



VINAYAKA MISSIONS SIKKIM UNIVERSITY

SIKKIM

Ready-filled application along with the prescribed fee to the University, the Institute/College or Study Centre as the case may be.

(a) Application for admission shall be accompanied by -

(i) Evidence of Birth Certificate

(ii) Marksheet of Higher Secondary

Vinayaka Missions Sikkim University, Sikkim

[Established under the provisions of section 4(2) of

Vinayaka Missions Sikkim University, Sikkim Act (Act 11 of 2008)]

Vide Notification of the Government of Sikkim

No.GOS/DTE/2006/VI(24)/321, dated 29th August 2009

There shall be no examination for the admission of students other than those permitted under the Act or the Statutes.

RULES

In exercise of powers conferred by Section 31 read with Section 30 of Vinayaka Missions Sikkim University, Sikkim Act, (Act 11 of 2008), the Board of Governors hereby makes the following rules, namely :-

1. Short title and commencement

- (1) These rules may be called Vinayaka Missions Sikkim University Rules, 2009.
- (2) They shall come into force at once.

2. Definitions:

- (1) In these rules unless there is anything contrary to Statutes and the Act :-
 - (a) "Act" means Vinayaka Missions Sikkim University Sikkim Act, (Act 11 of 2008).
 - (b) "Equivalent examination" means an examination conducted by :-
 - (i) any recognized board of Secondary Education, or
 - (ii) any Indian or Foreign University recognized by this University as equivalent to its regular or distance education or corresponding examination ;
 - (c) "Proctor" means a Proctor appointed under rule 13 of these rules ;
 - (d) "Qualifying examination" means an examination, the passing of which makes a student eligible for admission to a particular course of study leading to Diploma or Bachelor's or Post Diploma or Postgraduate or Research Degree or Doctorate Degree conferrable by the University.
 - (e) "The Statutes" means The Statutes framed under the provisions of the Act.
 - (f) "University" means "Vinayaka Missions Sikkim University, Sikkim" established under Section 4(2) of the Act.
- (2) Words and expressions not defined elsewhere in these rules but defined in the Act shall have the meaning assigned to them in the Act or the Statutes.

3. Admission of Students to the University and their enrolment and continuance as such

Subject to the provisions of the Statutes and rules made thereunder or in pursuance thereof, the following requirements shall be applicable, namely :-

- (1) (a) A student seeking admission to the University Teaching Department or Institutes/colleges affiliated or associated or recognized by the University as its College, Institute or Study Centre of the University, shall on or before the date prescribed for submission of application for admission, submit



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the duly filled in application along with the prescribed fee to the University, the Institute/college or the Study Centre as the case may be.

(b) Application for admission shall be accompanied by :-

- (i) Evidence/Proof of Birth Certificate.
- (ii) Bonafide & Conduct certificate from the Principal of School/ College last attended.
- (iii) True copy of the Marks Statement of the Qualifying Examination.
- (iv) Fee prescribed for the course.

(2) The admission of students to the regular programs of the University will be only on the basis of merit. There shall be no reservations of any kind in the admission of students other than those permitted under the Act or the Statutes. The Academic Council of the University may determine the minimum qualifying requirements for entry into each of the programs of the University from time to time and state the same in the prospectus or any other admission related literature.

(3) (a) The Board of Management may constitute an Admissions Committee for undertaking the following functions :-

- (i) preparation of the admissions calendar ;
- (ii) stipulation of minimum qualifying requirements for admission into the various programs of the University, in consultation with the Academic Council ;
- (iii) stipulation of the requirements for the admission test – the nature of admission test, duration, minimum qualifying grades (cut-off requirements) in the admission test, Interviews or Viva Voice, Counselling etc ;
- (iv) selection of examiners (paper setters) for the admission test ;
- (v) stipulation of guidelines for conducting the admission test ;
- (vi) determining the centers for conducting the admission test ;
- (vii) stipulation of guidelines for the evaluation of students and announcement of results ;
- (viii) stipulation of method of personal interview of the students;
- (ix) selection of students who have qualified for admission and announcement of results ;

(b) The Admissions Committee shall conduct the admission process and shall report to the Registrar who shall oversee the admissions to various programs. The Registrar shall place before the Board of Management a report of compliance with the procedures laid down by the Admissions Committee.

(4) The Admission process shall be as follows :-

- (a) The University shall seek applications from eligible candidates for admission into various programs of the University, through press advertisements and other forms of announcements.
- (b) The University may supply to the students priced prospectus containing the highlights of the academic programs and the rules relating to the admissions.
- (c) The Admissions Committee shall monitor the response from the eligible candidates and shall subject them to the admission process.
- (d) On completion of the selection process, the Admissions Committee, shall announce the list of applicants who have secured admission into the various programs.
- (e) Upon the announcement of the admissions, each eligible applicant shall pay the stipulated fee and furnish all necessary documents in original or provide an undertaking that he/she shall provide the same latest by 15 days before the opening of the respective college or institute, failing which the admission shall be liable to be cancelled. Any extension of time for



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submission of documents shall be given only with the written approval of the Vice-Chancellor.

