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HYDERABAD, TUESDAY, JULY 21, 2020.

NOTIFICATIONS BY GOVERNMENT

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HIGHER EDUCATION DEPARTMENT

(UE)

FIRST STATUTES AND FIRST ORDINANCE OF WOXSSEN UNIVERSITY, WOXSSEN CAMPUS,
KAMKOLE, SADASIVPET, MEDAK DISTRICT, TELANGANA.

[G.O.Ms.No.18, Higher Education (UE), 17th July, 2020.]

In exercise of the powers conferred under sub-section (5) of section 26 and sub-section (3) and (4) of section 28 of the Telangana State Private Universities (Establishment and Regulation) Act, 2018 (Telangana Act No. 11 of 2018), Government hereby notify the First Statutes and First Ordinances of Woxsen University, Woxsen Campus, Kamkole, Sadasivpet, Medak District, Telangana, annexed to this order.

ANNEXURE-I

FIRST STATUTES

Woxsen University, Woxsen Campus, Kamkole, Sadasivpet, Medak District, Telangana

CHAPTER-I:

PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT:-

- (i) These Statutes may be called the Woxsen University First Statutes, 2020.
- (ii) These Statutes shall come into force with effect from the date of its publication in the Telangana Gazette by the State Government.

2. TERRITORIAL JURISDICTION:-

It extends to the whole of the State of Telangana.

3. DEFINITIONS:-

(1) **“A Regular Course of Study”** means the courses of study running in the University as full time or campus-based study;

(2) **“Act”** means the Telangana State Private Universities (Establishment & Regulation) Act, 2018 (Telangana Act No.11 of 2018);

“Government” means the Government of Telangana;

(3) **“Higher Education”** means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level;

(4) **“AICTE”** means the All India Council for Technical Education established under section 3 of the All India Council for Technical Education Act, 1987 (central Act 52 of 1987);

(5) **“AIU”** means the Association of Indian Universities registered under the Societies Registration Act, 1860 (central Act 21 of 1860); **“BCI”** means the Bar Council of India established under the Advocates Act, 1961 (central Act 25 of 1961);

(6) **“CSIR”** means the Council of Scientific and Industrial Research, New Delhi, a funding agency of the Central Government; **“DST”** means the Department of Science and Technology of the Central Government;

(7) **“Eminent Persons”** means persons of impeccable integrity having outstanding knowledge and expertise in academics, scientific research and all other related subjects;

(8) **“ICAR”** means the Indian Council of Agricultural Research, a Society registered under the Societies Registration Act, 1860 (central Act 21 of 1860); **“MCI”** means the Indian Medical Council of India constituted under the Medical Council Act, 1956 (central Act 102 of 1956);

(9) **“NAAC”** means the National Assessment and Accreditation Council, an autonomous institution of the UGC; **“NCTE”** means the National Council for Teacher Education established under the National Council for Teacher Education Act, 1993 (Central Act 73 of 1993);

(10) **“Notification”** means the Notification published in the Telangana Gazette and the word ‘notified’ shall be construed accordingly;

(11) **“Regulatory Body”** means a body established by the Central Government, for laying down the norms and conditions for ensuring academic standards of Higher Education, such as University Grants Commission, All India Council for Technical Education, National Council for Technical Education, Department of Bio Technology, Department of Science and Technology, Bar Council of India, Medical Council of India, Pharmacy Council of India, National Assessment and Accreditation Council, Indian Council of Agricultural Research, Distance Education Council and Council of Scientific and Industrial Research;

(12) **“Regulations”** means the Regulations made by any authority of the University under section 31 of the Act;

(13) **“Academic Council”** means the Academic Council of the University;

(14) **“Admission Committee”** means the committee responsible to plan, organize and control the admissions to various programs conducted by the University. When constituted, its composition, powers and functions may be prescribed by the Board of Management and it shall be an authority of the University in terms of section 32 of the act;

(15) **“Board”** means the Board of Studies or the Planning Board, or any other Board of the University;

(16) **“Branch of Courses of Study”** means the area of the specialization of the study of any of the programs of respective Schools;

(17) **“Chancellor”**, **“Vice-Chancellor”** and means respectively the “Chancellor”, the “Vice-Chancellor” of the University;

- (18) **“Controller of Examinations”** means the person who has been put in charge to conduct examinations;
- (19) **“Course Coordinator”** means a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including setting up of course syllabus, timeline for conduct of various component of the course, examinations and the award of grades;
- (20) **“Governing Body”** means the Governing Body of the University;
- (21) **“Degree/ Diploma”** means the Bachelor’s Degree viz. B. Tech/ Diploma and such other Degrees / Diplomas of the University as may be approved by the Board of Management;
- (22) **“Degree/ Diploma Programs”** means the Degree/ Diploma Programs in the respective Branch / department of the respective School;
- (23) **“Detained candidate”** means the candidate who has taken admission in the University as regular student but has not been permitted to appear in the examination due to shortfall of attendance or any other reason;
- (24) **“Department”** means a Department of Studies and includes a Centre of Studies and Research;
- (25) **“Dean, Director/ Principal”** means the Head of an **“Institution”**, a College, Centre and a School, or the person appointed for the purpose to act as such in his absence;
- (26) **“Doctoral Programs”** means the Doctorate/ Research Programs in the respective branches/ departments of the respective School;
- (27) **“Duration of Program”** means the whole tenure of the particular program (grace period of the program is not included in the tenure);
- (28) **“Employee”** means any person duly appointed through engagement letter etc. by the University, and includes a teacher or any other member of the staff of the University;
- (29) **“Board of Management”** means the Board of Management of the University;
- (30) **“Examination Hall”** means the examination place, room, location, where students have to appear for the respective examination;
- (31) **“Examination Pattern”** means the system of the examination being followed by the University;
- (32) **“External Examiner”** means the examiner from other University/ Institution;
- (33) **“Faculty”** means a Faculty of the University;
- (34) **“Fee”** means the collection made by the University from the students, by whatever name it may be called;
- (35) **“Hostel”** means scholar / students Hostel of the University;
- (36) **“Internal Examiner”** means the examiner from a teaching department of the University;
- (37) **“Invigilator”** means the teacher or person who has been assigned duty in the particular examination hall;
- (38) **“Institution/ College”** means a college including existing college or an Institution established or maintained by or associated or constituent to the University in accordance with the Act, Ordinance and the Statutes of the University;
- (39) **“Management”** means the Governing Body, the Board of Management or any authority or officer of the University, designated by the Governing Body, Board of Management, Chancellor, Byelaws, and Ordinances and Statutes of the University, to exercise powers over specified functions;
- (40) **“Ordinance”** means the First Ordinances of the University made under the Act;
- (41) **“Post Graduate Programs”** mean the Master’s Degree Programs in the respective branch/ department of the respective School;
- (42) **“Prescribed”** means as prescribed by the Statutes;
- (43) **“Programs of Study”** means the Academic Programs offered by the University leading to award of degrees/ diplomas/ certificates as per the conditions prescribed for each Program;

(44) **“Records and Publication”**, means the records and publications of the University;

(45) **“Registrar”, “Deputy Registrar”, “Chief Finance Officer”, “Controller of Examinations”, “Librarian” or “Chief Proctor”** means respectively the Registrar, the Deputy Registrar, the Finance Officer, the Controller of Examinations, the Librarian or the Chief Proctor;

(46) **“Regular Student”** means the student who is studying in full time program running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such;

(47) **“Regulation”** means the regulations made under the provisions of the Act;

(48) **“Regulatory Body”** means statutory bodies established by the central Government from time to time such as University Grants Commission, and includes All India Council of Technical Education, Bar Council of India, the Distance Education Council, Dental Council of India, the Nursing Council, the Medical Council of India, the National Council of Teacher Education, Central Council of Indian Medicine, Pharmacy Council of India or any other statutory body as the case may be;

(49) **“School”** means School of Business, School of Arts & Design, School of Law, School of Technology, School of Architecture or any other such school opened in a particular stream and so named by the University;

(50) **“School of Business”** means the school of the University offering the programs of Study on the areas of management and its allied subjects;

(51) **“Sponsoring Body”** means Pinakin Educational Trust, (not for profit) registered under Indian Trusts Act, 1882 (central Act 2 of 1882);

(52) **“Statutes” and “Ordinances”** means respectively, the Statutes and the Ordinances of the University for the time being in force;

(53) **“Student”** means a student enrolled in the register of the University;

(54) **“Teacher of the University”** means Professors, Associate Professors, Assistant Professor, and such other persons as may be appointed for imparting education/ instructions, or conducting research in the University and are designated as teachers by the Ordinances;

