semester end Examination of the Third Semester will be eligible to study in the Fourth Semester.
  - [e] A student who has passed all the courses of Semester-3 and registered for the Semester end Examination of the Fourth Semester will be eligible to study in the Fifth Semester.
  - [f] A student who has passed all the courses of Semester-4 and has registered for the Semester end Examination of the Fifth Semester will be eligible to study in the Sixth Semester.
  - [g] A student cannot be promoted to the next semester if he does not pass all the courses of the previous semester in

which he is studying. For example, if a student studying in Semester-2 fails to pass all the courses of Semester-1, he/she will not be eligible for promotion to Semester-3.

- [10] Attempt (Trial): Non-appearance in examination after filling application form for examination. If the candidate fills the application form to appear for the examination and is unable to take the semester end examination in all the courses mentioned in the application form for any reason and informs the examination department at least 24 hours before the commencement of the examination, his application form will be considered cancelled and will not be considered as an attempt. Examination fee will not be refunded in such circumstances.
- [11] Choice Based Credit System (CBCS)\*:
- [a] Two credits' CBCS courses have been prepared by various departments of Gujarat Vidyapith to enable students to study subjects of interest in addition to their regular course. The list of which will be available on the Gujarat Vidyapith website and information will be provided by the department. Apart from this the student can do online CBCS course conducted by other university through SWAYAM portal whose credits will be included in the mark sheet issued by Gujarat Vidyapith. To join online CBCS course conducted by another university through SWAYAM portal, the student has to apply to the Dean through the HoD.
  - [b] Students admitted to a two-semester course must pass one CBCS course of two (2) credits and students admitted to a four or more semester course must pass two CBCS courses of two (2) credits each.
  - [c] A student has to pass the required CBCS course before declaration of last semester result.
  - [d] The concerned Head of Department shall take care whether the CBCS course is completed by the student within the time limit.

- [e] The concerned teacher shall send the results of the students joining the CBCS course conducted by the Departments to the concerned Head of the Department before the semester examination of the second/fourth semester.
- [f] In case the student wants to change the CBCS course once selected, the student may apply to the Head of the Department in which the student has joined for regular studies and the Head of the Department will take a decision in this regard. \*The above provision will not be applicable to the students joining from the academic year 2023-24.

## **Rule 8 Committees for Examination**

- [1] There shall be an Examination Committee comprised of the following:
  - [a] Professor;
  - [b] Associate Professor;
  - [c] Assistant Professor; and,
  - [d] Branch Head, Examination Branch – Member Secretary.
- [2] The committees shall be framed by the Examination Branch with the approval of the Vice Chancellor.
- [3] The nomination of the teachers to the Examination committee shall be made by the Vice Chancellor.
- [4] The term of office of the members of the committee shall be for one academic year.
- [5] Functions of the Examination Committee. The functions of the Examination Committee shall be as under:
  - [a] The committee shall give the guidance for arrangement of semester end examinations and monitor the semester end examinations.
  - [b] The committee shall proceed with cases of unfair means during the semester end examinations and give its report after providing the reasonable opportunity to the student involved in unfair means to prove his innocence.

- [c] The committee shall give its report on any discrepancy, mistake in question paper and any issue raised by the examinees during semester end examinations.
- [d] The committee shall suggest the improvement measures for the examination system.
- [e] Any other work assigned by the Vice Chancellor.

## **Rule 9 Arrangement of Examination**

- [1] All Semester end Examinations, Ph.D. of coursework examination and the other examinations shall be conducted as per the instructions of Hon'ble Vice Chancellor, by the Head, Examination Branch under the guidance of Hon'ble Vice Chancellor and Registrar.
- [2] Appointment of Examination Co-ordinator and Invigilators: For the purpose of Semester Examination and Coursework Examination, The Dean shall act as the Chief Invigilator and shall appoint required Invigilators for each Examination Centre. The same shall be reported to the Co-ordinator of the Examination Committee/ Branch Head (Examination).
- [3] Admission to Examination and Maintenance of Discipline:
  - [a] The candidate will be admitted to the examination on the basis of the Hall Ticket issued by the Examination Branch. Candidates have to present their admit card during the examination days. If for any reason the examinee does not bring the admit card during the examination, the examination Coordinator may decide whether to allow him to appear in the examination.
  - [b] The examinee shall maintain discipline throughout the examination and shall comply with the instructions of the Examination Center Coordinator and the invigilator. If any examinee behaves indisciplinately, the examination invigilator/ chief invigilator will give necessary warning to the examinee, but if the examinee continues to behave indisciplinately, the

examination Coordinator can stop the examinee from giving the examination and will send a necessary note to the Registrar to cancel his examination admit card.

[4] Appointment of Examiners:

- [a] The teachers who are doing academic service in institutions of higher education or who have retired after giving academic services may apply to the Registrar in the prescribed form if they want to work as examiners in Vidyapith.
- [b] Applications received by the Registrar will be forwarded to the concerned HoDs. In addition to such application received, the Board of Studies/Advisory Committee of the Department will prepare a panel of examiners and indicate the names of the experts. The panel will be sent to the Examination Branch by the HoD and Head of the Examination Branch will submit it to the Hon'ble Vice Chancellor through the Registrar for approval.
- [c] Hon'ble Vice-Chancellor will decide to approve/reject the names of the panel of examiners presented by the HoD.

[5] Regarding Preparation of Examination Question Paper:

- [a] The Branch Head of Examination Branch will write a letter to the examiner to prepare the question paper within the time limit in such a manner as to maintain complete confidentiality.
- [b] While preparing the question paper the Examiner should consider the following points:
  - [i] The question paper is to be prepared from the prescribed syllabus only.
  - [ii] The question paper is to be prepared only by following the template given by the Examination Branch. However, the examiner may make general changes in the structure if required.
  - [iii] The question paper should be prepared covering the entire syllabus.

- [iv] The style of question in the question paper should be clearly understandable.
- [v] The number of each main question and sub questions should be properly indicated on the left side of the question and its weightage should be properly indicated in brackets on the right side of the question.
- [vi] Care should be taken that no questions are repeated in any form in the question paper.
- [vii] It should be noted that the answers to objective type questions are specific.
- [viii] The question paper should be prepared according to the time period (hours) fixed for the examination.
- [ix] Care should be taken that the questions in the question paper or its answers do not include criticism or slander or propaganda of any religion, sect, caste, political party, state or central government policy, foreign government etc.
- [x] The instructions to be given to the examinee regarding the question paper should be given at the beginning of the question paper.
- [xi] If another question is asked in the alternative of a question, then the same number as given to the original question should be given to the alternative question. Between the original question and the alternative question 'OR' should be written legibly.
- [xii] The question paper should be prepared and sent to the Head, Examination Branch in a sealed cover or by email. If the examiner is assigned to produce more than one question paper and he/she has to send the question papers by post, he/she should send each question paper in a separate sealed cover/email.
- [xiii] If graphs, drawing paper or any other material is required for answering the questions asked in any question paper, the examiner must inform the Head,

Examination Branch separately while sending the question paper.

[xiv] The examiner who prepares the question paper should take care that after preparing the final draft of the question paper and send it to the Examination Branch, the rough notes, hand written material etc. made by him regarding the question paper shall be properly destroyed immediately. If the question paper has been sent online then the question paper file has to be permanently deleted from their computer.

[xv] The examiner has to send the answers (answer key) of the multiple choice type questions along with the question paper.

[xvi] If the examiner wants to ask about any matter, he has to contact the Head, Examination Branch.

[6] Moderation of Question Paper (If directed): The question papers will be prepared by the examiner as per the structure decided by the Vidyapith from time to time and the draft of these question papers will be moderated by the Head of Department or the concerned subject teacher. The teacher who moderates the question paper has to maintain the necessary confidentiality. During the moderation, the teacher has to take care of the following points.

[a] Matters mentioned in the header of question paper like Complex/Centre Name, Faculty Name, Department Name, Question Paper Number and its Name, Total Marks, Semester Number, Date/ Time/Time, etc. are to be verified.

[b] During moderation care should be taken that questions asked in the previous, immediate examination are not repeated to a large extent. Repetition of most of the questions in the prepared question paper in terms of the previous question paper will be considered a serious matter and disciplinary action may be taken for this.