(f) All admitted students shall be registered by the registrar of the University by allotting a register number to the students. The register number given to the students shall be unique, remains unchanged till the completion of the program or courses and will be used to identify the students at any point of time.

(5) The following shall be the non eligibility condition for the applicants for admission, namely :-

(a) Applicants who do not meet the admission requirements as prescribed by the Admissions Committee shall not be admitted to the programs at the University.

(b) No person who is under sentence of rustication or has been disqualified from appearing from any other University / Institution shall be admitted to any course of study in this University and its institutions / centers during the period of rustication or disqualification.

(6) The General conditions shall be as follows :-

(a) Admission to the regular programs will be once or twice or thrice every year based on the conditions laid down by respective statutory bodies of government of India and/or resolution passed by the Academic council of the university. Admission to the Distance Education Programs shall be all through the year at any time.

(b) The admission of the students shall be completed in accordance with the Academic Calendar of the University and in the manner stipulated by the Admissions Committee.

(c) No student shall be admitted into the regular programs after the prescribed last date of admission. However, the Vice-Chancellor shall have the power to grant admission in case of genuine hardship beyond the last date of admission as given above, on the clear understanding that the attendance of all such students shall be counted from the commencement of the course. Students admitted after the commencement of the session, shall be required to pay all the fees and dues from the beginning of the academic session.

(d) The student shall be enrolled as a student of the University upon meeting the admission requirements and upon undertaking to pay the prescribed fee, deposits and any other prescribed charges before the prescribed dates.

(e) Migration policies of students from different universities in India and abroad to the programs offered by the university will be framed by Academic Council from time to time.

4. The Courses / programs of study for all Degrees, Diplomas, Certificates, Post Diploma, Post Degree, Research Programs, Doctorate Programs, Charters and other academic distinctions of the University

(1) There shall be a Board of Study for every course (subject) of study at the University.

(2) The Board of Study for each subject shall consist of :-

(a) Professor in the concerned course (subject) at the University or his nominee ;

(b) One other senior teacher of the subject at the University ;

Provided that if the Board is constituted for a group of subjects in nominating members under clauses (a) and (b) above, care shall be taken to nominate such persons that all the subjects of the group are represented.

(c) The Board shall co-opt two experts of the subject, atleast one of whom shall be from the relevant industry or professional body. In case where the board is constituted for a group of subjects, the Board shall co-opt one expert from each subject and then the number of Co-opted members shall be equal to the number of subjects for which the Board is constituted.

(d) The Vice Chancellor shall be the Chairman of the Board of Study.

(3) The term of the Board shall be three years.



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(4) The Board shall lay down the detailed curriculum for the subject leading to a Certificate, Diploma, Graduate Degree, or Post-Graduate Degree, Charters, and other academic distinctions of the University.

(5) It shall also identify the standard books and other materials, which may be consulted for preparing the course laid down for each subject leading to Certificate, Diploma, Graduate Degree, or Post-Graduate Degree, Charters, and other academic distinctions of the University.

(6) The Academic Council shall decide program structure and the subjects to be included for meeting the qualifying requirements of various Certificates, Diplomas and Degrees, Charters, and other academic distinctions of the University.

5. The award of Degrees, Diplomas, Charters, Post Diploma, Post Degree, Research Program, Doctorate Program, Certificates and other academic distinctions of the University

(1) The candidate, after successfully completing the prescribed requirements for a particular Certificate / Diploma / Degree/Post Degree/Charters shall be eligible for the award of Certificate / Diploma / Degree/ Post Degree / Charter respectively.

(2) The Controller of Examination (COE) shall place the names of all candidates who have been examined and found qualified for the award of Certificate / Diploma / Degree/ Post Degree /Charter before the Academic council after 20 days from the declaration of the final semester or year results. On being approved by the Academic council, the COE shall declare the names of candidates eligible for award of Certificates / Diplomas / Degrees / Post Degree / Charter, and shall be issued to the respective candidates at the convocation of the University.

(3) All provisional certificate, Certificate Programs and Diploma Programs shall be signed by the COE while all Degree, Post Degree, Charters, Research Programs, Doctorates programs will be signed by the Vice-Chancellor of the University.