(55) **“University”** means the Woxsen University, Telangana State, established under section 3 of the Act;

(56) **“University Grants Commission” or “UGC”** means the University Grants Commission established under the University Grants Commission Act, 1956 (central Act 3 of 1956);

(57) **“University Grants Commission Regulation, 2010” or “UGC Regulation 2010”** means the University Grants Commission (Establishment of and Maintenance of Standards in Private Universities) Regulations 2003 made under the University Grants Commission Act, 1956 (central Act 3 of 1956) as amended from time to time;

(58) **“Undergraduate Programs”** means the Bachelor’s Degree programs in the respective branch/ department of the respective School;

(59) **Words and Expressions** used but not defined in these Ordinances shall have the same meaning as assigned to them in the Act;

4. Objects of the University

In line with section 4 of the Telangana State Private Universities (Establishment & Regulation) Act, 2018 (Telangana Act No.11 of 2018), the goals and objects of the University shall be to create, organize, preserve and disseminate knowledge in the fields of science and technology, humanities, social sciences, education, management, commerce, law, pharmacy, healthcare and any other field for the advancement of mankind in particular and other objects of the Universities shall be as follows, namely:-

- (1) To provide for instruction, teaching, and training in the University in the field of higher education and make provisions for research, innovation, advancement and dissemination of knowledge;
- (2) To establish and maintain a campus with international standards of education;
- (3) To develop infrastructure for research in higher education, professional education, teaching, training, extension and outreach;

- (4) To create higher levels of intellectual abilities;
- (5) To establish State of the art facilities for education and training;
- (6) To carry out teaching and research;
- (7) To create and maintain centres of excellence for research and development and for sharing knowledge and its application;
- (8) To provide avenues for innovation, set up incubation centres and to develop entrepreneurship skills;
- (9) To provide consultancy to the industry and public organizations;
- (10) To encourage and use the latest technology for education, research and training;
- (11) To confer degrees, diplomas and other academic distinctions on the basis of an approved method of evaluation as established by the Academic Council of the University, keeping in view the guidelines of the University Grants Commission and other connected Regulatory Bodies;
- (12) To develop educational programs for diplomas, degrees and post-graduate courses, doctorate degrees and post-doctoral programs and to maintain high standards of education;
- (13) To collaborate with national and global institutions, to offer programs and to create capabilities for upgrading programs to the global standards subject to the guidelines of the UGC and other connected Regulatory Bodies;
- (14) To ensure that the standards of the degrees, diplomas and other academic distinctions are not lower than those laid down by the Regulatory Bodies;
- (15) To establish close linkage with the industry, business, educational institutions and other sections of the society to make teaching, research, training, documentation, publication, use of various media and outreach activities at the University relevant to the needs of the University, time and society, at national and international level;
- (16) To pursue any other objectives as may be approved by the Government;
- (17) To collaborate with other Universities, Research Institutions, Government and Non- Government Organizations and Foreign Institutions for fulfilment of the objectives of the University as defined in the Act.

CHAPTER-II

Authorities of the University

5. Authorities of the University:-

The following shall be the authorities of the University, namely;

- (a) The sponsoring Body;
- (b) The Governing Body;
- (c) The Board of Management;
- (d) The Academic Council;
- (e) The Board of Studies;
- (f) Such other authorities as may be declared by the Statutes to be authorities of the University;

6. The sponsoring Body:

The Sponsoring Body means, Pinakin Educational Trust, (not for profit) registered under Indian Trusts Act, 1882; and represented by the President of the Trust with powers vested in him/ her as authorized to authenticate instruments on behalf of the Sponsoring Body. The sponsoring body consists of (i) Chairman and three other members.

7. The Governing Body

The Governing Body shall consist of following members, namely:-

a) The Chancellor;- (President)

b) The Vice-Chancellor; -

c) Members to be nominated by the Sponsoring Body who shall be eminent people of standing in the fields as may be specified:

provided it maintains the gender parity, in nominating women members not less than one half of the total members in the composition of the Governing Body.

d) The Special Chief Secretary/Principal Secretary/Secretary in charge of Higher Education is the nominee of the Government;

(1) The Chancellor shall be the President of the Governing Body;

(2) The term of nominated members shall be minimum of three and maximum of five years from the date of nomination:

Provided that each nominated member is eligible to be re-appointed & hold the position for additional term of not more than 10 years.

(3) An ex-officio member shall continue so long as he/ she holds the office by virtue of which he/ she is such a member;

(4) Nearly one third of the nominated members, except the ex-officio member shall retire by rotation each year. And, in the first instances, the Board of Management in consultation with the Chancellor will decide the procedure to identify the members who retire;

(5) The Chancellor has the right to review and modify the composition of the Governing Body at any time. The membership of the nominated members may be revoked by the Chancellor if he deems fit;

(6) The Governing Body primarily is an advisory body but shall have the following general power and functions, namely: -

- (a) to provide general superintendence and directions to control functioning of the University by using all such powers as are provided by this Act or the Statutes, Ordinances, Regulations or rules made thereunder;
- (b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the Statutes, Ordinances, Regulations or rules made thereunder;
- (c) to approve the budget and Annual Report of the University;
- (d) to lay down the extensive policies to be followed by the University;
- (e) to recommend to the Sponsoring Body about the voluntary liquidation of the University;
- (f) to advise the Chancellor in respect of any matter which may be referred to it for advice;
- (g) to vest to the Board of Management or any other entity or official of the University such of its powers as it deems appropriate, along with appropriate governance mechanism.

(7) The Governing Body shall meet at least four times in a financial year with one meeting in each quarter;

(8) A minimum of one-half of the members shall form a quorum for a meeting of the Governing Body. Attendance of one amongst the Chancellor or Vice-Chancellor is necessary. In absence of these officers of the University, the meeting shall not be held;

(9) Meetings of the Governing Body shall be convened by the President either on his own initiative or at the request of the Vice-Chancellor or on a requisition signed by not less than four members of the Governing Body;

(10) All questions considered in the meetings of the Governing Body shall be decided by majority votes of the members present and voting including the President. If the votes be equally divided, the President shall have a second or casting vote. However, the President may over-rule any decision of the Governing Body if he sees fit and in that eventuality the decision of the President will be final and binding on the Governing Body;

(11) The Chancellor, if present, shall preside at every meeting of the Governing Body. In his absence, the Chancellor may nominate any member of the Governing Body or the members present shall elect one from amongst themselves to preside at the meeting;

(12) A written notice of every meeting shall be sent by the Registrar to every member at least 7 days before the date of the meeting;

Provided that the President may call a special meeting of the Governing Body on ad-hoc basis by giving one day notice to consider any of the issues if deemed necessary.

(13) The notice may be delivered either by hand or e-mail or sent by registered post at the address of each member as recorded in the office of the Governing Body and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post;

(14) Agenda shall be circulated by the Registrar to the members at least 5 days before the meeting;

(15) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least ten days before the meeting. The President may, however, permit inclusion of any item for which due notice has not been received;

(16) The ruling of the President in regard to all the questions of procedure shall be final;

(17) The minutes of the proceedings of the Governing Body shall be drawn by the Registrar with the approval of the President and circulated to all members of the Governing Body. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the President, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Governing Body;

(18) If a member of the Governing Body fails to attend three consecutive meetings without leave of absence, he shall cease to be a member of the Governing Body, unless the President desires otherwise;

(19) All orders and decisions of the Governing Body shall be authenticated by the signature of the Registrar or any other person authorised by the Governing Body in its behalf;

(20) The minutes of the Board of Management shall be reported in meeting of the Governing Body;

8. The Board of Management:-

(1) The Board of Management shall be the principal executive body of the University.

(2) The Board of Management shall consist of minimum eight and maximum twelve members including the following persons, namely:

- (a) The Vice-Chancellor;
- (b) The Chief Executive Officer;
- (c) Deans/ Head of Schools, Directors and two professors (who are not Deans/ Directors by seniority and by rotation) duly nominated by the Vice-Chancellor. (Ex-officio);
- (d) Chief Finance & Accounts Officer;
- (e) Registrar;
- (f) Controller of Examinations;

Upto one-fourth members of the Board of Management, to be nominated by the Sponsoring Body; eminent persons from the field of Management, Finance & Law, Science and Technology and Public Administration or such other subjects, who are not the members of the Governing Body, to be nominated by the Sponsoring Body;

Provided that it shall be the duty of the Sponsoring Body, to maintain the gender parity in nominating women members in any case not less than one fourth and not more than one half of the total members in the composition of the Board.