[c] The question papers prepared shall be checked with respect to the following matters:

- [i] Whether any out of syllabus question is asked in the question paper?
  - [ii] Whether internal option is given in each main question?
  - [iii] Does the question somehow double?
  - [iv] Does each question have an option as asked? (Eg.-If it is said to answer three out of four questions given below and only three questions are asked in total, correct the error)
  - [v] Whether the question paper is typed according to the manuscript?
  - [vi] Does the question paper covers the entire syllabus?
  - [vii] Are sums, figures, mathematical symbols, etc. correct in Statistics/ Mathematics/Accounting Method question paper?
  - [viii] Have linguistic errors been corrected?
  - [ix] Whether the sum of marks of all the questions is equal to the total marks of that question paper?
  - [x] Is the distribution of total marks for each question proportional to the sub-questions asked?
- [7] Unfair Means and Malpractices in Examinations:
- [a] These Rule shall apply to all the examinations held by the Gujarat Vidyapith to grant and confer Degrees, Diplomas and other academic distinction on persons who have enrolled and pursued a course of study or have carried on research.
  - [b] Use of unfair means (UFM)/ malpractice in examinations is any activity – intentional or unintentional - that is likely to affect the honor to the degree offered by the Gujarat Vidyapith. No circumstances justify use of unfair means (UFM)/ academic malpractice, and a penalty must always be applied as deemed to be fit.
  - [c] The following acts of the candidates before, during or after the examination shall be considered as Unfair Means:
    - [i] Talking to another candidate or any person, inside or

outside the Examination hall, during the Examination hours without the permission of supervisory staff.

- [ii] Leaving the Examination hall without handing over the Answer Book or continuation sheet, if any, to the Invigilator concerned, and taking away/running away with the Answer Book, tearing off or otherwise disposing of the same or any part thereof.
- [iii] Possession by a candidate or having access to books, notes, paper/ cell phone or any other material whether writ-ten, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- [iv] Copying, attempting to copy, taking-assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- [v] Writing on any part of the body/furniture/walls.
- [vi] Plagiarism in projects/seminar/assignments submitted for evaluation.
- [vii] Seeking or extending help in the exam, in relation to the questions asked.
- [viii] Contacting or trying to contact any other person during the Examination time.
- [ix] Disclosure of identity in the answer sheet in any form.
- [x] Using abusive or obscene language in the Answer Book.
- [xi] Running Away with Answer book.
- [xii] Making an appeal to the examiner through the Answer Book.
- [xiii] Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with the answer book causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or, attempted to be used for

assistance or help or in answering a question or a part thereof.

- [xiv] Refusal to surrender unfair means material or attempt to destroy.
- [xv] Refusing to obey instructions of the Invigilator.
- [xvi] Smuggling into the Examination hall an Answer Book or a continuation sheet, or taking out or arranging to send an Answer Book or continuation sheet, during or after the Examination with or without the help of or connivance of any person connected with the Examination or through any other agent, whatsoever.
- [xvii] Inserting/ substituting or removing any page from the answer book/ additional answer book.
- [xviii] Impersonation in exam including interchanging of Roll Numbers and / or answer sheets.
- [xix] Any other similar malpractice, which in the opinion of the Examination Committee amounts to a use of unfair means.
- [xx] If the Vice Chancellor is satisfied that there has been a Mass copying or use of unfair means at a particular Examination centre/hall, he may cancel the Examination of all or candidates concerned and order for conduct of re-Examination, if required.
- [xxi] On the recommendation of Examination Committee Vice Chancellor may declare any other act of omission or commission to be unfair means in respect of any or all the Examinations, which he may deem fit.
- [xxii] Use of Unfair Means shall be inquired into by the Examination Committee.
- [xxiii] The Committee shall submit a report to the Vice chancellor through Registrar. Once it is approved by Vice Chancellor, the Head of Examination Branch will inform about the penalty with reasons in writing. An appeal can be made to the Vice-Chancellor who shall refer back the matter if worthy enough to the

Committee. The Committee within ten days will hold a meeting to review the matter.

[xxiv] If the Vice-Chancellor is satisfied after enquiry that as a consequence of the conduct of any person connected with the conduct of the examination at the Centre, that there have been malpractices in the conduct of examination in any Centre, the Vice-Chancellor may punish such person in such manner as it may deem fit.

[xxv] Due to any reason if appointed person is not able to perform his/her duties on designated day or place than he/she should inform in writing to the Appointing Authority well in advance.

[8] Unfair practice in internal examination:

[a] If an examinee is found conducting unfair practice in the internal examination of theoretical or practical course of the programme, the class invigilator shall write a report of the unfair means and get the signature of the HoD along with the objectionable material found from the concerned student.

[b] If a course is divided into more than one section, the question paper of the section in which the unfair practice is detected may appear in the question paper of the section other than the section.

[9] Punishment Levels

[a] A student who is found to have adopted unfair practice in the theoretical or practical examination of the course will be deemed to have failed the course. For remaining courses, he will be able to take the internal examination. If it is the matter of internal examination the matter will be decided by the concerned HoD.

[b] Cancellation of result of all the subjects of the examination and debarred to appear for next two years.

[c] If the student wishes, they can indicate their preference to work in the department for a year. And complete the work satisfactorily. And the department should submit a report

on it to the Gujarat Vidyapith then his punishment can be reduced from two years to one year. And if the student does not agree to this, then he will be punished according to the rules.

[10] Other provisions in Punishment:

- [a] After the completion of the punishment period, if the student wants to join his remaining course, he can join but if the syllabus is changed during this period, he has to complete the studies according to the new syllabus.
- [b] An examinee who has been punished shall be disqualified for admission to the course of Gujarat Vidyapith (DU) or any other recognized University during the period of punishment.
- [c] No migration or transfer certificate will be issued to the punished student during the punishment period.
- [d] A punished student will not be awarded a Degree/ Diploma during the punishment period.
- [e] Any scholarship or award, if decided to be awarded to the punished student, will be cancelled.
- [f] A penalized student will not be eligible for any award/ prize of the concerned course.

[11] Other Provisions regarding examination:

- [a] The duration of the semester exam of 60 marks will be two and a half hours. If there is a change in the marks then the duration has to be changed accordingly and the examinees have to be informed about this in advance.
- [b] A disabled examinee who cannot write or if any examinee cannot write due to an accident, permission will be given by the Examination Coordinator/Chief Invigilator to keep a writer based on the application of the examinee and necessary evidence. A separate seating arrangement will be arranged for such examinee so that other examinees are not disturbed and the answer spoken by the concerned examinee cannot be heard by other examinees. The writer

agreed to be retained by the examinee should be less qualified than the course in which the examination is to be given.

- [c] The disabled examinee has to inform the Examination Branch through the HoD while filling the examination application form. Such disabled students will be allowed a maximum of 30 minutes additional time over the time allotted for the examination. One hour extra time will be given to the blind examinee.
- [d] During the semester examinations, if the examinees boycott the examination or walk out of the examination hall leaving the examination incomplete, the examination will not be conducted again in the same semester for that course. If such an examinee fails, he will have to appear as a repeater in the examination held in the subsequent semester.
- [e] If there is a defect in the option of a multiple-choice question or there is a defect in asking a question, the teacher of the concerned subject should send a note to the Examination Committee through his/her HoD/dean and the benefit of that number of marks will be given equally to all the concerned examinees on recommendation of the examination committee.

## **Rule 10 Criteria for Passing:**

- [1] Internal Evaluation:
  - [a] 40% of the total marks of the course will be internal assessment/ continue evaluation. In which there will be internal test, assignments, practical work, Group Discussion etc.
  - [b] A student must secure at least 40 percent marks in each subject to pass.
  - [c] The concerned department will determine the methodology and standards for continuous evaluation based on the syllabus. In each semester two/three internal tests of 20 marks will be conducted by the concerned department. If

a student fails or remains absent in the internal tests, the internal test will not be conducted again.

- [d] The concerned department has to upload the marks on ERP and to send the information about the total marks obtained by all the students of the department in the internal evaluation and the percentage of attendance of that semester to the Examination Branch 10 days before the commencement of the semester examination.
  - [e] Students who fail the internal assessment will not be eligible to appear in the external examination.
- [2] Semester Examination: A minimum of 40 percent marks must be obtained in the semester examination conducted by the Vidyapith to pass the courses of each semester.
- [3] Community Living and other evaluations: A Pass (P) or Fail (F) letter grade will be given in the evaluation of Community Living and other audit courses. The concerned department will inform the students in advance of determining the criteria for the evaluation of Community Living. The marks have to be uploaded on the ERP.
- [4] Evaluation of answer book
- [a] The examiner appointed with the concurrence of the Hon'ble Vice Chancellor shall maintain complete confidentiality in evaluation work. No contact shall be made with the concerned student or his representative regarding the examination and evaluation should be carried out impartially.
  - [b] When the examiner receives the bundle of answer sheets, he shall immediately check the following matters and if there is any defect in it, he shall immediately inform the Examination Branch.
    - [i] The answer book packet is duly sealed.
    - [ii] The answer sheets have been received according to the question paper and the number of answer sheets mentioned in the letter accompanying the bundle.