(4) Degrees / Certificates conferred by the University shall be as follows :-

REGULAR PORGRAMS

Faculty of Medicine		
S. No.	Abbreviation of Certificate / Diploma / Degree / Post Degree / Post Diploma / Research / Doctorate	Explanation of Degree
1	MBBS	Bachelor of Medicine and Bachelor of Surgery
2	MS	Master of Surgery
3	MD	Master of Medicine
4	MCH	Master of Surgery
5	D.M.	Doctor of Medicine
6	M.Sc.	Master of Science (Medical Specialties)

Faculty of Dentistry		
S. No.	Abbreviation of Certificate / Diploma / Degree / Post Degree / Post Diploma / Research / Doctorate	Explanation of Degree



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Faculty of Dentistry		
S. No.	Abbreviation of Certificate / Diploma /	Explanation of Degree
1	BDS	Bachelor of Dental Surgery
2	MDS	Master of Dental Surgery
3	Dip.(Dental Mechanics)	Diploma in Dental Mechanics
4	Dip.(Dental Hygienist)	Diploma in Dental Hygienist

Faculty of Pharmacy		
S. No.	Abbreviation of Certificate / Diploma / Degree / Post Degree / Post Diploma / Research / Doctorate	Explanation of Degree
1	Dip.(Pharmacy)	Diploma in Pharmacy
2	B.Pharm	Bachelor of Pharmacy
3	M.Pharm	Master of Pharmacy
4	D.Pharm.	Doctorate in Pharmacy
5	PGDip.(Pharmacy)	Post Graduate Diploma in Pharmacy

Faculty of Nursing		
S. No.	Abbreviation of Certificate / Diploma / Degree / Post Degree / Post Diploma / Research / Doctorate	Explanation of Degree
1	Dip.(Nursing)	Diploma in Nursing
2	B.Sc.(Nursing)	Bachelor of Science in Nursing
3	B.Sc.(Post Basic Nursing)	Bachelor of Post Basic Nursing
4	M.Sc.(Nursing)	Master of Science in Nursing
5	M.Phil (Nursing)	Master of Philosophy in Nursing
6	Ph.D (Nursing)	Doctorate in Nursing

Faculty of Physiotherapy		
S. No.	Abbreviation of Certificate / Diploma / Degree / Post Degree / Post Diploma / Research / Doctorate	Explanation of Degree
1	BPT	Bachelor of Physiotherapy



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Faculty of Physiotherapy

S. No.	Abbreviation of Certificate / Diploma /	Explanation of Degree
2	MPT	Master of Physiotherapy
4	M.Phil (Physiotherapy)	Master of Philosophy in Physiotherapy
5	Ph.D (Physiotherapy)	Doctorate in Physiotherapy

Faculty of Allied Health Sciences

S. No.	Abbreviation of Certificate / Diploma / Degree / Post Degree / Post Diploma / Research / Doctorate	Explanation of Degree
1	Dip.(Optometry)	Diploma in Optometry
2	B.Sc.(Optometry)	Bachelor of Science in Optometry
3	Dip.(Speech Therapy)	Diploma in Speech Therapy
4	B.Sc(Speech Therapy)	Bachelor of Speech Therapy
5	Dip.(Massage Therapy)	Diploma in Massage Therapy
6	B.Sc.(Massage Therapy)	Bachelor of Science in Massage Therapy
7	Dip.(Dietician)	Diploma in Dietician
8	B.Sc.(Dietician)	Bachelor of Science in Dietician
9	Dip.(Flower culture)	Diploma in Flower culture
10	B.Sc.(Flower culture)	Bachelor of Science in Flower culture

Faculty of Engineering & Technology

S. No.	Abbreviation of Certificate / Diploma / Degree / Post Degree / Post Diploma / Research / Doctorate	Explanation of Degree
1	B.E.	Bachelor of Engineering
2	B.Tech.	Bachelor of Technology
3	M.E.	Master of Engineering
4	M.Tech.	Master of Technology
5	Ph.D (Engineering)	Doctorate in Engineering
6	Ph.D (Technology)	Doctorate in Technology



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Faculty of Architecture		
S. No.	Abbreviation of Certificate / Diploma / Degree / Post Degree / Post Diploma / Research / Doctorate	Explanation of Degree
1	B.Arch.	Bachelor of Architecture
2	B.Sc.(Interior Design)	Bachelor of Science in Interior Design
3	M.Arch.	Master of Architecture
4	M.Sc.(Interior Design)	Master of Science in Interior Design
5	Ph.D (Arch)	Doctorate in Architecture

Faculty of Hotel Management		
S. No.	Abbreviation of Certificate / Diploma / Degree / Post Degree / Post Diploma / Research / Doctorate	Explanation of Degree
1	Dip.(Hotel Management)	Diploma in Hotel Management
2	B.Sc.(Hotel Management)	Bachelor of Science in Hotel Management
3	Dip. (Front Office Management)	Diploma in Front Office Management
4	Dip. (House Keeping)	Diploma in House Keeping
5	Dip. (Sanitary Maintenance)	Diploma in Sanitary Maintenance
6	Dip (Gardening)	Diploma in Gardening
7	Dip. (Hair Stylist)	Diploma in Hair Stylist

