

**9. ORDINANCE ON  
CONDUCT OF EXAMINATIONS AND EVALUATION OF  
STUDENT PERFORMANCE**

(Under Section 26(1) (b) of the IGNOU Act)\*

**A. Evaluation**

**1. Evaluation of Student Performance**

The successful completion of a course/programme of study for the award of degree/diploma/certificate will be determined on the basis of the performance of students enrolled in the relevant course/programme in the manner laid down in this Ordinance.

**2. Methods of Evaluation**

Unless otherwise specified, the performance of a student enrolled in a course/programme will be assessed:

(1)\*\* continuously on the basis of the evaluation of the assignments submitted by him/her, wherever applicable;

(2) on the basis of an examination conducted at the expiry of the minimum duration prescribed for the concerned course/programme;

(3) the University may also prescribe for course/programme, wherever appropriate, execution of specific projects by students, the successful completion of which, and the levels of performance in their execution shall be taken into account in the overall assessment of student performance; and

(4) in appropriate cases, the University may also prescribe field work, seminars, practicals, or any other techniques/methods for assessment to determine the levels of performance of students pursuing different courses/programmes.

**3. Assignments\*\***

(1) The methods of evaluation for each course/programme involving the combination of one or more components mentioned in Clause 2 above, including the relative weightage to be assigned to each of those components, shall be prescribed by the Academic Council on the recommendation of the Board of the concerned School of Studies.

(2) A student pursuing a programme of study shall be required to submit only one assignment for each course in all programmes, wherever applicable.

(3) The assignments may be either marked by tutors/counsellors and those marked by computer (multiple choice type). The instructions to candidates about the nature and type of assignments and the schedule for its submission shall be prescribed in the relevant programme guide and/or in the course itself.

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\* Approved by the Board of Management at its 29<sup>th</sup> meeting held on 19.8.92, vide Resolution No. BM 29.8.2

\*\* Amendments to Clauses 2(1) and 3(1)(2)(3) was approved by the Board of Management at its 87<sup>th</sup> meeting held on 22.6.2007

#### 4. Term end Examinations\*

The term end examinations for various courses/programmes will ordinarily be held in the months of June and December every year. Students will be free to appear at any of these examinations either for specific courses or for whole programmes provided that the minimum period of study prescribed for the relevant course/programme has elapsed.

However, the students, who take admission to some individual courses in January/July Semester as per term of any MOU executed by IGNOU with any other University or accredited institution, will be allowed to appear in term-end examination of June/December respectively of the same year so as to enable them to complete the pre-requisite course for their degrees/diplomas from the respective Universities/accredited institutions.

Provided that in keeping with the mandate to use technology, the University will conduct online examination for such programmes and such courses as may be decided from time to time. The online examination will be conducted in the manner as may be laid down by the Regulations.

#### 5. Grading\*\*

(I) (a) The levels of student performance, both in continuous evaluation as well as at term end examinations in respect of all degree/diploma programmes in Management and other diploma and certificate programmes will be indicated in letter grades. These grades are:

- A — Excellent
- B — Very Good
- C — Good
- D — Satisfactory
- E — Unsatisfactory

(b) Except for the Bachelor's degree programme of B.A., B.Com., B.Sc., and the Distance Education courses/programmes, for the successful completion of a course and to qualify for the relevant degree/diploma/certificate, a student has to obtain an overall average of grade 'C' in the relevant course, provided that he/she does not obtain a grade lower than 'D' either in continuous evaluation or in term end examination.

(c) The students performance both in continuous evaluation as well as at term-end examinations for the programmes of BLIS, BA, Bcom., BSc., will be in numerical marking as indicated below :

##### For BLIS:

I Division	60% and more
II Division	50% - 59%
Pass	40% - 49%
Unsuccessful	Below 40%

\* Clause 4 amended by the Board of Management at its 68<sup>th</sup> meeting held on 24.1.2001.

\*\* Amendment to Clause 5(1) was approved by the Board of Management at its 32<sup>nd</sup> meeting held on 22.4.93 vide Resolution No. BM 32.6.3: Amendment to Sub-Clause (1)(b) and addition of Sub-Clause 1 (e) of Clause 5 were approved by the Board of Management at its 39<sup>th</sup> meeting held on 25.11.94 vide Resolution No. BM 39.6.3.

**For BA/B.Com/B.Sc:**

I Division	60% and more
II Division	50% - 59%
Pass	35% - 49%
Unsuccessful	Below 35%

Provided that the marks statement/grade cards may reflect both marks as well as equivalent letter grades as specified at sub-clause (a) above.

- (d) The mechanics of evaluation of assignments and answer scripts of the term-end examinations for the Programmes of Bachelor in Library and Information Science (BLIS), Bachelor of Arts (BA), Bachelor of Commerce (BCom) and Bachelor of Science (B.Sc) shall be laid down in the form of guidelines for evaluators, with the approval of the Academic Council from time to time.
- (e) The Evaluation criteria and policy pertaining to distance education courses/programmes will be as under:
- (i) For PGDDE students from countries other than India and all the MADE students, STRIDE will identify the eligible candidates by the first week of April and first week of October for the June and December term-end examinations respectively every year. Eligibility will be decided on the assignment-responses, term papers and/or completion of any other type of academic exercises prescribed from time to time by March 31 and September 30 for the respective term-end examinations.
  - (ii) Project reports, wherever applicable, should have been submitted latest by May 31 and November 30 to claim course/programme results with the June and December term-end examinations respectively.
  - (iii) To complete a course successfully one needs to pass the continuous assessment with at least an average grade "D" and the corresponding term-end examination with at least a grade "C". To complete a programme successfully one must pass all the courses comprising the programme individually.
  - (iv) At a time (i.e. during a term-end examination session) a student may sit for at the most five courses (i.e., 30 credits).
  - (v) A candidate admitted to a programme can sit for the term-end examination only after completing the full academic year on the programme as well as the prescribed number of assignments, term papers etc. for it.
  - (vi) To claim a diploma or a degree one must have completed successfully all the requirements pertaining to the programme concerned in accordance with the respective regulations.

(These amendments will be effective from 1<sup>st</sup> January 1995)

(2) In respect of components other than continuous evaluation and term end examinations, wherever prescribed, the levels of attainment necessary to qualify for the award of

degrees/diplomas/certificates will be prescribed in respect of each such course of study separately by the Academic Council on the recommendation of the Board of the School of Studies concerned.

- (3)\* (i) to qualify for the award of BA/Bcom/BSc degree with a particular subject as major, a candidate should obtain 48 credits including those in application oriented courses relevant to that subject;
- (ii) those candidates who have not secured the requisite 48 credits may be awarded the Bachelor's Degree in Arts, Commerce or Science, as the case may be, without specifying any subject as major;
- (iii) as and when such candidates secure the requisite 48 credits, the degrees awarded to them may be converted into those with the relevant subject as major.