(3) The Vice-Chancellor shall be the Chairperson of the Board of Management:

Provided that in the absence of the Vice-Chancellor, the Chancellor may, at his discretion, nominate any other member of the Governing Body to be the Chairperson of the Board of Management.

(4) The term of office of a member shall continue so long as he holds the office by virtue of which he/ she is a member;

(5) The procedure for the meetings of the Board of Management shall be as follows:

- a) A minimum of one-half of the members shall form the quorum for a meeting of the Board of Management;
- b) The Board of Management shall meet as often as may be necessary but not less than once in every two months;
- c) Meetings of the Governing Body shall be convened by the Vice-Chancellor or the President either on his own initiative or on a requisition signed by not less than four members of the Board of Management;
- d) A written notice of every meeting shall be sent by the Registrar to every member at least 7 days before the date of the meeting. The notice shall state the place, the date and time of the meeting; provided that the President may call a special meeting of the Board of Management on ad-hoc basis by giving one day notice to consider any of the issues if deemed necessary;
- e) The notice may be delivered either by email or hand or sent by registered post at the address of each member as recorded in the office of the Board of Management and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post;
- f) Agenda shall be circulated by the Registrar to the members at least 5 days before the meeting;
- g) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least 5 days before the meeting. The President may, however, permit inclusion of any item for which due notice has not been received;
- h) All questions considered at the meetings of the Board of Management shall be decided by a majority of the votes of the members present and voting including the President. The President will have the right to take a decision in case the decision of the Board of Management is not acceptable to him;
- i) The ruling of the President in regard to all questions of procedure shall be final;
- j) The minutes of the proceedings of a meeting of the Board of Management shall be drawn up by the Registrar with the approval of the Vice-Chancellor and circulated to all members of the Board of Management. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Board of Management. After the minutes are confirmed and signed by the Vice-Chancellor, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Board of Management at any time during the office hours;
- k) If a member of the Board of Management fails to attend three consecutive meetings without leave of absence, he shall cease to be a member of the Board of Management, unless the Vice-Chancellor desires otherwise;
- l) The Board of Management may delegate such of its powers to the Vice-Chancellor, as it may deem appropriate. However, the decisions taken under delegated powers shall be reported to the Board of Management in its next meeting;
- m) In emergent cases, the Chairman, Board of Management may exercise the powers of the Board of Management;
- n) Further, in case of President, exercising any of the powers on the Board of Management, the members shall be informed through email, post facto, and the decision put Telangana State in next meeting of the Board of Management for ratification;
- o) All questions considered in the meetings of the Board of Management shall be decided by majority votes of the members present and voting including the President. If the votes be equally divided, the President shall have a second or casting vote. However, the President may overrule any decision of the Board of Management if he sees fit and in that eventuality the decision of the President will be final and binding on the Board of Management;

(6) Powers and Functions of Board of Management:

The Board of Management shall have the power of management and administration of the revenues and property of the University and the conduct of all administrative affairs of the University, not otherwise provided for in the Act. It shall have following powers namely:

- (a) to approve the annual report, annual accounts and financial estimates of the University;
- (b) To create, add, close the Schools/ Centres/ Department at any time under the relevant provisions of the Act;
- (c) to create teaching and other academic posts including Chairs and to ratify the appointments such as Professors, Associate/ Assistant Professors, and other members of the teaching/ non-teaching staff as may be necessary, on the recommendations of the selection committees constituted for the purpose;
- (d) To fix the emoluments and define the duties and functions and conditions of service of Professors, Associate/ Assistant Professors, and other members of the teaching/ non-teaching staff;
- (e) provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments;
- (f) to approve administrative, ministerial and other necessary posts and to make appointment there to;
- (g) to promote research by making joint appointments of teaching staff in different Schools, Department and Centres;
- (h) to accept on behalf of the University any other Sponsoring Body, bequest, donation or transfer of any movable or immovable property to the University;
- (i) To manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit;
- (j) to invest any money belonging to the University, including any unapplied income in such stocks, funds, share or securities, from time to time, as it may think fit or in the purchase of immovable property in India, which the like powers of varying such investment from time to time;
- (k) To approve fees, or other charges like registration fee and caution money etc. to be paid by students and modify the same from time to time on the recommendations of the Fee Fixation Committee;
- (l) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendation of the Chief Finance & Accounts Officer;
- (m) To provide for the building, premises, furniture, apparatus and other means needed for carrying on the work of the University;
- (n) To transfer or accept transfers of any movable or immovable property on behalf of the University;
- (o) approve entering into, vary, carry out and cancel contracts on behalf of the University and to make such regulations as may be required towards this objective;
- (p) To entertain, adjudicate upon, and if it thinks fit, to redress, any grievances of the salaried officers, the teaching staff and other employees of the University who may of any reason feel aggrieved;
- (q) Approve such programs and of such minimum duration on its own volition or on the recommendation of Academic Council, introduce, modify or discontinue a program;
- (r) Approve the procedure for admission to various academic programs including minimum entry qualification;
- (s) approve the Regulations governing the conduct of various programs;
- (t) approve the costumes to be worn by participants in the Convocation;
- (u) laydown and modify the charges for the issuance of academic documents or certificates to the students;
- (v) to approve rules/ regulations to govern the appointment of examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and travelling and other allowances after consulting the Academic Council;

- (w) to select a common seal for the University and provide for the custody and use of the seal;
- (x) to frame rules for institution and grant of University fellowships, Assistantship, studentships, medals and prizes;
- (y) to regulate and enforce discipline among employees and students in accordance with the Statutes and the Ordinances;
- (z) to enter into partnership with industry, government and non-government agencies for the advancement of knowledge and if desired establish a corpus of funds out of the profits of such partnership; and
- (aa) To exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act or the Statutes.
- (bb) The Board of Management may delegate such of its powers to the Vice-Chancellor, the Registrar or such other officer of the University or to Committee appointed by it as it may deem fit for performing certain specified functions for a specified duration:

(cc) Provided that the Board of Management shall not make any Statutes or any amendment of a Statute affecting the status, powers or constitution of any existing authority of the University until such authority has been given an opportunity of expressing an opinion on the proposal, and any opinion so expressed shall be in writing and shall be considered by the Board of Management; Provided further that no Statute shall be made by the Board of Management affecting the discipline of students, and standards of instruction, education and examination except after consultation with the Academic Council.

9. Academic Council

- (1) The Academic Council, shall be the principal academic body of the University and shall subject to the provisions of the Statutes and the Ordinances, exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordination of teaching among the schools, departments and centres, research and improvement of academic standards;
- (2) It shall aim to bring about and promote inter-School/ centre co-ordination and to establish or appoint such committees or boards as may be deemed necessary for the purpose;
- (3) It shall consider matters of general academic interest either on its own initiative, or on a reference by a School, Centre, Department or the Board of Management, and to take appropriate action thereon; and to take appropriate action thereon; and
- (4) It shall frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fees, concessions, and attendance.
- (5) The Academic Council shall consist of the following members, namely-

The Vice-Chancellor	Chairman (Ex-Officio Member)
Heads of Schools	Members (Ex-Officio)
One Faculty Member from each school by rotation	Members (Ex-Officio)
Two distinguished academicians to be nominated by the Vice-Chancellor for their special knowledge in educational development	Members (Nominated)
Two industry professionals to be nominated by the Vice-Chancellor for their special knowledge in educational development	Members (Nominated)
The Registrar	Non-Member Secretary (Nominated)

- (6) The Vice-Chancellor shall be the Chairman of the Academic Council. The term of office of members shall continue so long as they hold the office by virtue of which they are members. All members of the Academic Council, other than the members, shall hold office for a term of three years from the date on which they are nominated. The term of the office of a member nominated to fill a casual vacancy shall continue for the remainder period of the term

of the member in whose place he/ she has been nominated. The Vice-Chancellor has right to review and modify the composition of the Academic Council at any time.