Faculty of Business Management		
S. No.	Abbreviation of Certificate / Diploma / Degree / Post Degree / Post Diploma / Research / Doctorate	Explanation of Degree
1	BBA	Bachelor of Business Administration
2	MBA	Master of Business Administration

Faculty of Education		
S. No.	Abbreviation of Degree / Diploma/ Certificate	Explanation of Degree
1	B.Ed	Bachelor of Education



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Faculty of Education		
S. No.	Abbreviation of Degree / Diploma/ Certificate	Explanation of Degree
2	M.Ed	Master of Education
3	Dip.(Primary School Teacher)	Diploma in Primary School Teacher
4	B.A.(Education)	Bachelor of Arts in Education
5	M.A.(Education)	Master of Arts in Education
6	DTE	Diploma in Teacher Training Education

Faculty of Arts, Science and Humanities		
S. No.	Abbreviation of Degree / Diploma/ Certificate	Explanation of Degree
1	B.A.	Bachelor of Arts
2	B.Com	Bachelor of Commerce
3	B.Sc.	Bachelor of Science
4	B.Sc.(IT)	Bachelor of Science in Information Technology
5	B.A.(Journalism)	Bachelor of Arts in Journalism
6	MA	Master of Arts
7	M.Com.	Master of Commerce
8	M.Sc.(IT)	Master of Science in Information Technology
9	M.A.(Journalism)	Master of Arts in Journalism

DISTANCE LEARNING PROGRAMS

Sn o	Faculty of Distance Education - Schools	Departments	Abbreviation of Degree / Diploma/ Certificate	Explanation of Degree
1	School of Arts, Science & Humanities	Economics, Accountancy, History, Language, Psychology, Political Science, Sociology, Geology, Journalism, Physics, Chemistry, Maths, Botany, Zoology, Fashion Design, Horticulture, Interior Design, Micro-Biology & Bio-Chemistry		
			B.A.	Bachelor of Arts
			M.A.	Master of Arts



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		B.Sc.	Bachelor of Science
		M.Sc.	Master of Science
			PRIMARY SCHOOL
2	School of Commerce & Management	Business Management, Tourism Management, Commerce, Finance Management, HRM, Marketing, Hotel Management, Hospital Management, Banking, Production Management,	DEGREE COURSES DIPLOMA COURSES COMPUTER TRAINING TEACHER TRAINING
		B.B.A	Bachelor of Business Administration
		M.B.A.	Master of Business Administration
		Dip in Management	Diploma in Management
		PGDM	Post Graduate Diploma in Management
3	School of Computer Science & IT	Computer Science, Animation, Information Technology, Visual Communication	
		B.Sc.	Bachelor of Science
		M.Sc.	Master of Science
4	School of Education	Education	
		B.ed	Bachelor of Education
		M.ed.	Master of Education
		B.A.(Edu)	Bachelor of Arts in Education
		M.A.(Edu.)	Master of Arts in Education
		CPP	CERTIFICATE IN PREPARATORY PROGRAMME FOR BACHELOR DEGREE
		CPT	CERTIFICATE IN PRIMARY TEACHING
		CTE	CERTIFICATE IN TEACHING



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			ENGLISH
		CTPSM	CERTIFICATE IN TEACHING OF PRIMARY SCHOOL OF MATHEMATICS
		DCTT	DIPLOMA IN COMPUTER TEACHER TRAINING
		DMTE	DIPLOMA IN MONTESSORI TEACHER EDUCATION
		DNTE	DIPLOMA IN NURSERY TEACHING EDUCATION
5	School of Vocational Training	Vocational Training (Vocational programs will be started as per the needs, requirements and educational policies of government of Sikkim and government of India) As per Policy framed by Academic Council	DPTE As per Policy framed by Academic Council

The Academic Council may add / modify / delete any of the educational programs listed above.

6. The creation of new Authorities of the University

Subject to the provisions of the Act and the Statutes :-

- (1) The University's teaching departments will have the following hierarchy, namely :-
 - a) Each faculty shall be headed by a Dean appointed by the Board of Management.
 - b) Each faculty will have various departments – which will be headed by a senior Professor or Associated Professor, who will be called the Head of the Department (HOD). The term of the Head of Department shall be for a period of 3 years, and the professors or associate professor in the department will be given the position of Head of Department by rotation.
 - c) Each department will have designations like Professors, Associate Professors, Lecturer, other teaching staff, demonstrators and lab assistants.
 - d) The Academic council shall decide the criteria like Academic Qualifications, Experience and other parameters for each designation in a department of each Faculty.
- (2) The Deans may constitute committees from among the staff of their faculties for different functions.