## B. Conduct

### 6. Appointment of paper setters/Moderators/Examiners

The Directors of Schools shall draw up panels of paper-setters, moderators and examiners for each course in accordance with the provisions of Statute 10A (4) (iv) and submit them to the Vice-Chancellor who shall appoint the paper-setters, moderators and examiners from such panels for a period of three years. Provided that only those persons who have at least 5 years of teaching/academic experience shall be eligible for inclusion in the panel.

### 7. Moderation Boards

#### (A) Moderation Board for Moderating Question Papers

- (1) There shall be a Moderation Board for moderating the question papers constituted as under for one or more courses for a period of three years :

- |   |   |                     |
|---|---|---------------------|
| (a) Director of School concerned  | - | Chairman Ex-officio |
| (b) Professor of the Discipline concerned, and if there is no Professor, the senior most teacher in the discipline concerned.         | - | Member              |
| * (c) Three experts in the discipline/ specialization nominated by the Vice-Chancellor of whom one shall be external and one internal | - | Member              |

Provided that the Director of the School concerned may co-opt or associate not exceeding three other experts, if required.

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\* Amendment to Clause (7)(A)(1)(c) &(d) was approved by the Board of Management at its 61<sup>st</sup> meeting held on 16.11.98.

\* (d) Three members shall constitute the quorum for meetings.

- (2) Functions of the Moderation Board shall be :
- (a) To ensure that question paper is strictly in accordance with the course contents and the instructions, if any.
  - (b) To remove ambiguity in the language of question, if any.
  - (c) To moderate the questions so as to give ample opportunities to candidates of varying abilities.
  - (d) To ensure proper coverage of course contents and indicate weightage/marks for each question or part/parts thereof; time prescribed and to correct errors, if any.
- (3) Members of the Moderation Board, other than the teachers of the University, shall be paid such remuneration as may be prescribed by the Board of Management from time to time.

**(B) Moderation Board for Moderating Results**

- (1) There shall be a Moderation Board for Moderating Results constituted as under for a term of two years :
- (i) Pro-Vice-Chancellor Chairman  
In-charge of SRE Division
  - (ii) Director(s) of concerned school(s)
  - (iii) Registrar (SRE)
- (2) The functions of the Moderation Board shall be as under :
- (i) The Board shall scrutinize the statistics of results prepared by the SR&E Division and moderate the same, if need be, before declaration/publication of results.
  - (ii) The Board shall bring to the notice of the Vice-Chancellor lapse or omission on the part of paper setter and/or the examiners, if any, and suggest steps to rectify the same.
  - (iii) As a matter of policy the candidates having shortage of upto 2% marks to pass a course shall be given grace in the course concerned provided by so doing they pass the examination.
  - (iv) No grace shall be awarded after declaration/publication of results.
  - (v) In the programmes where letter grading system in evaluation of student's performance has been adopted, grade mark upto 0.05 point grade in a five point scale shall be given in the score of term-end examination to enable the candidate to pass the examination.
  - (vi) The recommendations of the Moderation Board shall be placed before the Vice-Chancellor for approval before declaration/publication of the term-end examination results.

\*\* Amendment to Clause (7) was approved by the Board of Management at its 52<sup>nd</sup> meeting held on 27.9.97

**8. Examination Committee**

1) There shall be an Examination Committee as under for a term of two years:

Pro-Vice-Chancellor, Incharge of SR&E Div.	-	Chairperson
Convenor, BDP Coordination Committee	-	Member
Two Directors of Schools nominated by the Vice-Chancellor	-	Members
Registrar, SR&E Div.	-	Convenor

2) The functions of the Examination Committee shall be as under:

- a) Monitor the programme and the conduct of Term-End Examinations and Entrance Tests.
- b) Monitor the results and ensure timely declaration of results
- c) Ensure timely receipt and incorporation of assignment awards
- d) Review various statistical reports generated by SR&ED
- e) Perform such other functions as may be entrusted by the Vice-Chancellor from time to time.

**9. Conduct Procedure**

(1) The term-end examinations shall ordinarily be conducted twice a year in each course for each programme on such dates in the months of June and December and at such places as may be notified by the University from time to time. A candidate who has prosecuted the course of study for the required duration and who has submitted the required number of assignments shall be eligible to appear at the term-end examination in the course concerned.

(2) Each candidate will be required to fill in the Examination form and forward the same to the Evaluation Division of the University within the limits of the time notified.

(3) The University may allow a candidate to change the examination centre provided he/she applies atleast 30 days before the commencement of the examination on the prescribed form with requisite fee for the purpose.

(4) The conduct of examination shall be in accordance with the regulations framed by the University for the purpose.

**10. Rates of Remuneration**

(1) The remuneration to be paid to paper setters, moderators, examiners and evaluators of student assignments, answer scripts, projects etc. shall be as fixed by the Board of Management from time to time.

(2) The remuneration to be paid to various categories of persons appointed for the conduct of examinations shall be as prescribed by the Board of Management from time to time.

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\* Addition of Clause 8 to the Ordinance was approved by the Board at its 93rd meeting held on 7.1.2008 and approved by the Ministry of HRD vide their letter No. F.5-16/2008-DL dt. 2.4.2008.

**10. ORDINANCE ON  
EMOLUMENTS, TERMS AND CONDITIONS OF  
SERVICE OF REGISTRARS\*  
(Under clause (2) of Statute (5))**

1. Every Registrar shall be appointed on a scale of pay of Rs. 16400-450-20900-500-22400, or on such other scale of pay as may be determined by the Board of Management, from time to time. He shall, in addition to the pay in the scale mentioned above, be entitled to such other allowances as are admissible to the employees of the University from time to time.

2. Subject to the provisions of the Act and Statutes, every Registrar shall be appointed for a term of 5 years; provided that the Board of Management may renew the appointment for further terms of 5 years each.

3. The qualifications for the post of Registrar shall be as prescribed by the Board of Management from time to time.

4. The University shall provide every Registrar with unfurnished residential accommodation for which he will pay rent/license fee at the rates fixed by the University.\

Provided that if a Registrar is provided with a house which is furnished, he shall pay rent for such furniture at the rates fixed by the University.

5. Every Registrar, during his tenure, shall be entitled to leave, as admissible to the employees of the University from time to time. Provided that when an employee of the University or a College affiliated to it or of any other University or institution maintained by or affiliated to such other University, is appointed as a Registrar he shall continue to be governed by the same leave Rules to which he was entitled prior to his appointment as Registrar till he continues to hold his lien on the post.

6. Every Registrar shall be entitled to Traveling Allowance, Leave Travel Concession and Medical Attendance Rules as are admissible to the employees of the University from time to time.

7. Every Registrar shall be entitled to such terminal benefits as may be fixed by the Board of Management from time to time.

8. Every Registrar shall be entitled to subscribe to the contributory provident fund of the University till the end of his tenure:

Provided that where an employee of the University or a college or of any University or Institution maintained by or affiliated to such other University is appointed as Registrar, he shall continue to be governed by the same retirement benefit scheme to which he was entitled prior to his appointment as Registrar or till he continues to hold his lien on that post, but under this provision, the pay for the purpose of subscription to the General Provident Fund and subscription to the University Contributory Provident Fund shall be the pay drawn by him as Registrar.