- [iii] If the answer book is sent online to the examiner, the answer book marks may be sent online.
  - [iv] If the examiner finds that the answer book for examination does not belong to his subject or the question paper contains any question which he cannot judge, he shall forthwith return the answer book to the Examinations Branch with his notes.
  - [v] At the time of evaluation of the answer sheet, if the examiner notices any matter worthy of attention or notices any difficulty, he has to bring the matter to the attention of the Head Examination Branch.
  - [vi] After evaluating the answer book within the prescribed time frame for the purpose of providing timely results to the students, the marks obtained by the student in the conclusion of the mark sheet shall be recorded and returned to the Head, Examination Branch in a sealed cover.
- [5] Result according to Ten Points System:
- [a] Each course is weighted in credits keeping in view the UGC's norms. Credit is determined based on the time taken to complete the course. One (01) credit means one hour of direct teaching work or two hours of practical, field or field work per week throughout the semester.
  - [b] Grade Points means the numerical equivalent of a letter grade assigned on the basis of marks obtained out of total 100 marks of internal and external examination divided by 10.
  - [c] Credit points means the credit assigned to the particular course multiplied by the Grade Point.
  - [d] Letter Grade: Students taking admission from academic year 2023-24 will be given letter grade in the mark sheet. Calculation of letter grade will be as follows.

<b>Letter Grade &amp; Description</b>	<b>Percentage Marks (p)</b>	<b>Grade Points</b>
O (Outstanding)	$95 \leq p \leq 100$	10
A+ (Excellent)	$85 \leq p < 95$	9
A (Very Good)	$75 \leq p < 85$	8
B+ (Good)	$65 \leq p < 75$	7
B (Above Average)	$55 \leq p < 65$	6
C (Average)	$45 \leq p < 55$	5
P (Pass)	$40 \leq p < 45$	4
F (Fail)	$p < 40$	0
AB (Absent)	—	0

- [e] “Earned Grade Points” (EGP) refer to the numerical value assigned to a letter grade in a course, multiplied by the number of credits for that course.
- [f] “Semester Grade Point Average” (SGPA) is a numerical representation of a student’s academic performance in a specific semester, reflecting their grades in all courses taken during that period. SGPA is calculated by dividing the total grade points earned (EGP) in a semester by the total number of credits for that semester.
- [g] “Cumulative Grade Point Average” (CGPA) is a numerical representation of a student’s overall academic performance across all courses and semesters, providing a holistic view of their achievements throughout their academic journey. Essentially, it’s a way to summarize a student’s grades into a single, easily comparable number. CGPA is calculated by dividing the total grade points earned (Total EGP) by the total number of credits attempted.
- [h] Class in the result: Based on the CGPA obtained by the student after their last semester examination, the class will be assigned as follows:

<b>Sr. No.</b>	<b>CGPA Range</b>	<b>Class</b>
1	7.00 and above	Distinction
2	6.00 – 6.99	First Class
3	5.00 – 5.99	Second Class
4	4.00 – 4.99	Pass Class
5	Less than 4.00	Fail

[i] Grace marks: If a student fails in the semester end examination for five marks or less then five marks, the student will be given grace marks up to a maximum of five marks irrespective of the number of courses. Apart from this grace marks will not be given for getting the class.

[6] Announcement of Results:

[a] The prepared result will be sent to the Registrar through the Head of Examination Branch and the result will be declared under the signature of the Registrar.

[b] The registered number of successful candidates in the semester end examination will be classified according to class and declared in order of registration number.

[7] Rechecking/Reassessment:

[a] The student may have opportunity for Rechecking/ Reassessment of the theoretical (theory) question paper only in the semester examination. There will be no facilities for re-examination/re-calculation in internal test, research paper/ investigation report, field work, field trip, practical, industry, Community Living, etc. If online examination has been conducted for any reason then reassessment cannot be done for it. 34

[b] Theory courses can be reassessed/recalculated in all semesters of programme.

[c] The date for reassessment/recalculation will be mentioned in the result notification, the student has to apply online by the prescribed date. For this the student has to pay the

prescribed fee.

- [d] The candidate whose result has been reserved will be able to know his/her marks by visiting the examination branch in person. A student may not apply for reassessment/recalculation after the prescribed date.
- [e] The work of recalculation (statistical check of marks) will be done by the examination branch.
- [f] The reassessment will be done by appointing another examiner from the panel of examiners approved by the Honorable Vice Chancellor. Before sending the answer sheet to the new examiner, recalculation will be done by the examination branch and the marks given by the previous examiner and the examiner's notes will be stickered in such a way that they cannot be read.
- [g] Based on the evaluation done by the first examiner and the second examiner, the decision will be taken as follows.
  - [i] If the percentage of difference between the marks awarded by the first examiner and the second examiner is 10 percent or less or the revised marks do not cause any difference in the letter grade of the concerned subject, then the assessment of the first examiner will be considered valid.
  - [ii] If the percentage of difference between the marks awarded by the first examiner and the second examiner is more than 10 percent but up to 40 percent, the average of the marks awarded by both the examiners will be taken.
  - [iii] If the percentage of difference between the marks awarded by the first examiner and the second examiner is more than 40 percent, the 35 answer book will be sent to the third examiner for evaluation. However, even at this time, the examination branch will have to do the work of recounting the answer sheet checked by the second examiner. A sticker will be affixed on the marks and notes indicated by the second examiner.

- [iv] After the marks given by the third examiner, the evaluations of the three examiners will be compared. The average of the marks given by the two examiners whose evaluation is close will be taken.
  - [v] The appointment of the second/third examiner will also be from the panel sent by the concerned department and approved by the Hon'ble Vice Chancellor.
- [8] Withheld Result:
- [a] The result of the examinee will be withheld for the reasons mentioned below:
    - [i] If for any reason the student is not considered suitable for admission to the concerned course.
    - [ii] The examination department has received a note regarding withholding of results from the concerned department.
    - [iii] In case any candidate failed in the previous semester/s and passes in the final semester, the result of the final semester will be withheld.
  - [b] The candidate whose result is withheld will be informed about the reason for withholding by the examination branch orally and the candidate will have to fulfil the reason for withholding within the time limit of 60 days from the declaration of result otherwise the examination may be cancelled.
  - [c] If the result of the student has to be withheld due to error in field work report/research essay presented by the examinee. It has to be revised or presented afresh within the given period, otherwise his examination shall be cancelled. 36
  - [d] A student whose result has been withheld may know his result orally from the examination department and can apply for re-examination and/or re-assessment based on that. The examination department shall obtain a written record of the fact that the student has been verbally informed about his result.

[9] Attempt:

- [a] If the student has not filled the application form for the examination then it will not be considered as an attempt.
- [b] If a student has filled the application form for the examination and inform in writing before the commencement of the examination that he/she is not going to appear in the examination, it will not be considered as an attempt.
- [c] If the examination of a student is considered cancelled due to unfair means, then that examination and all the examinations for which he has been punished for not appearing in the examination shall not be considered as an attempt.
- [d] A student whose result has been withheld and the examination is considered cancelled due to not fulfilling the reason of withholding then it will not be considered as an attempt.
- [e] During the examination, if any student suffers serious accident or illness and is exempted from appearing in the examination on the basis of a medical certificate, it will not be considered as an attempt.
- [f] If an examinee is found to be infected with a communicable disease during the examination and allowing him to sit for the examination is likely to infect others, it shall not be considered an attempt if the coordinator of the examination does not permit him to take the examination.
- [g] If the student has passed the final semester in the first attempt then he will be declared pass in the first attempt.

[10] Deferred Course: 37

- [a] A student admitted in a Vidyapith has successfully completed one or more semesters of his course and that student wants to join a new course after being admitted to another course in the Gujarat Vidyapith, he can join another course by suspending the number of semesters he has completed in his previous course.
- [b] Credits obtained during his studies in previous course in

Gujarat Vidyapith will be credited and he will be able to re-join the course to complete the remaining semesters. However, the syllabus has revised during this period, he will have to study according to the new syllabus.

- [c] In case of deferred course, the provision of maximum period for completion of course mentioned in Rule-shall not apply.
- [11] Duplicate Qualification/ Degree Certificate:
- [a] In case the Mark-sheet/Degree Certificate awarded by the Vidyapith to the student is lost, torn or damaged, a duplicate Mark-Sheet/Degree Certificate will be issued on the application of the student. For this the applicant has to apply along with the prescribed fee. A notarized statement as per Form-6 on stamp paper of Rs.50 has to be submitted along with the application stating that the mark sheet/degree certificate is lost/torn/ deteriorated.
- [b] The applicant will be issued the same mark-sheet/degree certificate as previously issued but the text DUPLICATE will be stamped in capital letters on its head and the date on which the duplicate mark-sheet/degree certificate is issued will be indicated and the duplicate mark-sheet/degree certificate will be signed by the Registrar.
- [12] Translation of certificates:
- [a] The certificate issued to the students will be translated into English/ Hindi/Gujarati based on the application of the student for this the student will have to pay the prescribed fee. While translating the mark sheet/degree certificate, the language from which it has been translated will be mentioned in its heading and the signatures of the original mark sheet/degree will be mentioned and Registrar will sign for the purpose of ensuring that the translation has been done correctly. 38
- [13] Verification of certificates, mark-sheets:
- [a] When students apply to other institution for the purpose of getting a job or joining another university for further

studies, their mark-sheet/degree certificates are sent to the Vidyapith for verification. Such mark-sheet/degree certificate received by the Vidyapith will be communicated to the concerned Institution by accepting that it has been supplied to that Institution by the concerned student. For this one has to pay the fee prescribed by that institution.