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(3) The Dean of the Faculty shall have the following powers, namely :-

- a) to organize, coordinate and regulate teaching and research activities of the Department assigned to it subject to the control of the Academic Council ;
- b) to approve the courses of studies for different programs and propose the same to the Board of Studies ;
- c) to recommend to the Academic Council the conditions for the award of degrees, diplomas, certificates and other distinctions including the scheme of examinations for different degrees ;
- d) to deal with such other matters as required by the Academic Council or the Vice-Chancellor ;
- e) to hold meetings, joint meeting of faculties with the approval of Vice-Chancellor with a view to develop multidisciplinary courses ;
- f) to prepare academic calendar for every batch of study and recommend the same to the academic council;
- g) to prepare Master Teaching Schedule which includes Lesson Plan and Teaching plan for each course of study and recommend the same to the academic council;
- h) to periodically monitor the Master Teaching Schedule for every calendar year and report the same to the academic council, the period of reporting shall be decided by the academic council for each faculty;
- i) to recommend the promotion of each staff in the faculty to the Board of Management based on the promotion criteria;
- j) to prepare Master Training Schedule for the staffs of the faculty and recommend the same to the Academic Council.
- k) To execute and monitor Master Training Schedule for the staffs that is approved by the Academic Council;
- l) to monitor the smooth functioning of the college(s), Departments and students under each faculty.
- m) To prepare the budget for each calendar year for the smooth functioning of the college(s), Departments and students under each faculty and recommend the same to the Board of Management and Finance Committee.
- n) To submit the annual audited accounts of the faculty to the board of Management and Finance Committee subject to the prior audit and approval of Board of Management.
- o) To monitor and manage all administrative functions of the faculty.
- p) To report annual stock of all its inventories in the faculty including its departments, colleges etc.
- q) To submit annual report of the faculty including its departments, colleges etc. The report must details all administrative, academic, student, faculty, research etc. activities of the faculty including its departments, colleges etc.
- (f) such other powers and functions as are conferred by or under the Act or the Statutes.

7. Accounting policy and financial procedure

- (1) Board of Management shall, in accordance with the provisions of the Act and the Statutes made thereunder :-
- (a) manage and regulate the finance, accounts, investments, property and all other affairs of the University and for that purpose lay down the procedure ;
- (b) lay down the procedure for operating the Bank accounts ;



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- (c) lay down the terms and conditions of purchase of any land or buildings or other works or authorize taking on lease or otherwise such land, buildings or works;
- (d) lay down the terms and conditions for acquiring intellectual property rights, copy rights, trade marks and the like ;
- (e) invest the funds of the University or money entrusted to the University in such manner as it may deem fit and from time to time;
- (f) raise and borrow money upon such terms and conditions as it may think fit and to pay out of the funds of the University, all expenses incidental thereto;
- (g) maintain proper accounts and other relevant records and prepare annual statements of Accounts including the Balance Sheet for every previous financial year, in such form as may be prescribed and submit the same to the Board of Governors for approval;

(2) The Finance Committee shall be the principal financial body of the University to take care of financial matters and shall, subject to the provisions of the Act, Statutes and Rules, coordinate and exercise general supervision over the financial matters of the University.

(3) The Endowment Fund created under Section 41 of the Act, the General Fund created under Section 42 of the Act, and the Development Fund created under Section 43, shall be subject to general supervision and control of the Board of Governors, be regulated and maintained in accordance with the provisions of Sections 41, 42 and 43 of the Act.

(4) All funds accruing to or received by the University from whatever source and all amounts disbursed or paid shall be entered in the accounts maintained by the University.

8. The conditions of the Award of Fellowships and Scholarships, stipends, medals and prizes

SCHOLARSHIPS:

(1) The University shall offer scholarships to students based on:

- (a) Merit
- (b) Merit-cum-means Scholarship.

(a) **Merit Scholarships:**

Merit scholarships shall be offered to rank-holders based on ranks obtained in Admission test and other (based on the Cumulative Grade Point Average obtained in terms). The merit scholarships shall be in terms of tuition fee concessions spread over the duration of the program on a progressive basis and subject to conditions.

Merit Scholarships shall also be offered to students who obtain the top ranks in each semester / trimester.

(b) **Merit-cum-means Scholarship:**

The University shall provide merit-cum-means scholarships in two forms:

- (i) Grants.
- (ii) Loans.
- (iii) Combination of grant and loan.