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\* Approved by the Board of Management at its 30<sup>th</sup> meeting held on 6.11.92 vide Resolution No. BM 30.12.1.

**11. ORDINANCE ON  
EMOLUMENTS, TERMS AND CONDITIONS OF  
SERVICE OF FINANCE OFFICER  
(Under clause (2) of Statute (6)\***

1. The Finance Officer shall be appointed on a scale of Rs. 16400-450-20900-500-22400, or on such other scale of pay as may be determined by the Board of Management, from time to time. He shall, in addition to the pay in the scale mentioned above, be entitled to such other allowances as are admissible to the employees of the University from time to time.

Provided that the Board of Management may appoint an officer drawn on deputation, in which case he shall be governed by the usual terms of deputation of Govt. of India.

2. Subject to the provisions of the Act and Statutes, the Finance Officer shall be appointed for a term of 5 years; provided that the Board of management may renew the appointment for further terms of 5 years each.

3. The qualifications for the post of Finance Officer shall be as prescribed by the Board of Management from time to time.

Provided that if a person is appointed to the post of Finance Officer on deputation, such person shall be in the rank of an officer of IA&AS Cadre or similar other services with at least 15 years of service to his credit.

4. The University shall provide him with unfurnished residential accommodation for which he will pay rent/license fee at the rates fixed by the University.

Provided that if he is provided with a house which is furnished, he shall pay rent for such furniture at the rates fixed by the University.

5. The Finance Officer, during his tenure, shall be entitled to leave, as admissible to the employees of the University from time to time. Provided that when an employee of the University or a College affiliated to it or of any other University or institution maintained by or affiliated to such other University or of a State Government or Govt. of India is appointed as a Finance Officer he shall continue to be governed by the same leave Rules to which he was entitled prior to his appointment as Finance Officer till he continues to hold his lien on the post.

6. The Finance Officer shall be entitled to Traveling Allowance, Leave Travel Concession and Medical Attendance Rules as are admissible to the employees of the University from time to time.

7. The Finance Officer shall be entitled to such terminal benefits as may be fixed by the Board of Management from time to time.

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\* Approved by the Board of Management at its 30<sup>th</sup> meeting held on 6.11.92 vide Resolution No. BM 30.12.1.



8. The Finance Officer shall be entitled to subscribe to the contributory provident fund of the University till the end of his tenure.

Provided that where an employee of the University or a College or of any University or Institution maintained by or affiliated to such other University or of a State Govt. or the Govt. of India, is appointed as Finance Officer he shall continue to be governed by the same retirement benefit scheme to which he was entitled prior to his appointment as Finance Officer or till he continues to hold his lien on that post, but under this provision, the pay for the purpose of subscription to the General Provident Fund and subscription to the University Contributory Provident Fund shall be the pay drawn by him as Finance Officer.

**12. ORDINANCE ON  
SELECTION COMMITTEE PROCEDURES  
(Statute 12(4) of the Statutes of IGNOU)**

1. The Vice-Chancellor shall fix the date and venue of the meeting of the Selection Committee.
2. A fortnight's notice of a meeting shall be given to the members.
3. The applications received for any of the posts mentioned in Statute 12, may, where necessary, be screened by a committee appointed for the purpose by the Vice-Chancellor. The Screening Committee may short list the applications taking into account the qualifications and experience prescribed and available posts.
4. The Selection Committee shall recommend candidates from among those referred to it, who are found suitable for appointment to the posts for which the Committee was constituted, for consideration by the Board of Management.
5. The decision of a Selection Committee shall be by consensus. Where necessary, the matter will be decided by a majority vote. In case there is a tie, the Chairman at the meeting shall exercise a casting vote.
6. The Vice-Chancellor shall have the power to lay down procedures in respect of matters not specified in these Ordinances.
7. The Selection Committee shall interview the candidates belonging to the Scheduled Castes and Scheduled Tribes for the posts of Lecturers separately and make its recommendations before other candidates are interviewed.
8. The Selection Committee may, for reasons to be recorded, consider the curriculum vitae of a candidate for a post not below the rank of a Reader in absentia, and make recommendations for consideration of the Board of Management.
9. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.
10. The Selection Committee may, for reasons to be recorded in writing, recommend a higher start in pay to a candidate than what is normally admissible according to rules and the Board of Management may consider such recommendations on pay fixation.
11. The Selection Committee shall draw up a panel of selected candidates in order of merit.
12. The panels recommended by a Selection Committee shall be valid for a period of one year from the date of their approval by the Board of Management. Provided that the Board of Management may, for reasons to be recorded, extend the validity of the panel by one more year.

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\* Approved by the Board of Management at its 30<sup>th</sup> meeting held on 6.11.92 vide Resolution No. BM 30.12.1.

**13. ORDINANCE ON RESEARCH DEGREE PROGRAMMES\***

**Master of Philosophy (M.Phil.)**

**Doctor of Philosophy (Ph.D.)**

**I. Management and Co-ordination**

**1. Preamble\*\***

The Degree of Master of Philosophy (M.Phil.) and the Degree of Doctor of Philosophy (Ph.D.) or such other degree may be awarded by the University to a registered student on his/her successfully completing the prescribed programme of research offered by the University in Integrated mode or otherwise.

**2. Structure and the Roles**

Research studies leading to the award of the Degree of Master of Philosophy (M.Phil.) or Doctor of Philosophy (Ph.D.) or such other degree shall be organized and managed by the following bodies in accordance with their respective roles as specified here under.

**2.1 Academic Council**

The Research degree programmes of the University shall be in accordance with the Research Policy adopted by the Academic Council subject to the provisions of the Act and the Statutes of the University.

**2.2 Research Council**

There shall be a Research Council which, subject to the overall guidance and supervision of the Academic Council, shall be responsible for the planning, management, organization and monitoring of Research programmes.

2.2.1 Subject to the provisions of the Act and Statutes, the Research Council shall perform the following functions:

- (i) Management and administration of the research policy and programmes of the University.
- (ii) Formulation of guidelines for registration, supervision, programme design, evaluation and awards of research degrees.
- (iii) Monitoring of research indicators for such evaluation.
- (iv) Determination of the criteria for purview of the research areas/themes/topics relevant to the School Board and/or the Area Committee.
- (v) Advice on research priorities and allocation of resources for research.

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\* Approved by the Board of Management at its 47<sup>th</sup> meeting held on 17.5.96, by repealing the ordinance on Master of Philosophy. Notified under G.S.R. No. 135 in the Gazette of India dt. 18.3.95.

\*\* Amendments to Clauses 1,3.2,3.3.1,3.5,3.6(iii),3.7,5.1,11.2,11.3 & 12 were approved by the Academic Council at its 32<sup>nd</sup> meeting and the Board of Management at its 81<sup>st</sup> meeting respectively. Notified under GSR No.23 in the Gazette of India dt.4-10 June,2005.