[14] Migration certificate and other certificates:

[a] A student studied in Gujarat Vidyapith wants join another university after completing or leaving his studies incomplete, and if he needs a migration certificate, he has to apply in Form-7. The Migration Certificate will be issued by the Examination Branch as per Form-8. Apart from this, the student has to apply along with the fee prescribed from time to time for obtaining the Trial Certificate, Certificate of Rank, Certificate of Percentage and other certificates.

### **Rule 11 Ineligibility to receive medal, award:**

A student will not be eligible to receive the award for the following reasons:

- [1] Fail in any subject in the semester examination taken during the course.
- [2] Sentenced Punishment regarding Unfair Practice in examination or any other misbehavior.
- [3] Have failed the Community Living in any semester of the course.

### **Rule 12 Eligibility and Conferment of Degrees:**

The order of faculty wise recommendation for conferment of the respective degrees and PG diplomas are as follows:

- [1] Honorary Degree
- [2] Research Degree
- [3] Post Graduate Degrees
- [4] Bachelor's Degrees after Graduation
- [5] Bachelor Degrees

[6] Post Graduate Diploma

**Rule 13 Signature on Degrees and Post Graduate Diploma:**

The Degrees and Post Graduate Diplomas shall bear the signature of the Hon'ble Chancellor or the Vice Chancellor as the case may be.

**Rule 14 Fees for award of Degrees and Post Graduate Diplomas:**

Fees for award of Degree and Post Graduate Diploma and incidental charges shall be prescribed by the Academic Council from time to time. There shall be no fees for awarding honorary Degree or Title.

**Rule 15 Honorary Degree:**

The Gujarat Vidyapith may confer an honorary Degree or Title on any person having achieved outstanding merits in the areas as laid down in the objectives of the Vidyapith. The procedure for award of Honorary Degree/ Title shall be as under:

- [1] The dean of the Faculty of the Gujarat Vidyapith shall send the recommendation to the Academic Council through the Registrar for conferment of Honorary Degree / Title along with the details of a person, his achievement in research, academics, extra ordinary merits and social status.
- [2] The Academic Council, on receiving the recommendation from the Dean shall either consider the name and make recommendation to the Executive Council for conferment of Honorary Degree/ Title or reject the proposal.
- [3] If, on receiving the recommendations of the Academic Council, the Executive Council recommends that an Honorary Degree/ Title be conferred on any person on the ground that he/she is, in their opinion by reason of eminent position and attainments, a fit and proper person to receive such Honorary Degree or Title send the proposal to the Hon'ble Chancellor for confirmation with comments of the Executive Council.

- [4] The Hon'ble Chancellor may confirm or reject the proposal for conferment of Honorary Degree or the Title. If the same is confirmed by the Chancellor, the Executive Council shall sanction conferral of the Honorary Degree or the Title so recommended on such a person without requiring him to undergo any examination.
- [5] At such convocation, the Vice Chancellor or the Registrar shall present to the Hon'ble Chancellor or the Vice Chancellor as the case may be, the person/s whom the Honorary Degree/ Title is to be conferred.
- [6] The procedure for conferment of the Degree/ Title on person/s shall be the same as that prescribed for conferment of the degree.

### **Rule 16 Padvidan (Convocation)**

- [1] Convocation for conferring degrees, diplomas and honorary degrees shall be held ordinarily once in a year at the place decided by the Vice-Chancellor in consultation with Hon'ble Chancellor. However, the Executive Council may decide to hold a special convocation, which is consented by the Chancellor. The special convocation shall be held only at main campus of the Gujarat Vidyapith.
- [2] Date of Convocation:
- [a] Keeping in view the notice period prescribed for the meeting of the Academic Council four clear weeks time for processing the proposal in the office of Hon'ble Chancellor and the days required for the publication of advertisement in the newspapers / Gujarat Vidyapith website; the Registrar shall in consultation with Vice-Chancellor propose to the Hon'ble Chancellor the date for ensuing convocation along with additional two alternate dates for holding the Convocation and obtain his/her consent.
- [b] After receipt of the consent from the Hon'ble Chancellor; the Registrar shall notify the date of Convocation in the newspapers / Gujarat Vidyapith website at least three weeks prior to the date of Convocation.

- [3] Chief Guest at Convocation: An academician of eminence known for lifetime contribution in various spheres of education, research and contemporary thoughts having unbiased vision and ability to ignite the minds of young recipients of the degrees shall be invited by the Vice-Chancellor as the Chief Guest on the recommendations of the Executive council for delivering the Convocation Address.
- [4] There shall be rules from time to time to organize the convocation.
- [5] Academic Council shall from time to time, recommend to the Executive Council as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the Convocation. The Executive Council shall decide the same.
- [6] The Chancellor shall confer the Honorary Degrees, Awards of Distinction and Degrees of Doctor of Philosophy (Ph.D.), Degrees and P.G.Diplomas. In absence of the Chancellor, the Vice Chancellor shall confer the degrees and diplomas.
- [7] Order of Precedence: The following order of precedence shall be observed at the time of Convocation and on other ceremonial occasions:
- [a] The Chancellor;
  - [b] The Chief Guest / Guest of Honour;
  - [c] President of Gujarat Vidyapith Mandal;
  - [d] The Vice-Chancellor;
  - [e] Trustees of Gujarat Vidyapith Mandal;
  - [f] Members of Executive Council;
  - [g] The Deans;
  - [h] The Registrar;
  - [i] In the case of other distinguished dignitaries present precedence shall be regulated in accordance with the warrant of precedence or such official rules as may govern the matter;

- [j] The Vice-Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation.
- [8] Academic Costumes: The Academic Costumes may be worn at the time of convocation. The Gujarat Vidyapith shall provide at least the academic costumes as follows:
- [a] The dignitaries on the dias may have a common dress code. The full dress shall be in Indian attire whose material shall be Khadi with a unique stall.
  - [b] The member of statutory bodies and other special invitees may have Koti/Kurta/Saree/such attire in Khadi dress material may be with unique stall.
  - [c] The invited or present students may have to wear the khadi kurta/ saree/ pyjama and stall.
- [9] Instructions for the Candidates:
- [a] Candidates must appear in the prescribed academic dress.
  - [b] A rehearsal may be arranged on or before the date of the Convocation at which candidates for degrees must be present.
  - [c] Candidates who are unable to attend the Convocation must inform the Head of Examination Branch, well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.
  - [d] The candidates have to pay the prescribed convocation fees.
- [10] Presentation of the Candidates:
- [a] The schedule and procedure for the presentation of the candidates shall be updated at the time of Convocation on a yearly basis.

## **Rule 17 Gold Medal Award Guidelines**

- [1] Objectives: To recognize and encourage holistic excellence among graduating students, Gujarat Vidyapith shall award Gold Medals in each faculty on the basis of overall performance as per

the vision and principles of the National Education Policy 2020, focusing not solely on academic scores but also on character, participation, innovation, and social contribution.

- [2] Constitution of the Gold Medal Recommendation Committees: The following committees shall be constituted each academic year to recommend names for the award of Gold Medals from each faculty: Sr. No. Position Designation 1 Chairperson Dean of the concerned faculty. 2 Member Head of the Departments of the faculty. 3 Member Branch Head, Academic Branch 4 Member Branch Head, SSCW. 5 Member Secretary Branch Head, Exam Branch. 44
- [3] The Committee may invite additional members, including faculty coordinators for innovation, sports, cultural, or NSS/NCC, as needed. Half of the total number of members shall form the quorum for the meeting. The Gold Medal Award Committee shall meet as and when called by the Examination Branch with the approval of the authority.
- [4] Eligibility Criteria for the Gold Medal Merit: A student shall be eligible for the Gold Medal under the following conditions:
- [a] Must have passed all examinations of the program in the first attempt and within the prescribed duration.
  - [b] Should have achieved a percentile of at least 80 % or equivalent across the program.
  - [c] Should not have been involved in any disciplinary action.
  - [d] Must have demonstrated excellence in at least three of the following areas, with documentary evidence:
    - [i] Research/Innovation Projects
    - [ii] Participation and awards in co-curricular activities (literary, cultural, technical)
    - [iii] Contribution in community service/NSS/NCC
    - [iv] Internships, fieldwork, or experiential learning
    - [v] Leadership roles (student clubs, peer mentoring, class representative)
    - [vi] Sports at the university/state/national levels
    - [vii] Ethical conduct and commitment to Gandhian values

[5] Selection Process

- [a] Eligible graduating students may be nominated by the Head of Department, Faculty Dean, or may apply with a detailed dossier to the Dean.
- [b] The Committee shall evaluate each dossier holistically using a pre-determined rubric (to be framed based on NEP parameters). 45
- [c] The Committee shall conduct an interaction if required.
- [d] The Committee's recommendation shall be final, subject to approval by the Vice-Chancellor.
- [e] The Committee shall evaluate demonstrated excellence in various activities by assigning marks, with each activity carrying a maximum of 10 marks. The best three activities, based on the highest marks obtained, shall be considered for evaluation. Accordingly, the total marks under this category shall be computed out of 30.