(c) **Administration of the "Merit" and "Merit-cum-Means" Scholarships:**

The Board of Management shall stipulate conditions for eligibility for the above scholarships from among those admitted into the various programs, and stipulate the terms and conditions for award of the scholarships. The award of the scholarships shall be based on the recommendation of "Scholarship



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Committee" which shall be set up for the purpose by the Vice-Chancellor. The Scholarship Committee shall have the Registrar as the Chairman and other members as may be nominated by the Vice-Chancellor. The Committee shall meet at such times as may be directed by the Vice-Chancellor.

(2) Grounds for termination of Scholarships :-

- (a) A scholarship holder shall at all times be of good behavior and observe rules of discipline.
- (b) A scholarship shall be liable to termination, if :-
 - (i) the scholarship-holder discontinues studies during the middle of a session; or
 - (ii) the scholarship-holder after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Vice-Chancellor or Board of Governors guilty of a breach of para (a) above, and if the Vice-Chancellor so directs, the scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.
- (c) The order of termination passed by the Vice-Chancellor shall be final.

(3) Fellowships:

- (a) The University may offer Fellowship to select students undertaking the Ph.D programs at the University. The Fellowship may be in any of the following forms :-
 - (i) Teaching Fellowship.
 - (ii) Research Fellowship.
 - (iii) Combination of the above.
- (b) The Fellowships shall carry a fixed allowance for specific purposes such as purchase of books and equipment, etc; and monthly grant of a specified amount that shall be paid periodically during the program.
- (c) The Board of Management may decide to offer any other form of fellowships, grants or loans to the research scholars undertaking the Ph.D program. The Board of Management may also provide for incentives and rewards of specific nature for outstanding contribution by research scholars.
- (d) The terms and conditions for the award of Fellowships shall be stipulated by the Board of Management, and a "Fellowship Committee" shall be constituted by the Board of Management for the grant and administration of the Fellowships. The Vice-Chancellor shall be the Chairman of the Fellowship Committee and the Registrar shall be the Secretary of the Committee. The Committee shall consist of such members as may be determined by the Board of Management. The Committee shall meet as often as may be required.

9. Conduct of Examinations, and the conditions and mode of appointment and the duties of examining bodies, invigilators, tabulators, examiners and moderators

- (1) The Vice-Chancellor after getting approval from Board of Management of the University shall constitute necessary committees for the smooth conduct of examination. The Controller of Examination shall be responsible for the following activities;
 - (a) Determination of the examination calendar based on rules and regulation of each program or courses approved by the Academic Council.
 - (b) Determination of the place(s) for conduct of the examinations.
 - (c) Determination of the courses subjects to be examined based on rules and regulation of each program or courses approved by the Academic Council.



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- (d) Determination of the eligibility of the students for taking up the examination based on rules and regulation of each program or courses approved by the Academic Council.
- (e) Determination of the scheme of examination based on rules and regulation of each program or courses approved by the Academic Council.
- (f) Determination of the content of the examinations.
- (g) Determination of method of conducting the examinations after getting the guidelines approved by the academic council.
- (h) Stipulation of guidelines for the examiners (paper setters) after getting the guidelines approved by the academic council.
- (i) Stipulation of guidelines for the invigilators after getting the guidelines approved by the academic council.
- (j) Stipulation of guidelines for the evaluators after getting the guidelines approved by the academic council.
- (k) Stipulation of the amount to be paid to the examiners, invigilators and the evaluators after getting the guidelines approved by the academic council.
- (l) Propose the budget for the conduct of examinations after getting the guidelines approved by the academic council.
- (m) Stipulation of guidelines for the students taking up the examinations after getting the guidelines approved by the academic council.
- (n) Stipulation of guidelines for disciplinary action in case of cheating and malpractice by the students / invigilators and the evaluators after getting the guidelines approved by the academic council.

(2) Controller of Examination shall be solely responsible for the smooth, transparent and effective execution for the conduct of examination and shall submit a detailed report to the Vice-Chancellor after every examination.

(3) The Academic Council shall provide the necessary directions for conduct of examinations for the campus, off-campus and distance education programs of the University.

(4) The Results declaration for every examination shall be executed as per the following rules and controller of Examination shall be responsible for the following;

- a) To tabulate the marks for each examination;
- b) To compile the results of the examinations;
- c) The controller of exam with the approval of Vice-Chancellor can grace 1 marks to a course or subject leading to pass in that course;
- d) The guidelines for moderation for each faculty will be provided by the Academic council to the controller of examination.
- e) The controller of examination must get the panel of question paper setters, invigilators, examiners, gracing, moderation, declaration of results, publication of results, retotalling, revaluation, issuance of mark sheets, provisional certificate, consolidated mark sheets, migration certificate, preparation of degree certificate, preparation of rank holders certificate, etc. approved by the Vice-Chancellor before executing the same.
- f) If the compiled results are poor then the Vice-Chancellor shall constitute an appropriate committee as per the guidelines framed by the Academic Council to



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investigate the cause of poor performance like quality of question paper, valuation method adopted by the examiner etc. The committee shall recommend its decision to the Vice-Chancellor for appropriate action. The decision taken by the Vice-Chancellor shall be final.