(7) The Vice-Chancellor shall preside over the meetings of the Academic Council and in his absence a member nominated by the Vice-Chancellor shall preside over the meeting. The procedure for the meetings of the Academic Council shall be as following:

- (a) The Academic Council shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Academic Council shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than 20% of the Academic Council members;
- (b) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; provided that the Chairman may call a special meeting of the Academic Council at short notice to consider urgent matters;
- (c) Agenda shall be circulated by the Registrar to the members at least three days before the meeting;
- (d) Fifty (50) % members of the Academic Council including the Chairman shall form a quorum for a meeting of the Academic Council;
- (e) All questions considered at the meetings of the Academic Council shall be decided by a majority of the votes of the members present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote;

(8) In emergent cases, the Chairman, Academic Council may exercise the powers of the Academic Council. Further, in case of Chairman, exercising any of the powers on the Academic Council, the members shall be informed through email, post facto, and the decision put up in next meeting of the Academic Council for ratification;

(9) The minutes of the proceedings of a meeting of the Academic Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Academic Council. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Academic Council at any time during the office hours.

(10) **Powers and Duties of the Academic Council:** Subject to the provisions under Section 22 of The Telangana State Private Universities (Establishment & Regulation) Act, 2018 and the Statutes, the Academic Council shall, in addition to all other powers vested in it, have the following powers duties and functions, namely:

- (a) to report on any matter referred to it by the Chancellor or Governing Body or Board of Management, as the case may be;
- (b) to make proposals to the Management for the establishment of Departments, Special Centres, Specialized Laboratories Libraries and museums;
- (c) frame and revise curricula and syllabi for the courses of studies for the various Departments / Academic Centres;
- (d) to consider proposals submitted by Board of Studies of the Departments of the University;
- (e) to promote research within the University and to requisition from time to time reports on such research;
- (f) to make recommendations to the Management with regard to the creation and abolition of teaching posts and the duties attached thereto;
- (g) to recommend to the Board of Management the recognition of degrees and diplomas of other Universities and institutions and to determine their equivalent degree and diplomas of the University;
- (h) to recommend appointment of committees for admission to the University;
- (i) Appoint Advisory Committees or Expert Committees or both for the Departments and the Academic Centres of the University to make recommendation on academic matters connected with the working of the Department/ Academic Centre. The Head of the Department concerned shall act as convenor of such Committees;

- (j) Appoint Committees from amongst the members of the Academic Council, other teachers of the University and experts from outside to advise on such specific academic matters as may be referred to any such Committee by the Academic Council; consider the recommendations of the Advisory Committee attached to various Departments and Academic Centres and that of Expert and other committees and take such action (including the making of recommendations to the Board of Management) as circumstances of each may require;
- (k) Make periodical review of the activities of the Departments and take appropriate action (including the making of recommendations to Management.
- (l) supervise the working of the Library;
- (m) to publish lists of prescribed or recommended textbooks and to publish the syllabi of prescribed courses of study;
- (n) to make such arrangements for the instruction and examination of persons, not being members of the University as may be necessary;
- (o) to recommend to the Management the draft Ordinances regarding examinations of the University and the conditions on which student should be admitted to such examinations;
- (p) to make recommendation to the Management in regard to the appointment of examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses;
- (q) to make recommendations for the conferment of honorary degrees and to confer degrees, academic distinction, honours, diplomas, licenses, title and marks of honour;
- (r) to make proposals to the Management for the institutions of fellowships, Assistantship, scholarships, studentships medals and prizes and to award the same;
- (s) provide for the inspection of the classes and the Halls of Residence/ Hostels in respect of the instructions and discipline there in, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Management;
- (t) To promote the health and welfare of students and frame rules/ constitute committees consisting of such number of teachers and students as may be necessary to advise the Academic Council on matters relating to the welfare of the students.
- (u) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of The Telangana State Private Universities (Establishment & Regulation) Act, 2018, these Statutes and Ordinances;
- (v) The minutes of every meeting of the Academic Council shall be reported to the Board of Management.

10. The Boards of Studies

(1) The Board of Studies in respective Departments shall have such composition and perform duties as laid down in the Ordinances of the University.

(2) The functioning and procedures of Board of studies shall be as laid down in the ordinances of the University.

11. Selection/ Promotion Committees

(1) There shall be Selection Committees for making recommendations to the Board of Management for appointment to the post of Professor, Associate Professor, Assistant Professor, Registrar, Chief Finance Officer, Controller of Examinations, Librarian and other members of the staff etc.

(2) The Selection Committee shall be constituted as per the extant UGC regulations on the subject and shall comprise.

- (a) Vice-Chancellor - Chairman;
- (b) Dean (of respective school)/ Director of the respective centre;
- (c) Head of respective Departments (if professor);
- (d) Subject Expert(s) as decided by the Vice-Chancellor;

- (3) The Vice-Chancellor, shall convene and preside over the meeting of the Selection / Promotion Committee:
- (4) If the Board of Management is unable to accept the recommendations made by the Selection/ Promotion Committee, it shall record its reasons and submit the case to the Chancellor for final orders.

12. Authority to Appoint any standing or special Committees.

(1)The Chancellor, Vice-Chancellor or any other member of the Board of Management as authorized in writing by the Chancellor may appoint as many standing or special Committees as it may deem fit, and may appoint to such committees, persons who are not members of such authority.

CHAPTER-III

Officers of the University

13. Officers of the University:-

The following shall be the officers of the University, namely:-

- (a) The Chancellor;
- (b) The Vice-Chancellor;
- (c) The Registrar;
- (d) The Chief Finance & Accounts Officer;
- (e) Such other officers as may be decided & approved by the Chancellor.

14. The Chancellor

- (1) The Chancellor shall be appointed by the Sponsoring Body for a period of three years. On the expiry of his term, the Chancellor shall be eligible for reappointment. The proposal for reappointment of the Chancellor, if any, shall be considered by the Sponsoring Body, at least three months before the expiry of the term, and if approved, the Chancellor shall be reappointed for an additional period of three years or a shorter period as appropriate.
- (2) The Chancellor may, by writing under his hand addressed to the Sponsoring Body resign his office with a notice of three months. Further, the Sponsoring Body shall have power to remove the Chancellor by giving a notice of three months.
- (3) The Chancellor shall by virtue of his office, be the Head of the University and shall constitute interim Board of Management. The Chancellor shall exercise general control over the affairs of the University.
- (4) The Chancellor shall preside over the meeting of the Governing Body, and convocation of the University, conferring degrees, diplomas or other academic distinctions.
- (5) The Chancellor shall, in addition to the powers vested in him as President of the Governing Body, roles assigned under the Act, have the following additional powers, namely:
 - (a) To appoint and remove the Vice-Chancellor; in the overall interest of the University with prior approval of the Sponsoring Body. The Chancellor shall ensure compliance to the requirements of Statute 8 for the Vice-Chancellor before removal of the Vice-Chancellor. In case of resignation or termination of the Vice-Chancellor, the Chancellor shall nominate a Senior Dean as officiating Vice- Chancellor till such time new incumbent is put in place.
 - (b) The Chancellor may appoint the first Vice-Chancellor of the University without calling for proposal by the search committee as outlined in Statute 8.
 - (c) The Chancellor may confirm, modify or reverse any decision taken by the Vice-Chancellor in relation to any grievance of employees or students.
 - (d) The Chancellor may appoint the first Registrar of the University duly waiving the procedure outlined for selection in Statutes 10.
 - (e) To call for any information or record;

15. The Vice-Chancellor

- (1) The Vice-Chancellor shall be appointed by the Chancellor, from a panel of three persons recommended by the search committee. He shall hold office for a period of three years or 70 years whichever is earlier;
- (2) The Search Committee for the post of Vice-Chancellor shall recommend a panel of three names to the Chancellor;
- (3) The Chancellor shall select one amongst the recommended name for the position of the Vice-Chancellor;
- (4) On the expiry of his term, the Vice-Chancellor shall be eligible for reappointment. The proposal for reappointment of the Vice-Chancellor, if any, shall be considered by the Sponsoring body at least three months before the expiry of the term, and if approved by the Sponsoring Body, the Chancellor shall reappoint the Vice-Chancellor for an additional period of three years or a shorter period as appropriate;
- (5) The Vice-Chancellor shall be a whole-time salaried officer of the University; the salary and allowances and other conditions of services of the Vice-Chancellor at the time of appointment shall be such as decided by the Sponsoring Body and as amended from time to time.