[6] Form - A Faculty: , Department: Sr. No. Name of the Students Enrollment No. Name of Activity Marks (10) Sign of Student Sign of all members of the committee:

[7] The final score shall be computed out of 100 marks to award the Gold Medal. Out of this, 70 marks shall be derived from the academic performance using the formula:  $(\text{Obtained Marks} \times 70) / \text{Total Marks}$ . The remaining 30 marks shall be allotted based on demonstrated excellence in co-curricular, extra-curricular, research, social, or other relevant activities. The merit list for the Gold Medal shall be prepared accordingly.

[8] Award Modalities

- [a] One Gold Medal may be awarded per postgraduate program in each faculty.
- [b] In the event of a tie or comparable overall performance, the candidate who has secured the higher marks in the Undergraduate examination—normalized to a scale of 100—shall be awarded the Gold Medal. In case of any dispute or ambiguity in the selection process, the decision of the Academic Council shall be final and binding. 46

- [c] The medal shall be awarded at the Convocation Ceremony, accompanied by a citation describing the student's achievements.
  - [d] The medal may be named after an eminent personality as per the University's tradition or donor wishes.
- [9] Review and Revisions: This rule shall be reviewed periodically by the Academic Council to ensure continued alignment with the vision of NEP 2020 and evolving educational priorities.

## **Rule 18 Category for Award**

- [1] Students may be awarded medals during the Convocation held in Gujarat Vidyapith.
- [a] Gold medal
- [2] Certificate: Apart from the award, the awardee candidate will be given a separate award certificate.
- [3] Procedure for Determining Rewards:
- [a] The list of awardee students will be prepared well in advance.
  - [b] Five or more students must have approved for the examination of the respective course, in the course for which the certificate is provided if 10 or more students. For Ph.D. programme this provisions will not be applicable.
  - [c] Eligibility for the award will be considered only if the course is completed without gap and within prescribed semesters.
  - [d] During the course the student has applied for reassessment in the passed/ failed subject will be eligible to get award based on the result obtained after the reassessment.
  - [e] The list of students who are receiving the awards/prizes should be sent to the the Vice Chancellor through the Registrar and the decision of the the Vice Chancellor regarding the award/ prize shall be final. 47
- [4] Rules for Awarding the medals and awards at Post Graduate, Graduate and PG Diploma Level Courses:
- [a] For Post Graduate, Graduate and PG Diploma level

courses, only those students who pass in the first attempt in each semester will be eligible for the award and the student must have obtained minimum 60 percent (excluding grace marks) or an overall minimum CGPA of 6.0.

- [b] If two or more students have obtained the same CGPA, the student with higher marks in the external examination in the final semester shall be eligible for the award. And if they also have similar marks, the assessment of Community Living will be taken into consideration.
- [5] For award in course (subject) at graduate and post graduate level:
- [a] In order to get the prize announced for the student standing first in any course (subject) at the graduate and post graduate level, the student should have obtained at least 60 percent marks or more in the concerned subject.
  - [b] If two or more students obtain equal marks then the external examination marks of that subject will be considered and if the external marks are also equal then the overall CGPA will be considered.

### **Rule 19 Withdrawal of Degree, Post Graduate Diploma, Honorary Degree, Title:**

- [1] The Executive Council may on the recommendation of the Academic Council, by a resolution passed by a majority of the total members of the Board, not less than two-third of the members present recommend to the Hon'ble Chancellor to withdraw a Degree, Post Graduate Diploma, Honorary Degree or Title.
- [2] Before withdrawing a Degree, Post Graduate Diploma, Honorary Degree or Title, it shall be incumbent upon the Academic Council to notify the person concerned of the action contemplated and to give him an opportunity to tender either in 48 person or by a written statement within 21 clear days from the date of issue of such notice such defense as he may wish to put up. If the Academic Council after taking into consideration the defence so set up, decides to recommend to the Executive

Council that action be taken against him. A copy of such recommendation shall be forwarded to him with an intimation of the date of meeting of the Executive Council at which his case will come up for consideration and he shall be informed that if he has any further statement to make in writing he should submit the same to the Academic Council through Registrar four weeks before the meeting. The statement, if any, so received shall be submitted to the Executive Council with comments of the Academic Council and the relevant details of the case. On the basis of the details received, the Executive Council discuss and if it resolves with minimum two third majority of the present members to withdraw the degree, post graduate diploma, etc., the resolution shall be submitted along with the details of the case to the Hon'ble Chancellor.

[3] Withdrawal of Degrees and Diplomas:

- [a] The Executive Council may by a resolution passed by a majority of the total membership of the Executive Council not less than two-third of the members of the Executive Council present and voting, recommend to the Chancellor to withdraw a degree/ diploma conferred by the Gujarat Vidyapith and the Chancellor may order withdrawal of the same.
- [b] Before withdrawing a degree/diploma it shall be incumbent upon the Academic Council to notify the person concerned of the action contemplated and to give him an opportunity to tender either in person or by a written statement within 21 (twenty one) clear days from the date of issue of such notice, such defense as he may wish to put up. If the Academic Council after taking into consideration the defense so set up, decides to recommend to the Executive Council that action be taken against him, a copy of such recommendation shall be forwarded to him with an intimation of the date 49 of the meeting of the Executive Council at which his case will come up for consideration and he shall be informed that if he has any further statement to make, in writing he should submit the same to the Academic Council six weeks before the date of the meeting. The statement, if any, so

received, shall be submitted to the Executive Council with recommendations of the Academic Council.

[4] Withdrawal of Certificates:

[a] The Executive Council may by a resolution passed by a majority of the total membership of the Executive Council not less than two-third of the members of the Executive Council present and voting, recommend to the Vice - Chancellor to withdraw a certificate issued by the Gujarat Vidyapith and the Vice - Chancellor may order withdrawal of the same.

[b] Before withdrawing a certificate it shall be incumbent upon the Academic Council to notify the person concerned of the action contemplated and to give him an opportunity to tender either in person or by a written statement within 21 (twenty one) clear days from the date of issue of such notice, such defense as he may wish to put up. If the Academic Council after taking into consideration the defense so set up, decides to recommend to the Executive Council that action be taken against him, a copy of such recommendation shall be forwarded to him with an intimation of the date of the meeting of the Executive Council at which his case will come up for consideration and he shall be informed that if he has any further statement to make, in writing he should submit the same to the Academic Council six weeks before the date of the meeting. The statement, if any, so received, shall be submitted to the Executive Council with recommendations of the Academic Council.

## **Rule 20 Khelbharati**

[1] Khelbharti is an Annual Sports Festival of Gujarat Vidyapith. 50

[2] The objective of Khelbharti is to promote physical fitness, sportsmanship, teamwork, discipline, and Gandhian ideals among students through organized sports competitions and athletic events, fostering all-round development and a spirit of healthy competition.

[3] Khelbharti will be organized annually under the coordinatorship

of the Physical Education under the guidance of Hon'ble Vice Chancellor.

- [4] Khelbharti may include:
- [a] Track & Field Athletics: running, hurdles, relays, jumps, throws.
  - [b] Team Sports: Volleyball, Kabaddi, Kho-Kho, Basketball, Handball, Cricket, Softball, Netball.
  - [c] Individual Sports: Chess, Badminton, Table Tennis, Weightlifting, Boxing, Archery, Gymnastics, Swimming, Yoga, Wrestling, Judo
  - [d] Any other traditional or innovative sports approved by the authority.
- [5] To ensure smooth conduct, various sub-committees shall be formed each year, such as:
- [a] Organizing Committee
  - [b] Event Coordination Committee
  - [c] Technical and Referee Committee
  - [d] Logistics & Infrastructure Committee
  - [e] Reception & Hospitality Committee
  - [f] Medical & First Aid Committee
  - [g] Prize Distribution Committee
  - [h] Any other committee as deemed necessary by the Authority.
- [6] All enrolled students are eligible to participate as per the rules specified. 51
- [7] Participants may register through the approved ERP/online system or as suggested.
- [8] Each participant may take part in multiple events as per limits specified (e.g., maximum 3 individual and 2 team events).
- [9] Rules of Competition
- [a] Rules, eligibility, dress code, time schedules, weight categories, age criteria, and judgment criteria shall be declared in advance and followed strictly.

- [b] Decisions of referees, umpires, and judges appointed by the Organizers shall be final.
  - [c] All participants shall maintain discipline and sports ethics in line with Gujarat Vidyapith's values.
- [10] Awards & Recognition
- [a] Winners, runners-up, and best performers shall be felicitated with certificates, medals, trophies, or other prizes as approved by the Organizing Committee.
  - [b] The best department/team may be awarded a championship trophy based on overall performance.