- (vi) Delegation of any of these functions assigned to the Area Committee or the School Boards.
- (vii) Preparation of the consolidated reports on research efforts of the University.
- (viii) Any other work related to research development and co-ordination.

2.2.2 The composition of the Research Council shall be as follows:

- (i) The Vice-Chancellor or a Pro-Vice-Chancellor nominated by the Vice-Chancellor shall be the Chairman of the Research Council.
- (ii) Four experts (atleast two from the Board of Management), who are not employees of the University, nominated by the Vice-Chancellor.
- (iii) One representative each of the Planning Board and the Academic Council nominated by the Vice-Chancellor.
- (iv) Two Pro-Vice-Chancellors nominated by the Vice-Chancellor.
- (v) Three Directors of Schools/Heads of Divisions nominated by the Vice-Chancellor.
- (vi) Five members, three from among teachers (two internal from IGNOU, one external) and two other academic staff nominated by the Vice-Chancellor.
- (vii) Officer incharge for Research Development and Coordination shall be the Member Secretary of the Research Council.

2.2.3 The term of office of the members will be three years from the date of nomination.

2.2.4 The Research Council shall meet at least twice a year. One third of the total membership shall form the quorum for the meeting.

### 2.3 School Board

The School Boards, as constituted under the provisions of Statute 10A, and with the guidance of the Research Council, shall operationalize the research degree programmes in the disciplines assigned to the concerned Schools in accordance with the policies and guidelines laid down by the Academic Council and the Research Council.

### 2.4 Area Committee

2.4.1 There shall be an Area Committee for the administration of the Research Programmes falling in the following categories:

- (i) Developmental Studies – Inter-disciplinary
- (ii) System-Based Areas
- (iii) Any other area not covered by the Schools.

2.4.2 The Area Committee shall, subject to the overall supervision and guidance of the Research Council, perform all functions for operationalization of the research degree programmes in respect of the relevant research areas as specified in 2.4.1.

2.4.3 The Composition of the Area Committee shall be as follows:

- (i) A Pro-Vice-Chancellor nominated by the Vice-Chancellor shall be its Chairman.
- (ii) Director/Executive Director (STRIDE)
- (iii) Director (DEC)
- (iv) Three external experts nominated by the Vice-Chancellor
- (v) Three Directors of the Schools/Divisions nominated by the Vice-Chancellor

2.4.4 The Area Committee shall meet as and when necessary. Fifty percent of the membership shall form the quorum for the meeting.

2.4.5 The nominated members of the Area Committee shall hold office for three years from the date of appointment. A member can be re-nominated for another term.

2.5 School Boards shall be responsible for research topics covering the disciplines assigned to the Schools concerned. However, for topics of interdisciplinary nature, the decision shall be taken by the Area committee and reported to the Research Council.

## II. REGISTRATION AND SUPERVISION

### 3. Registration

3.1 The process and schedule of registration shall be prepared and announced by the University in accordance with the guidelines given by the Research Council from time to time. Secretariat of the Research Council shall be responsible for the overall co-ordination of the research programmes leading to the award of M.Phil./Ph.D. degree, etc.

3.2 A candidate will be eligible for admission and registration for the M.Phil./Ph.D. programme provided he/she qualified:

- (i) For the award of the Master's Degree of any University or any other qualification recognized as equivalent thereto in such fields of study as notified for the purpose from time to time by the University securing at least 55% marks (50% in the case of SC/ST candidates); and
- (ii) Qualified in an entrance examination conducted by the University at the national level on the pattern of UGC/CSIR.
- (iii) Talented graduates in a discipline, through laid down procedures will be eligible for admission into a full-time Integrated Doctoral Programme offered in collaboration with Institutions of repute.

However, candidates holding an M.Phil. degree or those candidates who have cleared JEST of DAE or UGC-NET or GATE of IIT or those having atleast five years of related teaching/practical/industry/professional experience will be exempted from appearing in the Entrance Examination.

Provided further that candidates who are employees of the University shall have completed at least two years of service in the University on the date they submit the application for registration.

- 3.3 There shall be two categories of M.Phil./Ph.D. students : Full-time and Part-time.
- 3.3.1 All those who are offered a fellowship by the University or any other agency and registered with the University to pursue a research degree programme of the University on a full-time basis shall belong to the category of full-time students. In exceptional cases, the Research Council, on the recommendation of the School Board or the Area Committee concerned, may allow registration of full-time students who do not have fellowships. The full-time students shall work on their projects either at the Headquarters or at any of the Regional Centres of the University or at any other institution recognized by the University for the purpose.
- 3.3.2 Students who are employed in any organization and desirous of pursuing a research degree programme may be permitted to register as part-time students. Ordinarily, Teachers and other academic staff of the IGNOU who are registered for the M.Phil./Ph.D. programme of the University while continuing on their jobs shall belong to this category. Other employees of the University may also be considered by the Research Council for registration to the M.Phil./Ph.D. programme. They shall, however, work on their research projects at their own places of employment, provided that they shall work at the Headquarters as and when needed for the purpose of their research.
- 3.4 All registrations to M.Phil./Ph.D. Programmes shall be provisional and the same shall be confirmed according to the procedures prescribed by the Research Council from time to time.
- 3.5 A candidate who has been offered registration, shall deposit the prescribed registration fee within a period of three months from the date of registration, failing which his/her registration may be treated as cancelled. However, under special circumstances, extension upto six months may be given.
- 3.6 The registration of a student may be cancelled for any of the following reasons:
- (i) Non-payment of fees
  - (ii) Unsatisfactory progress
  - (iii) Non-compliance with the provisions of the Ordinance and other Regulations of the University.
  - (iv) Failure to submit the Dissertation/Thesis within the time limit prescribed.
- 3.7 The Research Council may consider requests for re-registration from students whose registration is cancelled. An application for re-registration, if made within a period not exceeding six months from the cancellation of the student's registration, may be considered only on the recommendation of the supervisor(s) and the Area Committee or the School Board concerned as the case may be.

3.8 The programme fees shall include registration fee, fee for the course work, evaluation fee and any other fees prescribed by the University from time to time, and shall always be charged on annual basis. All students re-registered under Clause 3.7 shall pay full fees on re-registration.

4. *Supervision*

4.1 Every student registered for a research degree programme shall be required to pursue the programme under the supervisor(s) recognized by the University. Supervision/Joint Supervision for students shall be assigned by the Area Committee or the School Board concerned in accordance with their choice from among the panel of supervisors recognized by the University provided that where there are joint supervisors, one of the supervisors shall be from the University.

4.2 All the Professors and the Readers of IGNOU shall be eligible to be research supervisors of the University. The School Board or the Area-Committee shall recommend to the Research Council, a panel of experts to be recognized as the Research supervisors who may or may not belong to the University.