16. Powers and Functions of the Vice-Chancellor

The Vice-Chancellor shall be the principal executive and academic officer of the University and shall be the Chairman of the Board of Management and the Academic Council of the University. He shall exercise general supervision and control over the affairs of the University and give effect to the decisions of the Governing Body and Board of Management of the University, in letter and spirit and shall ensure that they are not contradictory in nature and practice. The Vice-Chancellor shall have the following additional powers and functions:

- (a) The Vice-Chancellor shall be entitled to be present at and to address any meeting of any other authority or any other body of the University;
- (b) It shall be the duty of the Vice-Chancellor to see that the provisions of The Telangana State Private Universities (Establishment & Regulation) Act, 2018, the Statutes and the Ordinances of the University are duly observed, and he shall have all powers necessary to ensure such observance;
- (c) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he may deem fit;
- (d) The Vice-Chancellor shall be empowered to grant leave to any officer of the University and make necessary arrangements for the discharge of the functions of such an officer during the period of his absence;
- (e) The Vice-Chancellor shall grant leave of absence to any employee of the University in the prescribed manner and if he so decides delegate such powers to any other officer or officers of the University;
- (f) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various bodies/ committees of the University;
- (g) Without prejudice to the generality of the provisions the Vice – Chancellor shall have the powers to make short-term appointments for a period one year, of such persons as may be considered necessary for functioning of the University;
- (h) The Vice-Chancellor shall cause the budget to be made by the administrative department and put before the Board of Management for consideration and approval;
- (i) The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under the Act and shall convey to such authority the action taken by him on such matters. However, such acts should be informed to the Chancellor immediately without any delay;
- (j) Provided that if the authority of the University or any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section may prefer an appeal to the Chancellor within one month from the date of communication of such decision. The Chancellor may confirm, modify or reverse such action taken by the Vice-Chancellor;
- (k) The Vice-Chancellor shall have the powers to enter into agreements on behalf of the University as approved by the respective and relevant Committees or as approved by the Chancellor;

- (l) The Vice-Chancellor may delegate any of his powers to other officers of the University in consultation with the Chancellor.

17. During the temporary absence of the Vice-Chancellor by reason of leave, illness or any other cause, the Chancellor may make such arrangements as he deems fit for carrying on the duties of the Vice-Chancellor:

18. The Vice-Chancellor may by writing addressed to the Chancellor, resign his office by giving a notice of six months. The services of the Vice-Chancellor can be terminated by the Chancellor by giving him a three months' notice or three months' salary in lieu of notice, without assigning any reason. In case there is material development to terminate the services of the Vice-Chancellor with immediate effect, the Board of Management and or the Chancellor may do so after deliberation. However, such a decision should only be taken after giving the Vice-Chancellor appropriate time to defend himself/ herself.

19. The Deans of Schools

1. Deans shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective School. Dean of School shall be selected as per the selection procedure for the Professors.

2. The Dean shall be the executive officer of the respective school and shall preside over the meetings of its faculty and staff.

3. The Dean shall exercise such other powers and discharge such other functions as may be prescribed in the Ordinances. The Dean of the School shall:

- (a) report to the Vice-Chancellor;
- (b) be responsible for the conduct of academics in the school, records, and compliance to academic policies and procedure as outlined by the Academic Council;
- (c) be empowered to withhold the Hall Ticket of student of the school for valid reasons;
- (d) Exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice- Chancellor.

20. The Registrar

(1) The Registrar shall be appointed by the Chancellor on the recommendation of the Selection Committee constituted for the purpose.

(2) The Selection Committee for screening the names for the Registrar shall consist of:

- (a) The Vice-Chancellor - (Chairman);
- (b) A Nominee of the President;
- (c) One expert member nominated by the Sponsoring Body;

(3) The University shall follow following procedure for the selection of Registrar:

- (a) The University would invite applications for the post through the process of an advertisement in newspapers having wider circulation and on website of the University;
- (b) Short-listing of the applicants shall be done by a sub-committee consisting of the Nominee of the Vice-Chancellor and one nominee of the Chancellor;
- (c) Complete lists of short-listed and not short-listed candidates shall be placed before the Selection Committee;
- (d) The Selection Committee shall interview the short-listed candidates and adjudge the merit of each candidate and send its final recommendation to the Chancellor for approval.

(4) Registrar shall be a whole-time salaried officer of the University. His emoluments and terms and conditions of service shall be such as may be prescribed in the terms and conditions/ service rules. The Registrar shall report to the Vice-Chancellor and will keep the Vice-Chancellor informed of all aspects of administrative functioning of the University through a system of monthly reports. He will maintain confidentiality in all his interactions within & outside the University.

(5) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Registrar will be performed by such person as the Vice-Chancellor may appoint for this purpose.

21. Powers & Functions of the Registrar:

- (1) (a) be the custodian of the records, the common seal and other properties of the University as the Sponsoring Body shall commit to his charge;
 - (b) conduct the official correspondence of the University on behalf of all or any of its authorities;
 - (c) issue notices conveying the dates of meeting of the University authorities to the members and make necessary arrangements for the conduct of such meetings and also for other assigned duties by the Governing Body/ Board of Management/ Vice-Chancellor from time to time.
 - (d) supply to the Chancellor copies of the agenda of meetings of the authorities of the University, as soon as they are issued and the minutes of the meeting of the authorities ordinarily within a month of the holding of the meetings;
 - (e) in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Board of Management forthwith, and take its directions for carrying on the work of the University;
 - (f) represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;
 - (g) the Registrar shall have the powers to enter into agreements on behalf of the University as approved by the respective and relevant Committees or as approved by the Vice-Chancellor;
 - (h) perform such other duties and functions as may be specified in the Statutes or prescribed by the Ordinances or as may be required, from time to time, by the Board of Management or the Vice-Chancellor, and
 - (i) Be the secretary of the Governing Body, Board of Management, Planning Board and Academic Council with or without voting rights as per their individual constitutions.
- (2) The services of the Registrar can be terminated by the Chancellor on his/ her own or as advised by the Vice-Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- (3) The Registrar may by writing under his hand addressed to the Vice-Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.

22. The Chief Finance & Accounts Officer (CFAO)

- (1) The Chief Finance & Accounts Officer shall be appointed by the Chancellor.
- (2) The Chief Finance & Accounts Officer shall be a whole-time salaried officer of the University. His/ her emoluments and terms and conditions of service shall be such as may be prescribed in the terms and conditions/ service rules.
- (3) When the office of the Chief Finance & Accounts Officer is vacant or when the he/ she is by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose for the duration of such absence.
- (4) The Chief Finance & Accounts Officer shall:
 - (a) exercise general supervision of the funds of the University and advise with regards to the financial policy;
 - (b) hold and manage the property and investments including endowed property for furthering any of the objects of the University;
 - (c) see that the limits fixed by the Board of Management for recurring and non-recurring expenditure for one year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
 - (d) be responsible for the preparation of the annual accounts and the budget of the university for the next financial year and for their presentation to the Board of Management;

- (e) keep a constant watch on the state of the cash and bank balances and on the state investments;
- (f) watch the progress of collection of revenue and advise on the method of collection employed;
- (g) have the account of the University regularly audited by the auditors as may appointed for the purpose;
- (h) Call for from any office under the University any information or return that he/ she may consider necessary to discharge his/ her financial responsibilities.
- (i) The Chief Finance & Accounts Officer shall be a member of the Board of Management.
- (j) The Chief Finance & Accounts Officer shall be responsible for all regulatory compliances, with all authorities, related to Accounts, Tax and any other Finance related matter.

(5) The services of the Chief Finance & Accounts Officer can be terminated by the Chancellor on his/ her own or as advised by the Vice-Chancellor by giving him/ her three months' notice or three months' salary in lieu of notice, without assigning any reason.

(6) The Chief Finance & Accounts Officer may by writing under his/ her hand addressed to the Vice-Chancellor, resign his/ her office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.

23. The Controller of Examinations:

The Controller of Examination shall be the Principal Officer in-charge and without prejudice to the generality of the provisions of Ordinances of the University, shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results.