- g) In revaluation, if a student gets marks exceeding 10%, over the marks awarded in the first valuation, the answer paper is to be valued by third examiner. The nearest two marks are totalled and the average mark of these two is taken as the final mark.
- h) To resolve disputes relating to the examinations.

10. Fees to be charged for various courses, examinations, degrees and diplomas, certificates, Charters and other academic distinctions of the University and Revision of Fee

- (1) The Finance Committee of the University will determine, in consultation with the Academic Council, the fee for the various programs / courses of the University. The following aspects may be stipulated by the Finance Committee :-
 - (a) The admission fee to be paid at the time of Registration of the students to various programs.
 - (b) Establishment fee
 - (c) Tuition fee.
 - (d) Lab fees.
 - (e) Deposits of any form.
 - (f) Charges for specific services – such as provision of books, reading material, magazines, etc.
 - (g) Charges for the Hostel accommodation.
 - (h) Charges for the Mess.
 - (i) Other charges in connection with student facilities and services.
 - (j) Membership of professional associations.
 - (k) Special fee for additional instruction.
 - (l) Fee for various examinations.
- (2) The Finance Committee may stipulate the method of payment of fee, and the nature of disciplinary action, in the event the fee is not paid in accordance with the conditions stipulated by the Finance Committee for the purpose.
- (3) The Finance Officer shall be responsible for the collection of fee and for sending reminders to students who default in the payment of fee. The Finance Officer shall refer cases of delay in the payment of fee to the Registrar and the Registrar may take appropriate decision on the late payment of fee, charge of additional fee for delayed payment or the disciplinary action to be taken against the student defaulting in the payment of fee on a case to case basis, following the broad guidelines stipulated by the Finance Committee.
- (4) All fees charged for each course or programs are subject to revision based on the socio, economic and financial policies of government of India, Government of Sikkim and decision taken by Board of Management.



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- (5) Students who are residents of Sikkim will be given concession of 33% in the tuition fees charged by the University from the other students.
- (6) The Registrar shall be responsible for settling any disputes relating to the payment of fee. The decision of the Registrar shall be final as regards the disputes relating to the payment of fee. If aggrieved by the decision of the Registrar, they can appeal to the Vice-Chancellor for their grievance redressal, the decision taken by the Vice-Chancellor is final.

11. Alteration of number of seats in different courses and programs

The Academic Council in consultation with the Finance Committee of the University will determine, the number of seats in different courses and programs and alteration in the number from time to time, keeping in view the fee for the various programs of the University determined in accordance with the above provisions of these Rules if any.

12. Condition of Residence of the students of the University or a constituent college or affiliated college

- (a) The University may provide hostel accommodation to students undergoing the various regular programs.
- (b) The hostel accommodation may be provided at the premises owned or hired or leased by the University or a contract to maintain the student hostels may be given to outside agencies on a contract basis.
- (c) The Board of Management shall constitute a Hostel Committee. The Committee shall have the following members:
 - (i) Registrar.
 - (ii) Finance Officer.
 - (iii) Two senior faculty members nominated by the Vice Chancellor.
 - (iv) The Chief Hostel Warden.
- (d) The Hostel Committee shall decide on the following :-
 - (i) Rules for admission to the hostel.
 - (ii) Nature of accommodation to be hired, if the hostels are in leased premises.
 - (iii) Number of students to be accommodated in each hostel.
 - (iv) Facilities to be provided to the students.
 - (v) Services available in each hostel.
 - (vi) Responsibilities of the Hostel Warden.
 - (vii) Maintenance of the hostels.
 - (viii) Requirements in the hostel mess.
 - (ix) Hostel student rules.
 - (x) Security of hostel property.
 - (xi) Security of hostel students.
 - (xii) Rules for resolving disputes, and disciplinary action.
 - (xiii) Fee to be charged for the hostel accommodation, services and mess; and deposits to be provided by the students, if any.
 - (xiv) Recreation activities.
- (e) The Chief Hostel Warden shall be responsible for the operation and upkeep of the all the hostels. Each



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hostel will be supervised by the concerned hostel warden.

- (f) The Hostel Committee shall meet once in every quarter and review the arrangements at the hostels and attend to any complaints not resolved by the Hostel Wardens or the Chief Hostel Warden.
- (g) The provisions of these rules shall apply to students of Associate colleges or Affiliated Colleges with such modifications as may be decided by the Board of Management.