## **Rule 21 Yuvabharati**

- [1] The objective of Yuvabharati is to encourage students' holistic development by providing a vibrant platform to showcase talent in music, dance, theatre, fine arts, literary expression, and cultural innovation, in alignment with the ideals and values of Gujarat Vidyapith.
- [2] The Yuvabharati shall include, but not be limited to, the following broad categories:
  - [a] Music: Classical and Light Vocal, Instrumental, Folk Orchestra, Group Songs (Indian or as others to be decided).
  - [b] Dance: Classical and Folk/Tribal.
  - [c] Literary: Quiz, Debate, Elocution, Extempore Speech, Essay, Poetry Recitation, Poetry Composition.
  - [d] Theatre: One-Act Play, Skit, Mime, Mimicry.
  - [e] Fine Arts: Painting, Collage, Poster Making, Rangoli, Clay Modelling, Cartooning, Spot Photography, Installation, Mehndi, Khadi Craft, Decorative Cotton Hanks
- [3] Rules for each event — including eligibility, group size, time limits, language, stage settings, accompaniment, evaluation criteria, and judgment — shall be published annually in the Yuvabharati Handbook or notification.
- [4] The performances of participants must reflect cultural integrity and uphold the values of Gujarat Vidyapith.

- [5] Winners and runners-up in each category may be awarded certificates, trophies, or prizes as approved by the authority, and their achievements may be recorded in the Vidyapith's annual reports.

## **Rule 22 SSIP**

- [1] The objective is to institutionalize and implement the Student Start-up and Innovation Policy within Gujarat Vidyapith for fostering innovation, entrepreneurship, and start-up culture among students, faculty, and alumni, and to contribute to the vision of Aatmanirbhar Gujarat.
- [2] Institutional Mechanism
- [a] Nodal Cell: Gujarat Vidyapith shall establish an SSIP Cell to act as the nodal office for all SSIP-related activities. 53
  - [b] Coordinator: A senior faculty member shall be appointed by the Vice Chancellor as the SSIP Coordinator to lead the implementation and reporting.
  - [c] Institutional SSIP Committee:
    - [i] Vice Chancellor or his/her nominee – Chairperson
    - [ii] SSIP Coordinator - Member Secretary
    - [iii] Two External Expert (Industry/Incubator/Domain Expert) – Member
    - [iv] Two Deans nominated by the Vice Chancellor - Member
    - [v] One Head of the Department nominated by the Vice Chancellor - Member
    - [vi] Two Student representatives may be invited.
- [3] The SSIP Cell and Committee shall:
- [a] Develop an Institutional Innovation Plan aligned with SSIP goals.
  - [b] Identify, screen, and support student-led Proof-of-Concepts (PoCs) and Prototypes.
  - [c] Facilitate access to pre-incubation, incubation, mentoring, and IPR support.
  - [d] Organize capacity-building activities, hackathons, boot camps, innovation challenges, and awareness programs.

- [e] Coordinate with concerned offices for fund utilization, grant disbursement, and reporting.
  - [f] Maintain proper documentation and submit utilization reports as per SSIP guidelines.
- [4] The Institutional SSIP Committee shall monitor the progress of supported projects and maintain Key Performance Indicators (KPIs) aligned with SSIP.

### **Rule 23 National Service Scheme (NSS)**

- [1] The NSS Manual (Revised) 2006 and its amendments if any, issued by the Government of India, Ministry of Youth Affairs and Sports, New Delhi, shall be read by all the committees mentioned in these rules.
- [2] There shall be a Programme Coordinator at the Gujarat Vidyapith level. The Programme Coordinator shall be nominated by the Vice-Chancellor and shall hold office for a term of three (3) years, which can be extendable.
- [3] There shall be an NSS Advisory Committee as follows:
- [a] The Vice Chancellor - Chairman;
  - [b] Registrar;
  - [c] Commissioner of Higher Education or his nominee;
  - [d] Secretary/Director of Education/Youth Services;
  - [e] Director of the concerned NSS Regional Centre;
  - [f] TOC/TORC Coordinator;
  - [g] Three faculty members nominated by the Vice-Chancellor;
  - [h] One or two NSS student representatives nominated by the Vice-Chancellor;
  - [i] All Programme Officers;
  - [j] State Liaison Officer NSS;
  - [k] One representative from concerned Government / Non - Government organizations involved in youth Programmes/

social work/ rural development work at divisional /district level (like NYK, Scouts & Guide, NCC, NGOs etc.);

- [l] Branch Head, Account Branch; and,
  - [m] Program Coordinator- Member Secretary
- [4] Half of the committee members shall form the quorum for the meeting.
- [5] The committee shall meet at least twice in a year.
- [6] Program Coordinator has to plan, execute and evaluate the NSS activities in a proper perspective. 55
- [7] NSS grants:
- [a] The received grant from State NSS Cell shall be utilized for student activities, establishment of NSS cell, program activities, salary to Program Coordinator and Program Officer (Full time) and other expenditure related to NSS.
  - [b] The grant shall be released to Gujarat Vidyapith - NSS cell according to their NSS volunteer enrolment. The respective Program Officer of the college-level NSS cell has to utilize this grant for various activities for NSS and at the end of the year, he/she has to send the complete utilization certificate to the Program Coordinator along with the annual report and other supporting documents.
  - [c] Vidyapith and affiliated colleges have to keep the NSS funds in savings bank accounts and the amount of interest accrued in NSS savings bank account can be utilized for the purchase of equipment, which are considered essential for field work and program development.
  - [d] Any purchase shall be made only after approval of the Gujarat Vidyapith advisory committee - NSS.
- [8] Some of the various programs by NSS shall be as follows:
- [a] Celebration of NSS Day on 24th September, every year;
  - [b] Orientation of NSS Volunteers;
  - [c] Tree plantation, their preservation and upkeep, Swachhata Abhiyan;

- [d] Blood donation camps;
  - [e] Various awareness programs; and,
  - [f] Adoption of villages, slums and identifying their problem and serving them Special camping program.
- [9] Various general health check-up camps for village people in different villages.
- [10] School Health general check-up program for a village school child.

## **Rule 24 National Cadet Corps (NCC)**

- [1] Objective is to ensure that Vidyapith implements, supports, and maintains NCC Units as per the National Cadet Corps Act, 1948 (Act XXXI of 1948) and the NCC Rules framed thereunder, in order to promote discipline, leadership, service, and national integration among its students.
- [2] Gujarat Vidyapith will observe:
- [a] Orders, instructions, and guidelines issued by the Ministry of Defence, Directorate General of NCC (DGNCC), or concerned NCC Directorate/Group Headquarters.
- [3] It will be ensured that the institutional support for maintaining qualified officers, instructors, storage, parade grounds, firing ranges, and all necessary facilities as per the Act and Rules.
- [4] Heads of Departments shall ensure the eligibility, enrollment, training, discipline, and attendance of cadets.
- [5] Any interpretation or clarification required under this Rule shall be referred to the Vice Chancellor in consultation with the NCC Group Headquarters/State NCC Directorate.

## **Rule 25 Code of Conduct for Students of Gujarat Vidyapith**

- [1] Uniform: Admitted students will have to wear the prescribed cotton khadi uniform.
- [2] Prayer Sessions (Upasana): The student has to attend the Prayer Sessions (Upasana) regularly.

- [3] Community Life: The daily routine of the student will be based on the fixed Community life.
- [4] Light Manual Labor and Cleaning Tasks: Students will have to engage in light manual labor activities and Campus cleaning tasks every morning/evening.
- [5] Industrial work: Every student has to do a prescribed industrial work as part of the study.
- [6] Spinning Yarn(Kantan): Every student has to regularly Spin Yarn(Kantan)on the Spinning Wheel (Rentia) during prayer session.
- [7] Hostel: Hostel accommodation is voluntary.
- [8] Practical Work Experience: The student has to acquire relevant practical work experience as a part of one’s studies.
- [9] Fieldwork: The student has to do fieldwork according to the requirements of the subject one has offered.

## **Rule 26 Scholarship**

The SSCW Branch shall prepare and maintain an updated list of scholarships available under various schemes of the State Government and the Central Government and may assist the respective Departments in processing applications and related documentation in accordance with the applicable guidelines.

## **Rule 27**

### **Kuladhipati Shishya Abhyas Labdhi (KUSHAL) - Scholarship**

- [1] Kuladhipati Shishya Abhyas Labdhi (KUSHAL) Scholarship is an institutional scheme initiated by the Gujarat Vidyapith Mandal in the revered name of the Kuladhipati (Chancellor) of Gujarat Vidyapith. This scholarship aims to promote merit, encourage disciplined academic pursuit, and support deserving students enrolled at Gujarat Vidyapith. Under the KUSHAL Scholarship, selected students demonstrating academic excellence, good conduct, and alignment with the values and ideals of the Vidyapith receive financial assistance and academic encouragement to help them pursue their studies with commitment 58 and integrity. The scheme reflects Gujarat Vidyapith Mandal’s

commitment to nurturing capable and responsible citizens in line with the institution's Gandhian philosophy.