- (1) He shall discharge his functions under the direct superintendence, direction and guidance of the Vice-Chancellor. In the absence of COE by virtue of any reason anyone of the faculty, approved by Vice-Chancellor will look-after the work of COE, in addition to his own work; till such time COE resumes office.
- (2) The Controller of Examination shall be special invitee in the meetings of Academic Council, in case not included as Professor or other designation.
- (3) The Controller of Examination shall perform such other functions as prescribed by the Ordinances approved by the Board of Management. The functions shall include all, but not restricted to:
 - (a) Monitor examination schedule as per the Announce Academic Calendar of University. To postpone or cancel examination in part or in whole, in the event where such need arises, with prior approval from the Vice-Chancellor.
 - (b) Issue suitable guidelines and notices to all concerned, on impending examinations of all nature including supplementary examination or examination of additional semesters or Internships etc.
 - (c) Issue of Date sheets for conducting different programs, theory as well as practical examinations based on academic calendar
 - (d) Coordination of paper-setting work;
 - (e) Issue of Invigilation Plan and duties, examiners etc.
 - (f) Preparation of seating plan;
 - (g) Finalize the students list eligible to take examinations in coordination with Schools/ ERP system, announce the list and where required declare list of debarred students due to shortage of attendance or ant disciplinary action.
 - (h) Nomination of flying squads or such like committees to ensure smooth and fair conduct of exams, it may involve appointing external agency(s)/ observer(s) for conducting and monitoring the examinations;
 - (i) To arrange for printing of question papers and answer books and their safe custody;
 - (j) To manage and conduct of examinations;

- (k) To arrange to evaluation and to process the timely publication of results and declaration of same to the students;
 - (l) In case of reported incident of Unfair means initiate necessary action to investigate as per the rules on UFM and submit the report/ findings/ orders to the Registrar for Promulgation.
 - (m) Provide to Registrar hard copy of signed results and after same are Uploaded/ locked on the ERP system to enable issue of grade sheets and Transcripts.
 - (n) To submit report regarding examination(s) and results review to the Vice- Chancellor.
- (4) The Controller of Examination may initiate proposal to the Vice-Chancellor to carry out suitable changes in the Ordinance of the University dealing with Examination and Processes thereto.
- (a) Finalization of (i) academic calendar, (ii) timetable, (iii) All processes involving registration of students for coursework and examinations before, during the semester (iv) classroom arrangements and all other requirements for proper conduct of class work (v) Academic rules/ changes thereto (vi) formulation and implementation of common rules across all schools etc.;
 - (b) Supervision of the maintenance of Up-to-date academic records of policies, procedures and all categories of students;
 - (c) Monitoring, analyzing and taking corrective actions, where required on the students' online feedback.
 - (d) Ensuring timely meeting of all the Institute level academic bodies like Board of studies, Academic Council, research committees
 - (e) Arranging the issue of medals and prizes to the students as per defined policies;
 - (f) Generally, oversee and monitor the conduct of those examinations, under COE which are to be conducted at the University level, as stipulated in the regulations and seek reports on same being done under arrangements of faculty and Schools/ Departments. This would also include monitoring and mentoring pre-examination and post-exam processes.
 - (g) To co-ordinate for the conduct of Convocation.
 - (h) To suggest the Vice-Chancellor any suitable steps from time to time, to strive for the high academic standards.
 - (i) Vice-Chancellor may allocate other tasks as the requirement arises.

CHAPTER-IV

Teachers, other Academic and Administrative staff of the University and their emoluments

24. Teachers, other Academic and Administrative staff of the University and their emoluments:
- (1) All teaching posts, namely those of Professors, Associate Professors, and Assistant Professors shall be created by the Board of Management. Similarly, non-teaching staff positions shall also be created and defined by the Board of Management on the recommendations of the Vice-Chancellor;
 - (2) Recommendations of Selection Committees will be forwarded by the Vice-Chancellor to the Board of Management for approval as applicable;
 - (3) All appointments to teaching posts shall be approved by the Board of Management and reported during next meeting of the Governing Body;
 - (4) Teaching positions shall be advertised in at least two leading National Dailies and the University Website as per the norms prescribed by the UGC or any other Regulatory Body or Board of Management for wide circulation. The details of advertised post(s) shall be provided on the University Website;
 - (5) A Screening Committee consisting of three members, appointed by the Vice-Chancellor, shall screen all the applications and prepare a summary of all the candidates satisfying the criteria as approved by the vacancy approving authority, and to be called for the interview. Also, a list of candidates not shortlisted and not to be called for the interview shall also be prepared separately giving the reasons for the rejection;
 - (6) Summary of all the screened applications shall be made available to the Selection Committee at the time of interview;

(7) Every Selection Committee shall consist of the Vice- Chancellor, who shall be the Chairman thereof. The selection Committee for making recommendation for appointment to a post specified in Column 1 of the Table below shall have as its members the persons specified in the corresponding entry in column 2 of the said Table;

Professor/ Associate Professor/ Assistant Professor	(i) Dean of the School (ii) The Head of the Department concerned, (if he is Professor). (iii) One subject expert not connected with the University, nominated by the Vice-Chancellor out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject.
Librarian	(i) Chairman Library Committee (ii) Two persons connected with the University, who have special knowledge of the subject or Library Science as nominated by the Vice-Chancellor.

(8) For non-teaching staff the selection committees shall be approved by the Vice-Chancellor and constituted under HR Department, unless specified under statutes for respective appointment, by the Vice-Chancellor;

(9) The Selection Committee shall recommend to the Chancellor the names, arranged in order of merit, if any, of the persons whom it considers suitable for the posts;

(10) After the approval of Selection Committee's recommendation by the Chancellor, appointment letters will be issued by the HR Department;

(11) In addition to full-time teachers, the Board of Management/ Vice-Chancellor may also decide to engage teachers for a fixed term/ part time on contractual basis for short durations;

25. Services of Employees- Terms and Conditions

(1) Every teacher and salaried officer and such other employees, as are mentioned in the Statutes, shall be appointed under a written contract on such terms and conditions as may be agreed to between parties which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.

(2) Subject to the conditions laid down in the ordinance, the terms and conditions of service shall be made in the form of service rules and approved by the Board of Management. It should cover all the conditions as would be applicable to an employee and would generally include, but not restricted to following:

- (a) Personnel policies;
- (b) Pay & Allowances rules;
- (c) Leave & Travel Policy;
- (d) Policy covering health and wellbeing/ medical/ Insurance;
- (e) Appraisal and Career progression;
- (f) Recruitment norms;
- (g) Ethics and code of conduct;
- (h) Policy on Sponsored Projects and Consultancy;
- (i) Policy on dealing with Sexual Harassment at workplace;
- (j) Discipline Policy.

26. The Conferment of Honorary Degrees

(1) All proposals for the conferment of honorary degrees shall be made by the Academic Council and require the explicit approval of the Board of Management and Governing Body;

(2) It is provided that in case of urgency; the Chairman of the Governing Body may approve the conferment of the Honorary Degrees and other Academic Distinctions on behalf of the Governing Body.

27. Withdrawal of Degree, Diploma, Certificate and other Academic Distinctions:

- (1) The Board of Management on the recommendation of the Academic Council may approve withdrawal of any distinction, degree, diploma or privilege conferred on or granted to, any person;
- (2) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, recommend withdrawal any degree of academic distinction conferred on, or any certificate of diploma granted to, any person by University for good and sufficient cause like if such a person has been found to have obtained such a degree or diploma or certificate-fraudulently or has obtained admission through a false caste certificate or any other reason after investigation:

Provided that no such resolution shall be passed until, a notice in writing has been given, calling Upon him to show cause within such time as may be specified in the notice as why such resolution should not passed and until his objections, If any, and any evidence he produce in support of them have been considered by the Academic Council.
- (3) A copy of the resolution passed by the Academic Council shall be immediately sent to the person concerned.
- (4) Any person aggrieved by the decision taken by the Board of Management may appeal to the Chancellor within thirty days from the date of receipt of such resolution.
- (5) The decision of the Chancellor on such appeal shall be final.

CHAPTER-V**Institution of Fellowships, Scholarships, Studentships, Medals and Prizes****28. Institution of Fellowships, Scholarships, Studentships, Medals and Prizes:-**

- (1) The policy on the awards of Research Assistantship/ Scholarship/ Stipend/ Medals/ Prizes shall be laid down by the Board of Management and should form part of University prospectus. Subject to the general conditions applicable to all such awards, the value, duration and conditions of the award shall be such as are laid down by the Board of Management. It may be reviewed from time to time including introduction of new awards / rates of fellowship or deletion of existing awards etc;
- (2) The Fellowship/Assistantship/Scholarships shall be given to the eligible students within the policy framework at the time of admission and continued thereafter as per the defined policy for continuation. If the policy, so demands then every year at an appropriate time, the University shall invite applications from Students/ Scholars through a notice for the awards to be made;
- (3) All awards of Research Assistantship, Scholarships and such other assistance shall be made/ continued on the proposal to be made by the Deans/Principals of schools as per the policy and rules and approved by the Vice-Chancellor;
- (4) The award of Research Fellowship/Assistantship shall generally be made subject to the following conditions:
 - (a) Research Fellowship shall be awarded to research fellows engaged in certain research project sanctioned by a funding agency to carry out research work in the University. The research Assistantship may also be awarded to students enrolled for Ph.D. programs in the respective disciplines in the University;
 - (b) The terms and conditions for the award and the duration of a Research Fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the university may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as a Ph.D. student in the university. However, research staff who is awarded a research fellowship to work in the university has to submit an undertaking that he/she is not registered for Ph.D. degree in any other university;
 - (c) The maximum duration of which Research Assistantship can be awarded to any Ph.D. student is 5 years or till the end of the Term in which thesis is submitted, whichever is earlier. Continuation of the Assistantship is contingent on satisfactory academic performance and satisfactory performance in the discharge of responsibilities assigned under the scheme;
 - (d) The fellow/scholar will do whole time research work under an approved Investigator/Supervisor on a subject approved by the funding agency/ University;