13. Maintenance of discipline among the students of the University or associated colleges or affiliated colleges

The provisions of these rules are applicable subject to the provisions of the Act and the Statutes.

- (a) The Board of Management shall constitute a "Disciplinary Committee" to address the grievances of students.
- (b) The Disciplinary Committee shall consist of the following members namely :-
 - (i) The Registrar, Chairman.
 - (ii) Two Heads of Teaching Departments.
 - (iii) One expert from other teaching institutions not connected with the University nominated by the Chancellor.
 - (iv) One legal expert nominated by the Chancellor.
 - (v) One student representative nominated by the Vice Chancellor.
- (c) The Disciplinary Committee shall :-
 - (i) Prescribe Code of Conduct for the students.
 - (ii) Prescribe Code of Conduct for the Teachers and other officers.
 - (iii) Rules for disciplinary action.
 - (iv) Review the discipline in the University, associated or affiliated colleges and study centers.
 - (v) Decide on appeals by students or teaching staff in any disciplinary proceedings.
- (d) All students pursuing a course of study at the University Teaching Department / Campus(es) / associated / affiliated / recognized college / institution / study Centre as mentioned in First statutes shall observe the prescribed code of conduct.
- (e) Any violation of the code of conduct or breach of any rule or regulation of the University Teaching Department / Campus(es) / affiliated / recognized college / institution / study Centre as mentioned in First statutes by the student shall constitute an act of indiscipline and shall make him / her liable for disciplinary action against him / her.
- (f) A Proctor may be appointed from amongst the teachers or the staff members by the Vice-Chancellor for a period of two years. The Proctor so appointed by the Vice-Chancellor can be removed by the Vice-Chancellor before the expiry of their term of two years.
- (g) The Proctor shall be responsible for maintenance of discipline at the University, affiliated / associated colleges and at study centers and shall report to the Registrar.
- (h) The Proctor may be paid such remuneration as may be decided by the Vice Chancellor.
- (i) The Proctor shall exercise following powers :-
 - (i) Take action in all matters of indiscipline brought to his notice by any teacher, student(s), staff, employee(s) of the University Teaching Department / Campus(es) / associate or affiliated or recognized college / institution / study Centre as mentioned in First statutes or any responsible person.
 - (ii) If any act of indiscipline comes to his notice, it shall be his duty to take necessary action to curb down indiscipline.
 - (iii) If in the opinion of the Proctor, the act of indiscipline is not of a serious nature, he may hold a summary inquiry and shall have powers to impose penalties.
 - (iv) If in the opinion of the Proctor, the breach of discipline is of a serious nature, he may conduct a



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preliminary inquiry and place the inquiry report before the Disciplinary Committee for adjudication.

- (v) Any person aggrieved with the decision of the Proctor may choose to appeal before the Disciplinary Committee.
- (vi) The Disciplinary Committee shall hear the Proctor and the party aggrieved and decide on the issue and pass orders. The decision of the Disciplinary Committee shall be final and no appeal shall lie against the order of the Disciplinary Committee with any of the authorities or Officers of the University.
- (vii) The Proctor shall carry out the instructions of the Disciplinary Committee upon their decision.

14. The manner of Cooperation and Collaboration with other University and Institution of Higher Education

Subject to the provisions of the Statutes and the Act:

- (a) The University shall seek cooperation and collaboration with the existing Universities and Institutes of Higher Education industrial / business houses / companies / any body corporate / society / trust / Association / Co-operative Society / NGO / Schools / Govt. / Semi-Govt. Organizations / private sector / proprietor firms / partnership firms / private limited firms / public sector undertakings any other organization / individual(s) in India and abroad and execute Memorandum of Understanding (MOU) detailing the extent and areas of cooperation and collaboration mutually agreed upon.
- (b) The University shall open its Study Centers as mentioned in the Statutes, in various parts of the country and abroad, to promote Higher Education in emerging and traditional fields of studies in conformity with the provisions of Vinayaka Missions Sikkim University, Sikkim (Act 11 of 2008).
- (c) The University may collaborate with Universities and Institutes of Excellence engaged in Higher Education in India or foreign countries for the award of their degree in India.
- (d) The University shall sign MoU with Universities and Institutes of excellence engaged in Higher education in India or Foreign countries towards Joint Program, Twinning Program, Fellowship Program, Student Exchange Program, Faculty Exchange Program, International Program, Research, Joint Research and what ever necessary to fulfill the objectives of the University.

I AUTHENTICATE THESE RULES

N.K.Pradhan,

MINISTER FOR HUMAN RESOURCE DEVELOPMENT DEPARTMENT, SPORTS AND YOUTH AFFAIRS AND INFORMATION TECHNOLOGY, GOVT. OF SIKKIM, SIKKIM