4.3 An academic (includes teachers and other academic staff) with a Ph.D. degree and with at least five years post-doctoral research and/or teaching experience shall be eligible to be recognized as a Research supervisor.

4.4 At any time, a supervisor shall not guide more than 4/5 students out of whom 2/3 students may be M.Phil. and not more than 2 Ph.D. students.

4.5 Provisions may be made for payment of a suitable honorarium to the external supervisors for guiding students registered to M.Phil/Ph.D. programme.

III. **Programme Design**

5. *Structure*

5.1 The M.Phil. programme shall consist of 64-68 credits and the Ph.D. programme shall consist of 96-100 credits of which 32-36 credits in each case shall involve course work.

6. *Course-Work*

6.1 The course-work may comprise of the courses related to the thrust areas of research and research methodologies.

6.2 The Course work shall be prescribed by the respective Area Committee or the School Board concerned. Provided also that where such course work is deemed unnecessary, a prescription to that effect of exemption shall be made by the School Board or the Area Committee concerned to be approved by the Research Council.

6.3 A candidate may be exempted (partially or fully) from the requirement of the course work by the concerned School Board or the Area Committee and endorsed by the Research Council.

6.4 The course work in all cases may be completed within one year from the date of registration.

**7. Dissertation/Thesis**

- 7.1 For the M.Phil. Degree, a student shall be required to submit a dissertation. The dissertation work may take any of the forms such as field work, research study or exploratory/laboratory work or such other forms on a subject approved by the School Board or the Area Committee.
- 7.2 For Ph.D. degree, a student shall be required to submit a thesis in the format as may be prescribed by the School Board or the Area Committee concerned. The thesis must be a piece of original research work characterized either by the discovery of new facts or invention of new ideas or a new interpretation of theories among others.

**8. Duration**

- 8.1 The minimum and maximum time for completing the programme shall be 2 years to 4 years for M.Phil. and 3 years to 5 years for Ph.D. respectively, counted from the date of registration to the programme. Provided that the period may be curtailed or extended with the approval of the Vice-Chancellor.
- 8.2 If a student fails to submit the dissertation/thesis within the extended period, his/her registration shall be cancelled.

**9. Progress of Students**

Commencing from the date of registration a student shall submit progress reports periodically (once in six months) in the prescribed format to the supervisor(s) who shall forward them alongwith his/her remarks about and assessment of the work done that far to the Research Council through the School Board or the Area Committee concerned for review.

**IV. Evaluation and awards****10. Course Work**

- 10.1 The Area Committee or the School Board concerned, as the case may be, shall prescribe an evaluation scheme for the course work to be done by the students. Depending on the nature of the course and the specific needs, the evaluation methodologies may include:
- (i) Evaluation system or a comprehensive examination as applicable to the prescribed credit-based courses.
  - (ii) A term paper on a theme or presentation of an assignment at a seminar.
  - (iii) Oral examination
  - (iv) Any combination of these methods.
- 10.2 A student shall be deemed to have completed his/her course work successfully if he/she obtains at least 'C' Grade (measured on a five point scale) or 50% of the maximum score in the course work.



**11. Dissertation/Thesis**

- 11.1 On the successful completion of the course work under clause 10, a student shall be required to pursue his research work under the guidance of his supervisor(s) at the end of which he/she shall be required to write a dissertation/thesis in terms of the relevant clauses 7.1 to 7.2 as the case may be, in accordance with the format and the guidelines prescribed by the School Board or the Area Committee concerned and submit the same to the Registrar (SRED) within the prescribed period of time.
- 11.2 The pattern of the evaluation scheme shall be laid down by the Academic Council. This will include among others the number of examiners, both internal/external and weightage to be given to each component of the programme.
- 11.3 The Research Council shall suggest such rules as may be necessary for acceptance/revision/rejection of dissertation/thesis for approval of the Academic Council.

**12. Award of M.Phil./Ph.D. Degree**

A student shall be awarded the M.Phil./Ph.D. Degree, with the approval of the Academic Council, provided that the corresponding evaluation report given by the Examiners is satisfactory.

**V. General Provisions****13. Alternative Awards**

In case, a student, registered for the Ph.D. programme, is unable to complete that programme, he/she may, at his request, be considered for the award of M.Phil. degree provided he/she satisfies the requirements prescribed for the award of M.Phil. degree.

**14. Special Awards**

The University may consider cases for the award of M.Phil./Ph.D. degree for any original or creative work or a patent or a product or such other extraordinary work on having received an application for a proposal from the claimant himself/herself or from any body on his/her behalf. In such a case, the Research Council, on preliminary screening by the School Board or the Area Committee concerned, may refer the work to the experts for evaluation in accordance with the procedures laid down under Clause 11 and to examine the suitability or otherwise of the claimed work for the award. The Research Council, in case it is satisfied that the work merits the award, may make an appropriate recommendation to the Academic Council for approval.

**15. Removal of Difficulties**

Notwithstanding anything contained in the above ordinance, the Vice-Chancellor may take such measures as may be necessary in respect of candidates for M.Phil./Ph.D. who are registered with the University.

**14. ORDINANCE ON  
ADMISSION, ELIGIBILITY, DURATION AND STRUCTURE OF VARIOUS  
DEGREE, DIPLOMA AND CERTIFICATE PROGRAMMES AND COURSES  
(Under Section 26(1) (a) of the Act)\***

**1. Admission**

(1) Admission to academic programmes/courses offered by the University shall be open to all who fulfil the conditions of eligibility prescribed for each such programme/course.

(2) The conditions of eligibility with respect to prior educational qualifications, age and such other requirements shall be prescribed by the Academic Council for each academic programme or course and the University shall make admission to these programmes/courses subject to fulfillment of these requirements.

**\*\***(3) It shall be open to the University to conduct such tests as it may prescribe from time to time for admission to specific academic programmes/courses.

Provided that the University may engage the services of any external agency(ies) of repute for performance of any task(s) connected with such test(s) on such terms and conditions as it may decide.

Provided further that selection of such agencies will be based on an open tender on All India basis and that tenders shall be opened and evaluated by a Committee constituted for the purpose by the Vice-Chancellor. The composition of the Tender Evaluation Committee shall be as under:

1. A Pro-Vice-Chancellor  
(nominated by the Vice-Chancellor) – Chairman
2. A Member of the Board of Management  
nominated by the Vice-Chancellor
3. Finance Officer
4. Registrar
5. Registrar (SR&E)\*\*\*
6. Director, School concerned\*\*\*

(4) 15% of the seats in the academic programmes/courses offered by the University shall be reserved for students belonging to Scheduled Caste and 7 ½ % for students belonging to Scheduled Tribe. Provided that the University may also make such special provision for the admission of candidates belonging to the physically handicapped and such other disadvantaged groups on the recommendations of the Academic Council from time to time.

\* Approved by the Board of Management at its 32<sup>nd</sup> meeting held on 22.3.93 vide Resolution No. BM 32.6.2.

\*\* Amendment to clause 1(3) of ordinance was approved by the Board of Management at its 61<sup>st</sup> Meeting held on 16.11.98.