- (e) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend etc., from any other source during the tenure of the award nor shall he/she engage him/herself in any profession or trade during that period. Ph.D scholar may, however, be given teaching/other academic assignment of not more than 20 hours a week in the University, where he/she is working without any other remuneration;
- (f) The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/ scholarship. Provided that the Vice-Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join an essential subject/ course or a language diploma course and appear in an examination;
- (g) If any information submitted by a fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated (by the Academic Council) after giving him an opportunity of being heard;
- (h) If at any time it should appear to the University that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn;
- (i) Leave as defined in the rules for the program shall only be allowed to the scholar in receipt of fellowship. No other leave with fellowship/scholarship shall bead permissible;
- (j) The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/ scholarship for a period defined in the rules of the program on the recommendation of the supervisor;
- (k) The fellow/scholar shall be required to pay the fee prescribed by the University where he works;
- (5) Teaching Assistantship for Post graduate students.
 - a) The teaching Assistantship instituted by the University shall ordinarily be tenable for academic session i.e. ten months per year on condition that the holder continues to fulfil the conditions for continuation of such award.
 - b) The teaching Assistantship shall be tenable from the date on which the workload is assigned in the respective term/semester in all cases.
 - c) The payment of teaching Assistantship shall be made only on receipt of scholar's receipt bills duly countersigned by the Head of Department where he studies. No teaching Assistantship/ shall be drawn for a month, unless the scholarship holder has attended the Department/University regularly in that month.
 - d) The disbursement of teaching Assistantship shall be done in accordance with the procedure that may be laid down by the University.
 - e) A teaching Assistantship holder shall not combine any other course of study without permission of the Vice-Chancellor.
 - f) A teaching Assistantship shall be cancelled, if the scholarship holder fails to secure the examination result as prescribed by the University.
 - g) A teaching Assistantship holder shall at all times maintains good conduct and behavior and observe all rules of discipline.

(6) Scholarships

University may announce scholarship schemes for undergraduate/ Post Graduate students for the amounts /duration and as per conditions as may be decided and approved by the Board of Management. The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.

(7) Medals

The University shall award Medals in all undergraduate/ postgraduate/ diploma Programs. The type of medals to be awarded will be determined by the Board of Management.

29. Maintenance of Discipline among the Students

- (1) All powers relating to discipline and disciplinary action in relation to students shall vest in Vice-Chancellor;

(2) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice-Chancellor may in the exercise of his/ her powers aforesaid, order or direct that any student or student he expelled from the university, or be fined a sum of rupees (that may be specified), or be debarred from taking an examination or examination for one or more years or that the results of student or student concerned in the examination or examination in which he/ she has or they have appeared be cancelled.

(3) The Vice-Chancellor may, delegate all or such of his powers, as he deems proper to the Dean, and to such other persons as he may specify on this behalf, by the approval of the Chancellor of the University.

30. The Establishment & Abolition of Departments, Centres, other constituents etc.

(1) There shall be Programs of Study in the University for Degrees, Diplomas and Certificates in different Schools/ Departments/ Centres.

(2) The University shall offer such programs in the Departments and Centres as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s)/ Centre(s).

(3) Further, the Board of Management based on the advice of the Academic Council create any such Department or Constituent as allowed in The Telangana State Private Universities (Establishment & Regulation) Act, 2018.

(4) The Board of Management in addition to the powers to introduce, modify a Department/ Centre may also discontinue/ abolish a program/ Department/ Centre on the recommendations of the Academic Council. The procedure for phasing out a Program/ Department shall be based on following:

- (a) When the courses offered by the Department become obsolete.
- (b) When the subscription on such courses become untenable to continue.
- (c) When alternate and better programs become available.

(5) Before approving such discontinuation, the Board of Management shall ensure that the existing students in the program/ Department are allowed to complete the courses in which they are registered.

31. The Delegation of powers vested in the Authorities or Officers of the University:

(1) Subject to the provisions of the Telangana State Private Universities (Establishment & Regulation) Act, 2018, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the power so delegated shall continue to vest in the officer or authority delegating such powers.

(2) Such delegation of power shall be notified and approved by the Board of Management.

32. Provision Regarding fee to be charged from the Students:

- (1) (a) The University shall have full autonomy, along with full disclosure & transparency, on setting the fee for the various programs that it decides to offer. Fee shall be determined through a Fee Fixation Committee which would consist of the members drawn from the Board of Management, Academic Council, as well as external members as nominated by the Chancellor or Vice-Chancellor;
- (b) All the Programs in the University will be run in self-finance mode. The types of fee which may be charged from the students shall be as per the Fee Fixation Committee norms;
- (c) The University can introduce any other heads of fees from time to time.
- (d) In addition, charges for duplicate mark sheets, issuance of degree and such other examinations or result, related fee may be charged from the students, as prescribed in the Ordinance.

(2) Domicile based reservation:

(a) 25% of seats for admissions in all the faculties /courses undertaken by the University shall be exclusively reserved for the students of the state of Telangana on the basis of domicile, as may be prescribed by the Government in accordance with the presidential order, 2018:

Provided that the vacant seats shall be open to General Category.

(3) Administration of Endowments

Administration of Endowments for the award of fellowships, Scholarships, Medals, Prizes etc. in the University- in addition to regular scholarships/ Fellowships/ Assistantships for Ph.D., Chancellor's Medals, and Vice-Chancellor's Medals shall be as follows:

- (a) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals, and Prizes etc;
- (b) The Board of Management shall administer all such endowments;
- (c) The award shall be made out of the annualising amount accruing from the Endowment. Any part of the income which is not so utilized shall be added to the endowment;
- (d) The Board of Management shall prescribe the conditions of depositing the endowment in a bank;
- (e) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management;
- (f) In case the Board of Management accepts any endowment, the Board of Management shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc;

(4) Annual Report and the Balance Sheet:

- (a) The Annual Report and Balance Sheet of the University along with income and expenditure accounts of the University, duly audited by the chartered accountant Wappointed by the University shall be prepared by the Board of Management. The Annual Report shall be for the academic year (July to June) whereas, Annual audited accounts shall be for financial year (April to March);
- (b) The Report shall be placed before the Governing Body, along with the comments of the Board of Management for approval;
- (c) A copy of the annual report and the annual accounts shall be presented to the Sponsoring Body after approval by the Governing Body.

(5) Resignation:

Resignation rendered by an employee shall be processed as per the Regulations prescribed for the purpose.

- (a) Any member other than an ex-officio member of the Governing Body, the Board of Management, the Academic Council or any other authority of the University or Committee may resign by a letter addressed to the Chairman or their respective reporting authority and process the same through the HR Department. The resignation, once accepted, shall take effect as soon as the letter is received by the HR Department.
- (b) Any Officer of the University (whether salaried or otherwise) may resign his office by a letter addressed to their respective reporting authority & HR Department:

Provided that such resignation shall take effect only on the date from which the same is accepted by the Authority competent to fill the vacancy.

(6) Action against Teachers and Non-Teaching staff including removal

- (a) Where there is an allegation of misconduct against a teacher, the Vice-Chancellor shall institute an inquiry committee for the purpose. Vice-Chancellor may, if he thinks fit, by order in writing, place the teacher suspension and shall forthwith report to the Chancellor the circumstances, under which the order was made;
- (b) Based on the inquiry committee report, the Vice-Chancellor may decide course of action including suspension depending on the severity of the misconduct. For this the Vice-Chancellor will take the approval of the Board of Management. The decision taken by the Vice-Chancellor with the approval of the Board of Management will be final and binding on the concerned employee;
- (c) Notwithstanding anything contained in the terms of his contract of service or of his/ her appointment, The Governing Body shall be entitled to remove a teacher on the ground of misconduct and in line with the employment terms;

- (d) No teacher shall be removed until he has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/ her;
- (e) The removal of a teacher shall take effect from the date on which the order of removal is made;
- (i) Non-Teaching - Where there is an allegation of misconduct against a non-teaching employee; the Vice-Chancellor/ Dean / Director shall constitute an inquiry committee for the purpose.
- (ii) Based on the inquiry committee report, the Vice-Chancellor may decide course of action.
- (iii) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.
- (f) Removal of employees other than a teacher
 - (i) Notwithstanding anything contained in the terms of the employment contract or terms of his/ her appointment, an employee of the University, other than a teacher, may be removed by the Authority which is competent to appoint the employee if:
 - (1) he/ she is of unsound mind;
 - (2) he/ she is an undischarged insolvent;
 - (3) he/ she has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
 - (4) he/ she is otherwise guilty of misconduct

Provided that no officer of the University shall be removed unless there is an explicit approval from the Chancellor or any member of the Board of Management:

- (ii) No such employees shall be removed until he/ she has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/ her.