- [2] Its objective is to promote a culture of academic excellence, discipline, participation, and social responsibility among students by awarding scholarships to meritorious learners who exemplify the values of Gujarat Vidyapith.
- [3] The scheme aims to recognize and support 100 outstanding students (Undergraduate and Postgraduate) for their holistic performance in academics, extra curricular and co-curricular engagement.
- [4] Eligibility Criteria:
  - [a] The applicant must be a regular student enrolled in any UG or PG programme at Gujarat Vidyapith.
  - [b] Must not be a recipient of any other government/NGO/private scholarship.
  - [c] Applicants are required to possess a minimum Cumulative Grade Point Average (CGPA) of 7.0 on a 10-point scale, up to the most recent semester examination result.
- [5] Selection Criteria: Furthermore, the selection criteria shall be based on components of holistic participation, including academic and co-curricular engagement, extracurricular activities, social engagement, and demonstrated leadership.
- [6] Holistic Participation Components: 1 Regularity and Attendance 20 % 2 Conduct and Discipline (especially community life behaviour) 20 % 3 Participation in Cultural and Sports Events 20 % 4 Contribution in SWAPNA Project or Other University Programmes 20 % 5 Remarks from Committee 20 % 59
- [7] Selection Process
  - [a] Notification & Application:
    - [i] Official announcement through the Gujarat Vidyapith portal and notice boards.
    - [ii] Required documents to be submitted within the stipulated time.
    - [iii] Interview procedure or presentation will be conducted by the KUSHAL Committee.

- [b] KUSHAL Committee:
- [i] A nominee of the Vice-Chancellor as Chairperson;
  - [ii] A Dean nominated by the Vice-Chancellor;
  - [iii] A Head of the Department nominated by the Vice-Chancellor;
  - [iv] Head of Hostels;
  - [v] Head of SSCW as member secretary;
- [c] Merit List Preparation:
- [i] combined score out of 100 will be used to rank students.
  - [ii] Top 100 scorers (UG and PG combined) will be considered.
  - [iii] In case of any discrepancies, the decision of the Vice-Chancellor shall be final.
- [8] Scholarship Award: (a) A fixed scholarship amount equal to "Tuition Fees" will be disbursed directly to the students' bank accounts.
- [9] Disqualification Clause
- [a] If a student is found to have:
- [i] Furnished false information.
  - [ii] Misbehaved or violated university rules post-selection.
  - [iii] Availled of any other scholarship concurrently. 60
- [b] The KUSHAL scholarship will be canceled immediately, and funds will be recovered if necessary.
- [10] The scholarship awards of "KUSHAL" shall be completed before 30th June of every year.

## **Rule 28 Gandhi Vichar Vistarak Research Projects and Fellowship**

- [1] The Gandhi Vichar Vistarak Research Projects and Fellowship is a unique initiative by Gujarat Vidyapith to encourage and promote scholarly research and development work that aligns with the ideals of Mahatma Gandhi. The project is envisioned to support young researchers and extension workers who are

committed to exploring, preserving, and propagating Gandhian thought, with a focus on constructive rural development, social upliftment, and self-reliant living.

- [2] Through this initiative, Gujarat Vidyapith aims to build a community of young intellectuals rooted in Gandhian values, facilitate meaningful research output in the form of publications, community interventions, and model practices, and contribute to the national and global discourse on the contemporary relevance of Gandhian thought.
- [3] The objective is to promote advanced research on Gandhian philosophy and its contemporary relevance, encourage field-based constructive work in areas like rural development, village industries, education, sanitation, and social justice, and nurture a cadre of scholar-practitioners who will serve as ambassadors of Gandhian ideals in modern society.
- [4] The Gandhi Vichar Vistarak Research Projects and Fellowship is an academic and research initiative of Gujarat Vidyapith to promote advanced scholarly research, applied studies, and field-based constructive work inspired by the ideals of Mahatma Gandhi. The programme aims to:
  - [a] Promote interdisciplinary research on Gandhian philosophy and its contemporary relevance.
  - [b] Encourage innovative and field-based projects in rural development, sustainable livelihoods, Nai Talim, village industries, social justice, peace studies, sanitation, and self-reliant living.
  - [c] Invite research proposals and fellowship applications from scholars and institutions at the State, National, and International levels.
  - [d] Contribute to national and global academic discourse on Gandhian thought.
- [5] Categories of Support Support may be extended under the following categories:
  - [a] Individual Research Fellowship: For scholars undertaking independent research aligned with Gandhian studies.

- [b] Sponsored Research Projects: For Universities, Research Institutions, NGOs, or Independent Researchers proposing structured research or field-based intervention projects.
- [6] Eligibility
- [a] Individual Fellowship
    - [i] Postgraduate degree with at least 55% marks or equivalent grade.
    - [ii] Ph.D. scholars, post-doctoral researchers, academicians, or independent researchers.
    - [iii] Applicants from India or abroad working on themes aligned with Gandhian thought.
    - [iv] Applicants shall not simultaneously hold another full-time fellowship unless permitted by the Vidyapith.
  - [b] Research Projects 62
    - [i] Recognized Universities, Deemed Universities, Research Institutions, NGOs, or International Academic Institutions.
    - [ii] Principal Investigator must possess demonstrated research experience.
    - [iii] The proposal must clearly indicate methodology, deliverables, timeline, and societal relevance.
- [7] Duration and Financial Assistance
- [a] Fellowship/Project duration: Minimum 6 months and up to 3 years.
  - [b] Financial assistance shall be determined by the Gandhi Vichar Vistarak Committee based on:
    - [i] Scope and quality of proposal,
    - [ii] Budget justification,
    - [iii] Expected outcomes and impact.
  - [c] Maximum financial ceiling shall be prescribed by the Executive Council from time to time.

[8] Call for Proposals

[a] An annual or special call for proposals shall be published on the official website of Gujarat Vidyapith.

[b] The notification shall specify:

[i] Thematic areas,

[ii] Eligibility criteria,

[iii] Application format,

[iv] Financial norms,

[v] Last date of submission.

[9] Selection Methodology All applications received pursuant to the notification shall be placed before a duly constituted Scrutiny Committee for preliminary examination to ensure 63 eligibility, completeness, and conformity with prescribed guidelines. Proposals found eligible shall be evaluated by a Gandhi Vichar Vistarak Committee The evaluation shall be based on academic merit, originality, clarity of objectives, soundness of research methodology, feasibility of implementation, relevance to Gandhian philosophy, and potential societal or community impact. The Committee may require shortlisted applicants to make a presentation or appear for an interaction for further assessment. The recommendations of the a Gandhi Vichar Vistarak Committee shall be submitted to the Competent Authority for approval in accordance with the Statutes and Ordinances of Gujarat Vidyapith, and the decision so taken shall be final and binding.

[10] Monitoring and Evaluation Every Fellow or Principal Investigator shall submit periodic progress reports, ordinarily at six-month intervals, detailing academic progress, field engagement, financial utilization, and outcomes achieved. The reports shall be examined by a Gandhi Vichar Vistarak Committee. The Vidyapith may conduct mid-term reviews, field visits, stakeholder consultations, or other verification processes to assess the quality and integrity of the work undertaken. Continuation of financial assistance beyond the first year or subsequent periods shall be strictly subject to satisfactory performance and compliance with the terms and conditions of the award.

- [11] Deliverables Upon completion of the Fellowship or Research Project, the Fellow or Institution shall submit a comprehensive final report incorporating findings, analysis, documentation of fieldwork (where applicable), and policy or practice recommendations. The recipient shall acknowledge Gujarat Vidyapith in all publications, presentations, or dissemination arising out of the supported work. Copies of the final report, along with any publications, datasets, or other research outputs, shall be deposited with the Vidyapith in both digital and print form for academic and archival purposes. The Vidyapith may require the Fellow to present the 64 outcomes of the research through seminars, workshops, or public lectures to facilitate knowledge dissemination.
- [12] Termination and Recovery The Fellowship or Research Project may be discontinued at any stage if it is found that the progress of work is unsatisfactory, material facts were concealed or misrepresented, funds have been misutilized, or the terms and conditions of the award have been violated. In such circumstances, Gujarat Vidyapith shall have the authority to terminate the award and recover the financial assistance already released, wholly or partly, in accordance with applicable financial rules and regulations. The individual or institution concerned may also be debarred from applying for future grants or fellowships of the Vidyapith for such period as may be determined by the Competent Authority.
- [13] Awarding and Recognition On satisfactory completion of the Fellowship or Research Project, and upon approval of the final report by the Evaluation Committee, the Vidyapith shall issue a Certificate of Completion or equivalent formal recognition. The research work may be included in the Annual Report of the Vidyapith and may be considered for publication support or special commendation, subject to the recommendations of the competent academic authority. Recognition under this programme shall not create any claim for permanent appointment or continuation beyond the sanctioned period.