\*\*\* Amendment/addition to Clause 1(3) of Ordinance was approved by the Board at its 76<sup>th</sup> meeting held on 3.7.2003

2. Duration of programmes and courses

(1) The minimum and maximum duration for the academic programmes offered by the University leading to the award of degrees, diplomas and certificates shall be prescribed for each such programme on the recommendations of the Academic Council. The Academic Council may also prescribe such other conditions as the students have to fulfil to become eligible for the award of degrees, diplomas and certificates.

(2) The minimum and maximum duration for the courses offered by the University shall be prescribed by the Academic Council.

3. Structure and pattern of programmes

The University may, on the recommendations of the Academic Council, prescribe the structure and pattern of the programmes offered by it leading to the award of degree, diploma and certificate. Provided that the University shall endeavour to organize all its programmes on the basis of modular structure, flexibility in the combination of courses as well as methods and pace of learning, course wise registration for various programmes, etc.

**15. Ordinance on Emoluments, Terms and Conditions of Service of Directors  
(other than Directors of Schools) and their Powers and Functions  
(Under Clauses (3) & (4) of Statute 4)\***

1. In this Ordinance, the expression 'Director' means a Director appointed under Statute 4 but does not include Directors of Schools of Studies.
2. Every Director shall be appointed by the Board of Management in the manner specified in the Statutes and on a scale of pay of Rs. 16400-450-20900-500-22400 or on such other scale of pay as may be determined by the Board of management, from time to time. He/she shall, in addition to the pay in the scale mentioned above, be entitled to such other allowances as are admissible to the employees of the University from time to time.
- 3\*\*. (i) Subject to the provisions of the Act and Statutes, every Director shall be appointed for a term of three years; provided that the Board of management may renew the appointment, for further terms of 3 years each.  
(ii) Notwithstanding anything contained in the Ordinance, a Director may resign after giving three months notice in writing to the Board of Management or by paying three months salary in lieu thereof; provided that the requirement of notice is waived by the Vice-Chancellor at his discretion and the matter reported to the Board of Management (A self-contained note on each case shall be put up to BOM giving the circumstances which warranted exercise of the Power by the Vice-Chancellor);
4. The qualifications for the post of Director shall be as prescribed by the Board of Management from time to time.
- 5\*\*. Every Director, during his tenure, shall be entitled to leave, as admissible to the teachers of the University from time to time except for sabbatical leave and vacation. When an employee of any other University or institution maintained by or affiliated to such other University, is appointed on deputation as a Director, he/she shall continue to be governed by the same leave rules to which he/she was entitled prior to his/her appointment as Director till the end of his deputation. In such cases, leave salary and pension contributions or employer's share of PF as the case may be, shall be remitted by the University to the lending Institution/University as per rules modified from time to time.
6. Every Director shall be entitled to Traveling Allowance, Leave Travel Concession and Medical Attendance Rules as are admissible to the employees of the University from time to time.
7. Every Director shall be entitled to such terminal benefits as may be fixed by the Board of Management from time to time.

\* Approved by the Board of Management at its 48<sup>th</sup> meeting held on 30.7.96

\*\* Amendment to Clauses 3 & 5 was approved by the Board at its 81<sup>st</sup> meeting held on 16.11.2004.

- 8. Every Director shall be entitled to subscribe to the contributory provident fund of the University till the end of his/her tenure:

Provided that where an employee of the University or a college affiliated to it or of any University or Institution maintained by or affiliated to such other University is appointed as Director, he/she shall continue to be governed by the same retirement benefit scheme to which he/she was entitled prior to his appointment as Director or till he/she continues to hold his/her lien on that post, but under this provision, the pay for the purpose of subscription to the General Provident Fund and subscription to the University Contributory Provident Fund shall be the pay drawn by him/her as Director.

- 9. Every Director shall perform such functions and exercise such powers as may be assigned/delegated to him/her by the Vice-Chancellor and/or the Board of Management.

**1. Regulations for Convocations at Headquarters  
(Clause 8 of Ordinance 1)**

1. Not less than four weeks notice of the Convocation shall be given by the Registrar or an Officer designated for the purpose by the Vice-Chancellor.
2. The Registrar, or the Officer designated for the purpose, shall issue to each member of the Convocation alongwith the notice, a copy of the programme of the Convocation and information about the procedure to be observed thereat.
3. A candidate for a degree/diploma must submit his application to the Registrar or the Officers designated on or before the date prescribed for the purpose, for the award of the degree/diploma at the Convocation in person or in absentia.
4. Honorary degree(s) shall be conferred either at the annual or at the special Convocation held at Delhi only and may be taken in person or in absentia.
5. The presentation of the person(s) on whom honorary degree(s) is/are to be conferred at the Convocation shall be made by the person specified by the Vice-Chancellor.
6. The Presiding Officer, Chief Guest, the other members of the Academic procession and the candidates receiving degrees/diplomas, shall wear the academic robes as specified by the Academic Council.
7. The Academic Procession shall comprise Registrar, Directors of School of Studies, Members of the Planning Board, Academic Council, Board of Management, the Pro Vice-Chancellors, the Vice-Chancellor and the Chief Guest.

The procession shall be led by the Registrar, followed in double file by the Directors of Schools of Studies, Members of the Planning Board, Members of the Academic Council, Members of the Board of Management, the Pro Vice-Chancellors in that order, and, in the end, the Vice-Chancellor paired with the Chief Guest.

The persons forming the Academic procession shall assemble and stand in the prescribed order. They will be introduced to the Chief Guest/the Chairman by the Vice-Chancellor after which the Procession will enter the Hall.

8. The members of the Academic Procession shall take the seats on the dais as reserved for them. The seating on the dais shall be as follows.

In the front, close to the audience, will be the seats earmarked for the Vice-Chancellor, the Chief Guest and other dignitaries, if any, specially invited to the Convocation. On both sides will be the podia with the mikes.

Behind the seats of the dignitaries will be, at some distance, rows of seats divided by a central passage, each row consisting of 5-6 or more seats depending on the length of the stage, on the left and an equal number on the right of the passage. The number of rows will depend on the number of persons joining the Academic Procession. Each seat will be given a specific number and each person

in the procession will be informed of his seat number in advance. The seating will be arranged in such a way that the PVCs and members of the Board of Management will occupy the front rows followed by Members of the Academic Council, the Planning Board, and Directors of School of Studies in that order. The Registrar will be allotted a seat nearest to the left side podium.

9. When the Procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the Procession have taken their seats.
10. Invocation
11. The Registrar requests the Vice-Chancellor in the following words to open the Convocation and present his report.:  
"Vice-Chancellor, Sir, I request you to declare the Convocation open at the Headquarters and at \_\_\_\_\_ Regional Centres and present the Progress Report of the Indira Gandhi National Open University."
12. The Vice-Chancellor will declare the Convocation open, with the permission of the Chairman, in the following words:  
"I declare the Convocation open."
13. The Vice-Chancellor will welcome the gathering and present the progress report of the University.
14. The Vice-Chancellor will then say: "Let the candidates for the award of Degrees, Diplomas be presented."
15. The Directors of Schools concerned will present the candidates for Degrees/ Diplomas in the following words:  
"Sir, I present to you \_\_\_\_\_ candidates of Degrees/Diploma in \_\_\_\_\_ at the Headquarters and \_\_\_\_\_ at Regional Centres including \_\_\_\_\_ candidates in absentia, whose names are given in the list, who have successfully completed the programme and have been found qualified for the award of the Degree/Diploma in \_\_\_\_\_. I request that Degree/Diploma be awarded to them."  
  
The candidates receiving the Degrees/Diplomas shall stand while they are being presented and remain standing until the Vice-Chancellor admits them to the respective Degrees, Diplomas.
16. The Vice-Chancellor will admit the candidates to the degrees/diplomas in the following words:  
"By virtue of the authority vested in me as Vice-Chancellor of Indira Gandhi National Open University, I award you the degree/diploma in \_\_\_\_\_ and charge you to be worthy of the qualifications that you have earned."

17. The Honorary Degree(s), if any, shall be conferred by the Vice-Chancellor on presentation of the Candidate(s) who is/are to receive degree(s) by the person appointed for the purpose, who will read the citation.
18. The Vice-Chancellor shall confer the Honorary degree in the following words:  
"By virtue of the authority vested in me as the Vice-Chancellor of Indira Gandhi National Open University, I confer on you the Degree of \_\_\_\_\_ (honoris causa)."
19. The Vice-Chancellor will request the Chief Guest to award the Medals to the eligible candidates. The Pro Vice-Chancellor concerned will present the candidates for award of Gold Medal in the Following words:  
"Sir, I present to you \_\_\_\_\_ candidates for the award of the medals, as they have been found meritorious. I request that the University Medals be awarded to them."
20. The Vice-Chancellor will then request the Chief Guest to address the Convocation.  
"I request \_\_\_\_\_ to address the Convocation."
21. The Registrar shall obtain the signatures of the Vice-Chancellor in the Convocation Register.
22. The Registrar will request the Vice-Chancellor, in the following words to close the Convocation:  
"Vice-Chancellor, Sir, I request you to declare the Convocation closed."
23. The Vice-Chancellor, with the permission of the Chief Guest, will declare the Convocation closed in the following words:  
"I declare the Convocation closed at the Headquarters. The function will continue at Regional Centres as per their programme."
24. The National Anthem (all present to stand).
25. The academic procession will then leave the Convocation Hall in the reverse order. The degree/diploma holders and the audience in the Hall will remain standing till the procession has left the Hall.

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Approved by the Academic Council at its 19<sup>th</sup> Meeting held on 28.2.97.

These Revised Regulations repeal the earlier Regulations on the subject made by the Academic Council at its meeting held on 10-1-1989 and as amended from time to time.



**2. Regulations for the meetings of the Board of Management  
(Section 27 of the IGNOU Act)\***

1. The date for a meeting of the Board of Management shall be fixed by the Vice-Chancellor, who is the Chairman of the Board.
2. The notice for a meeting of the Board of Management shall be issued by the Registrar, designated by the Board of Management.
3. Ordinarily, a notice in writing of 21 days shall be given for a meeting of the Board of Management. Provided that an emergent meeting of the Board of Management may be convened by giving a shorter notice for reasons to be recorded in writing by the Vice-Chancellor.
4. The Registrar, designated by the Board of Management, shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting. Provided that it shall be open to the Chairman, at his discretion, to bring up such items which are urgent and important in nature for consideration at the meeting itself.
5. A special meeting of the Board of Management may be convened by the Registrar, designated by the Board of Management, if a request to this effect is received in writing from not less than 1/3<sup>rd</sup> of the total number of members of the Board of Management, on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda item(s) which they propose to discuss at the meeting, and the special meeting will consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.
6. Where a meeting of the Board of Management has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Board may decide, and notice for the adjourned meeting shall be sent to all the members of the Board of Management. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.
7. Where a matter is to be considered by the Board of Management, it shall be open to the Chairman (Vice-Chancellor) to obtain the approval of the members of the Board by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of the Board of Management.

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\* Approved by the Board of Management in its 20<sup>th</sup> meeting held on 5<sup>th</sup> October, 1990; subsequently, amendments to Clauses 1,6,12 & 13 were approved by the Board of Management at its 34<sup>th</sup> meeting held on 3<sup>rd</sup> September, 1993.

8. The conduct of business at a meeting of the Board of Management shall be regulated by the Chairman.

9. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.

10. The minutes of the meeting shall be prepared by the Registrar, designated by the Board of Management, ordinarily within a week's time after the date of meeting, who shall submit the same to the Chairman for his approval. The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any, received from the members shall be considered at the following meeting before the minutes are confirmed.

11. The decisions taken at a meeting of the Board may be implemented by the University on the basis of the minutes approved by the Chairman.

12. The power to amend, repeal or add to these Regulations shall vest with the Board of Management.

13. These Regulations shall come into force from the date of their approval by the Board of Management.

**3. Regulations for the meetings of the Planning Board  
(Section 27 of the IGNOU Act)\***

1. These regulations may be called "Regulations of the meetings of the Planning Board" and they shall come into force from the date they are notified by the University.

2. The date for a meeting of the Planning Board, hereinafter referred to as Board, shall be fixed by the Vice-Chancellor, who is the Chairman of the Board.

3. The notice for a meeting of a Board shall be issued by the Director (P&DD), designated by the Board of Management as its Member-Secretary.

4. Ordinarily, a notice in writing of 21 days shall be given for a meeting of the Board. Provided that an urgent meeting of the Board may be convened by giving a shorter notice for reasons to be recorded in writing by the Vice-Chancellor.

5. The Director (P&DD), designated by the Board of Management, as its Member-Secretary, shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting. Provided that it shall be open to the Chairman, at his discretion, to bring up such items which are urgent and important in nature for consideration at the meeting itself.

6. A special meeting of the Board may be convened by the Director (P&DD), designated by the Board of Management as its Member-Secretary, if a request to this effect is received in writing for not less than 1/3<sup>rd</sup> of the total number of members of the Board, on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda item(s) which they propose to discuss at the meeting, and the special meeting will consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

7. Where a meeting of the Board has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Board may decide, and notice for the adjourned meeting shall be sent to all the members of the Board. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.

8. Where a matter is to be considered by the Board it shall be open to the Chairman (Vice-Chancellor) to obtain the approval of the members of the Board by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of the Board.

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\* Approved by the Board of Management at its 35<sup>th</sup> meeting held on 1.12.1993.

Regulations paras 3,5,6, and 11 amended by the Board of Management at its 79<sup>th</sup> meeting held on 30.4.2004

9. The conduct of business at a meeting of the Board shall be regulated by the Chairman.

10. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.