- [14] Gandhi Vichar Vistarak Committee
- [a] The Vice Chancellor or his/her nominee;
  - [b] A Trustee nominated by the Vice Chancellor from Gujarat Vidyapith Mandal;
  - [c] Two subject experts nominated by the Vice Chancellor in Gandhian Studies or allied disciplines, of whom at least one may be external;
  - [d] The Head of the Department, as member Secretary; 65
- [15] The nomination shall be for a term of three years from the date of notification.
- [16] The Committee shall convene at least twice annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [17] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [18] Two-thirds of the total members shall constitute the quorum for the meeting.
- [19] The procedure of committee formation shall be followed by the Academic Branch.

### **Rule 29 Academic Awards (Mahadev Desai Samajseva Puraskar)**

- [1] This award is instituted to recognize and honour graduates who have demonstrated sustained commitment to Gandhian ideals through long-term social service. It seeks to acknowledge individuals who, primarily through education or public education, have contributed meaningfully to fields such as rural development, public health, environmental protection, women's empowerment, promotion of national and mother languages, and other allied areas of constructive work rooted in the philosophy of Mahatma Gandhi. By celebrating such service, the award aims to inspire continued engagement with ethical, inclusive, and community-centered development.
- [2] This Puraskar is customarily conferred on the 1st of January each year.

- [3] Mahadev Desai Samajseva Puraskar Committee shall consist of the following members:
- [a] One of the trustees of the Mandal shall be nominated by the Vice Chancellor as the Chairperson;
  - [b] One of the trustees of the Mandal shall be nominated by the Vice Chancellor as a member; 66
  - [c] One of the members of the Academic Council shall be nominated by the Vice Chancellor as a member;
  - [d] One of the experts shall be nominated by the Vice Chancellor as a member;
  - [e] Two retired teachers of the Vidyapith shall be nominated by the Vice Chancellor as members;
  - [f] Dean, of the faculty of social science as a member secretary;
- [4] The nomination shall be for one year from the date of notification.
- [5] The meeting shall be convened by the Member Secretary with the prior approval of the Chairperson.
- [6] Two-thirds of the total members shall constitute the quorum for the meeting.
- [7] The eligibility and selection process shall be as follows:
- [a] graduate who has completed at least two years of a regular academic programme at any of the campuses of Gujarat Vidyapith or its Gram Seva Kendras shall be deemed suitably eligible for this award.
  - [b] Only those graduates who have rendered not less than fifteen years of continuous service in any of the specified fields, primarily through education or public education, in accordance with the distinctive tradition of social service established by Mahatma Gandhi, and who continue to be actively engaged in such service at present, shall be deemed eligible for this award. This provision shall not apply to retired graduates.
  - [c] Specified fields, primarily through education or public education:
    - [i] Public Health and Rural Sanitation

- [ii] Khadi and Village Industries
- [iii] Cow Protection and Animal Welfare
- [iv] Nature Cure
- [v] Prohibition
- [vi] Eradication of Untouchability
- [vii] Tribal Welfare
- [viii] Elimination of Leprosy 67
- [ix] Women's Education and Empowerment
- [x] Promotion of National Language and Mother Tongue
- [xi] Literacy Eradication
- [xii] Agricultural Reform
- [xiii] Environmental Protection
- [xiv] Energy Conservation
- [xv] Upliftment of Farmers
- [xvi] Upliftment of Labourers
- [xvii] Dissemination of Nai Talim (Basic Education)
- [xviii] Communal Harmony
- [xix] Sustainable Development of Natural Resources
- [xx] Science and Technology
- [xxi] Other allied activities of social service consistent with the above fields

[d] Graduates who have undertaken such service activities in rural areas shall be accorded preference in the selection for the award. However, due consideration shall also be given to eligible graduates engaged in comparable service activities within urban areas, ensuring a balanced and equitable evaluation.

[8] This Puraskar shall be conferred annually upon one eligible graduate.

[9] The selected graduate shall be conferred the Puraskar comprising a cash prize of Rs. 51,000/-, a commemorative memento, and a certificate of honour.

- [10] Government officials shall not be considered for selection for this award.
- [11] Among graduates engaged in social service either independently or through institutions receiving government assistance, preference in the selection for the award shall be accorded to those who are not salaried.
- [12] Non-Eligibility of Previous Recipients: Graduates who have previously received this award shall not be considered eligible for the same Puraskar again.
- [13] Restriction on Self-Nomination: Graduates shall not be permitted to nominate themselves for consideration for this Puraskar.
- [14] Puraskar Not Applicable to Institutions: This award shall not be conferred upon any institution.
- [15] The Committee shall submit its recommendation to the Secretary of the Mandal on or before the 31st of October each year.
- [16] The recommendation of the Mahadev Desai Samajseva Puraskar Committee shall be subject to prior approval by the Mandal before the Puraskar is conferred upon the selected graduate.

### **Rule 30 Roll of Registered Graduates (Snatak)**

- [1] The Roll of Registered Graduate is the official record of the students receiving a degree from the Gujarat Vidyapith.
- [2] The Roll of Registered Graduates, course-wise wise shall be updated every year as of the 31st of December.
- [3] It shall be published and displayed on the Gujarat Vidyapith website. The no. of graduate's course-wise and year-wise updated in the roll of registered graduates shall be put before the Academic Council for information.
- [4] The following details of graduates shall be included in the Roll.
  - [a] Enrollment No.;
  - [b] Name;
  - [c] Address;

- [d] Contact No.;
- [e] Email Id;
- [f] Degree;
- [g] Year of Degree Awarded

### **Rule 31 Snatak Sangh (Alumni)**

- [1] There shall be an alumni association titled as "Gujarat Vidyapith Snatak Sangh"(GVSS).
- [2] There shall be a General Body of the GVSS.
- [3] The General Body of the Association shall hold an Annual General Body Meeting at least once a year, and not more than 18 months shall elapse between two successive Annual General Body Meetings.
- [4] The General Body may appoint the members of the alumni-relations wing.
- [5] Objectives of GVSS:
  - [a] To promote, encourage, and initiate the activities, including educational, cultural, and other social activities for the betterment of the Gujarat Vidyapith.
  - [b] To undertake activities of nation building, including those of a charitable nature.
  - [c] To generate a corpus and utilize it for the fulfillment of associations' intended goals.
  - [d] To exchange professional knowledge, organize technical conferences, seminars, workshops & training courses, and publish journals and other materials for promoting its objectives.
  - [e] To undertake all required lawful activities as are conducive to the attainment of the above objectives.
- [6] Membership of GVSS:
  - [a] All Under Graduate, PG Diploma, Post Graduate, and Ph.D. graduates of the Vidyapith.
  - [b] All members of teaching and non-teaching staff, as defined

- in Vidyapith, with more than 03 years standing at Vidyapith.
- [c] A person who serves or served as the Vice-Chancellor or the Registrar of Vidyapith.
  - [d] Annual Membership Fee - Rs.200/- and Membership fee for 10 years - Rs.1000/- (Non-Refundable)
- [7] The alumni-relations wing (executive body) shall be as follows to look after the administration of GVSS.
- [a] President;
  - [b] Vice President (Two);
  - [c] Honorary Secretary;
  - [d] Honorary Treasurer; and,
  - [e] Members (Four).
- [8] All administrative work-related documents will remain with the Honorary Secretary
- [9] There shall be a mechanism to collect data when the student leaves Gujarat Vidyapith which could become base data for tracing future career progression of students.
- [10] There shall be an alumni network that can nurture the long-term relationship between academia, industries, and students.
- [11] The expected visible involvement of the alumni is by contributing their time to participate in activities of the Gujarat Vidyapith, mentoring students, leveraging their contacts to support university administration, faculty, and students in their various endeavors, etc.
- [12] Another major visible activity of the alumni is by providing or collecting donations to the Gujarat Vidyapith. The donation is invariably contributed to support activities that the alumni are passionate to support. 71
- [13] Another visible activity is in assisting with student placements and internships.
- [14] Alumni participation may be assured in various academic and non-academic advisory bodies of Gujarat Vidyapith.
- [15] Alumni chapters/clusters may be formed at a regional level and

these chapters may organize annual events for alumni in their catchment areas. Care should be taken so that the chapters/clusters undertake fundraising only to the extent required for the alumni events (for example, up to 20% of the surplus fund may be retained by the chapters and the rest given to the Gujarat Vidyapith for its alumni activities fund).

- [16] The alumni who reach positions of eminence or are otherwise role models to the students are generally recognized by the Gujarat Vidyapith by bestowing them with distinguished alumnus/alumna and they can be invited to important Gujarat Vidyapith programs as alumni or chief guests etc.
- [17] The wing is typically responsible for all alumni engagement initiatives, fundraising, and often, for the deployment of the funds raised through donations.
- [18] The alumni-relations wing is also responsible for providing stewardship to the donors so that they are well-versed in the utilization of their funds.
- [19] The alumni-relations wing shall collect information regarding the career progress of the alumni. It is important to keep confidential the personal information of alumni.



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