11. The minutes of the meeting shall be prepared by the Director (P&DD), designated by the Board of Management as its Member-Secretary ordinarily within a week's time after the date of meeting, who shall submit the same to the Chairman for his approval. The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any received from the members shall be considered at the following meeting before the minutes are confirmed.

12. The decisions taken at a meeting of the Board may be implemented on the basis of the minutes prepared and approved by the Chairman.

13. The power to amend, repeal or add to these Regulations shall vest with the Board of Management.

6. A special meeting of the Board may be convened by the Director (P&DD), designated by the Board of Management as its Member-Secretary, if a request to this effect is received in writing for not less than 1/3<sup>rd</sup> of the total number of members of the Board, on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda item(s) which they propose to discuss at the meeting, and the special meeting will consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

7. Where a meeting of the Board has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place as the members of the Board may decide, and notice for the adjourned meeting shall be sent to all the members of the Board. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.

8. Where a matter is to be considered by the Board it shall be open to the Chairman (Vice-Chancellor) to obtain the approval of the members of the Board by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of the Board.

Approved by the Board of Management at its 37<sup>th</sup> meeting held on 11.11.1993.  
 Regulation para 35.A and 11 amended by the Board of Management at its 77<sup>th</sup> meeting held on 10.4.2004.

**4. Regulations for the meeting of the Academic Council  
(Section 27 of the IGNOU Act)\***

1. These regulations may be called "Regulations for the meetings of the Academic Council" and these shall come into force on the date they are notified by the University.

2. The date for a meeting of the Academic Council hereinafter referred to as "Council" shall be fixed by the Vice-Chancellor, who is the Chairman of the Council.

3. The notice for a meeting of the Council shall be issued by the Director (Academic-Coordination), designated by the Board of Management as its Member-Secretary.

4. Ordinarily, a notice in writing of 21 days shall be given for a meeting of the Council. Provided that an urgent meeting of the Council may be convened by giving a shorter notice for reasons to be recorded in writing by the Vice-Chancellor.

5. The Director (Academic-Coordination), designated by the Board of Management as its Member-Secretary shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting. Provided that it shall be open to the Chairman, at his discretion, to bring up such items which are urgent and important in nature for consideration at the meeting itself.

6. A special meeting of the Council may be convened by the Director (Academic-Coordination), designated by the Board of Management as its Member-Secretary, if a request to this effect is received in writing from not less than 1/3<sup>rd</sup> of the total number of members of the Council on a day to be fixed in consultation with the Vice-Chancellor, Members requisitioning such a special meeting should indicate the agenda items(s) which they propose to discuss at the meeting and the special meeting shall consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

7. Were a meeting of the Council has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Council may decide, and notice for the adjourned meeting shall be sent to all the members of the Council. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.

8. Were a matter is to be considered by the Council it shall be open to the Vice-Chancellor to obtain the approval of the members of the Council by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of Council.

\* Approved by the Board of Management at its 35<sup>th</sup> meeting held on 1.12.1993.

Regulations paras 3,5,6, and 11 amended by the Board of Management at its 79<sup>th</sup> meeting held on 30.4.2004

9. The conduct of business at a meeting of Council shall be regulated by the Chairman.

10. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.

11. The minutes of the meeting shall be prepared by the Director (Academic-Coordination), designated by the Board of Management as its Member-Secretary ordinarily within a week's time after the date of meeting, who shall submit the same to the Chairman for his approval. The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any received from the members shall be considered at the following meeting before the minutes are confirmed.

12. The decisions taken at a meeting of the Board may be implemented on the basis of the minutes approved by the Chairman.

13. The power to amend, repeal or add to these Regulations shall vest with the Board of Management.

6. A special meeting of the Council may be convened by the Director (Academic-Coordination), designated by the Board of Management as its Member-Secretary, if a request to this effect is received in writing from not less than 1/3<sup>rd</sup> of the total number of members of the Council on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda items which they propose to discuss at the meeting and the special meeting shall consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

7. Where a meeting of the Council has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Council may decide, and notice for the adjourned meeting shall be sent to all the members of the Council. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.

8. Where a matter is to be considered by the Council it shall be open to the Vice-Chancellor to obtain the approval of the members of the Council by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of Council.

\* Approved by the Board of Management at its 32<sup>nd</sup> meeting held on 1.12.1992.  
 Regulations para 3.5.6 and 11 amended by the Board of Management at its 79<sup>th</sup> meeting held on 30.1.2004.

**5. Regulations for the meetings of the Research Council  
(Section 27 of the IGNOU Act)\***

1. These regulations may be called "Regulations for the meetings of the Research Council" and these shall come into force on the date they are notified by the University.
2. The date for a meeting of the Research Council hereinafter referred to as "Council" shall be fixed by the Vice-Chancellor, who is the Chairman of the Council.
3. The notice for a meeting of the Council shall be issued by the Member-Secretary of the Research Council.
4. Ordinarily, a notice in writing of 21 days shall be given for a meeting of the Council. Provided that an urgent meeting of the Council may be convened by giving a shorter notice for reasons to be recorded in writing by the Vice-Chancellor.
5. The Member-Secretary of the Research Council shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting. Provided that it shall be open to the Chairman, at his discretion, to bring up such items which are urgent and important in nature for consideration at the meeting itself.
6. A special meeting of the Council may be convened by the Member-Secretary, if a request to this effect is received in writing from not less than 1/3<sup>rd</sup> of the total number of members of the Council which shall constitute the quorum on a day to be fixed in consultation with the Chairman. Members requisitioning such a special meeting should indicate the agendas item(s) which they propose to discuss at the meeting and the special meeting shall consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.
7. The Research Council shall meet at least once in every six months and shall have a Standing Committee which shall meet at least once in every quarter.
8. Where a meeting of the Council has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Council may decide, and notice for the adjourned meeting shall be sent to all the members of the Council. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.
9. Where a matter is to be considered by a Council it shall be open to the Vice-Chancellor to obtain the approval of the members of the Council by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of Council.

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\* Approved by the Board of Management at its 86<sup>th</sup> meeting held on 1.4.2006.

10. The conduct of business at a meeting of Council shall be regulated by the Chairman.

11. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.

12. The minutes of the meetings of the Research Council shall be prepared by the Member-Secretary ordinarily within a week's time after the date of meeting, who shall submit the same to the Chairman for his approval. The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any received from the members shall be considered at the following meeting before the minutes are confirmed.

13. The decisions taken at a meeting of the Research Council may be implemented on the basis of the minutes prepared and approved by the Chairman.

14. The power to amend, repeal or add to these regulations shall vest with the Board of Management.

4. A special meeting of the Council may be convened by the Member-Secretary, if a request to this effect is received in writing from not less than 1/3<sup>rd</sup> of the total number of members of the Council which shall constitute the quorum on a day to be fixed in consultation with the Chairman. Members requisitioning such a special meeting should indicate the agenda item(s) which they propose to discuss at the meeting and the special meeting shall consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

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