(7) Rules and Regulations:

Subject to the provisions of The Telangana State Private Universities (Establishment & Regulation) Act, 2018, Statutes and Ordinances, the Board of Management shall frame the Rules and Regulation for effective functioning of the University.

(8) Disputes as to Membership:

If any question arises, whether any person has been duly nominated or appointed or is entitled to be a member of any authority or any Committee of the University, the matter shall be referred to the Chancellor, whose decision thereon shall be final.

(9) Validation of certain Acts, Decision:

No action or proceedings of any authority or anybody or any committee of the University shall be invalid merely by reason of any vacancy therein.

(10) Elected Chairman to preside where no provision is made in the Statutes

Whereby, there is no provision in The Telangana State Private Universities (Establishment & Regulation) Act, 2018, the Chancellor, Vice-Chancellor will preside over the meeting of any University Authority, Board or Committee and when, both Chancellor & Vice-Chancellor are absent or not available, the meeting will be re-scheduled as per the date of their availability.

(11) Disqualifications

A person shall be disqualified for being chosen as, and for being a member of any of the authorities of the University if:

- (a) He/ she is of unsound mind;
- (b) He/ she is an undischarged insolvent;
- (c) He/ she has been convicted by a court of law of any criminal offence or an offence involving moral turpitude; and

(d) He/ she is otherwise guilty of proven misconduct.

If any question arises as to whether a person is or had been subjected to any of the disqualifications the question shall be referred for the decision of the Chancellor and his decision thereupon shall be final.

CHAPTER-VI

Procedure for the Settlement of Disputes between Employees or Students and the University

33. Procedure for the Settlement of Disputes between Employees or Students and the University:

(1) Disputes between Employees and University:

- (a) In the event of a dispute between an employee(s) and the University, the Board of Management shall refer the matter to the Employee Grievance Redressal Committee of the University;
- (b) The Employee Grievance Redressal Committee shall make its recommendations to the Board of Management;
- (c) The Decision of the Board of management will be final;

(2) Disputes between Students and University:

- (a) In the event of a dispute between a student(s) and the University, the Board of Management shall refer the matter to the Student Grievance Redressal Committee of the University;
- (b) The Student Grievance Redressal Committee shall make its recommendations to the Board of Management;
- (c) The Decision of the Board of management will be final;

ANNEXURE-II

FIRST ORDINANCES

Woxsen University, Woxsen Campus, Kamkole, Sadasivpet, Medak District, Telangana

CHAPTER-I: PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Ordinances may be called the Woxsen University First Ordinances, 2020.
- (ii) These Ordinances shall come into force with effect from the date of its publication in the Telangana Gazette by the State Government.

2. TERRITORIAL JURISDICTION

It extends to the whole of the State of Telangana.

3. DEFINITIONS

- (1) **“A Regular Course of Study”** means the courses of study running in the University as full time or campus-based study;
- (2) **“Act”** means the Telangana State Private Universities (Establishment and Regulation) Act ,2018 (Act No.11 of 2018);
- (3) **“Academic Council”** means the Academic Council of the University;
- (4) **“Admission Committee”** means the committee responsible to plan, organize and control the admissions to various programs conducted by the University. When constituted, its composition, powers and functions may be prescribed by the Board of Management;
- (5) **“Branch of Courses of Study”** means the area of the specialization of the study of any of the programs of respective Schools;
- (6) **“Chancellor”, “Vice-Chancellor”** means respectively the “Chancellor”, the “Vice- Chancellor” of the University;
- (7) **“Controller of Examinations”** means the person, who has been put in charge to conduct the examination(s);

- (8) **“Course Coordinator”** means a faculty member, who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including setting up of course syllabus, timeline for conduct of various components of the course, examinations and the award of grades. In case of any difficulty, the student is expected to approach the Course Coordinator for advice and clarification;
- (9) **“Degree/Diploma”** means the Bachelor’s Degree viz., B. Tech Degree and such other Degrees/Diplomas of the University as may be approved by the Board of Management;
- (10) **“Governing Body”** means the Governing Body of the University;
- (11) **“Degree/Diploma Programs”** means the Degree/Diploma Programs in the respective branch / department of the respective school;
- (12) **“Departmental Moderation Committee”** shall mean the committee appointed by the Vice-Chancellor for each department to moderate grades awarded by the faculty and course coordinators in different course(s) in a semester at a given level of a curriculum. It shall normally be headed by the Head of the Department and consist of all course coordinators as members;
- (13) **“Detained student”** means the student, who has taken admission in the University as regular student but has not been permitted to appear in the examination due to shortfall of attendance or any other reason;
- (14) **“Department”** means a Department of Studies and includes a Centre of Studies and Research;
- (15) **“Dean, Director, Principal”** means the Head of an “Institution”, a College, Centre and a School, or the person appointed for the purpose to act as such in his absence;
- (16) **“Doctoral Programs”** means the Doctorate/Research Programs in the respective branches/departments of the respective School;
- (17) **“Duration of Program”** means the whole tenure of the particular program (grace period of the program is not included in the tenure);
- (18) **“Employee”** means any person duly appointed through engagement letter etc. by the University, and includes a teacher or any other member of the staff of the University;
- (19) **“Board of Management”** means the Board of Management of the University;
- (20) **“Examination Hall”** means the examination place, room, location, where students have to appear for the respective examination;
- (21) **“Examination Pattern”** means the system of the examination being followed by the University;
- (22) **“External Examiner”** means the examiner from other University/Institution;
- (23) **“Faculty”** means a Faculty of the University;
- (24) **“Fee”** means the collection made by the University from the students, by whatever name it may be called;
- (25) **“Hostel”** means Hostel arrangements made for scholars/ students by the University through self or external vendor;
- (26) **“University Grants Commission” or “UGC”** means the University Grants Commission established under the University Grants Commission Act, 1956 (central Act 3 of 156);
- (27) **“Internal Examiner”** means the examiner from a teaching department of the University;
- (28) **“Investigator”** means the person in charge of a project allotted to him/her by any of the research organizations like DST/CSIR etc along with financial support/grant or a consultancy service allotted along with financial support;
- (29) **“Invigilator”** means the teacher or person, who has been assigned duty in the particular examination hall;
- (30) **“Institution/ College”** means a college including existing college or an Institution established or maintained by or associated or constituent to the University in accordance with the Act, Ordinance and the Statutes of the University;
- (31) **“Management”** means the Governing Body, the Board of Management or any authority or officer of the

University, designated by the Governing Body, Board of Management, Chancellor, Byelaws, and Ordinances and Statutes of the University, to exercise powers over specified functions.

- (32) **“Ordinance”** means the First Ordinances 2020 of Woxsen University, Telangana State, made under the Act.
- (33) **“Post Graduate Programs”** means the Master’s Degree Programs, Ph.D. Program or any other post graduate program in the respective branch/department of the respective School;
- (34) **“Undergraduate Programs”** means the Bachelor’s Degree programs in the respective branch/ department of the respective School;
- (35) **“Prescribed”** means prescribed by the Statutes;
- (36) **“Programs of Study”** means the Academic Programs offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Program;
- (37) **“Records and Publication”** means the records and publication of the University;
- (38) **“Registrar”, “Chief Finance and Accounts Officer”, “Deputy Registrar”, “Controller of Examinations”, “Librarian”** means respectively the Registrar, the Chief Finance and Accounts Officer, the Deputy Registrar, the Controller of Examinations, the Librarian of the University;
- (39) **“Regular Student”** means the student, who is studying in full time program running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such;
- (40) **“Regulatory Body”** means statutory bodies established by the Central Government from time to time such as University Grants Commission, and includes All India Council of Technical Education, Bar Council of India, the Distance Education Council, Dental Council of India, the Nursing Council, the Medical Council of India, the National Council of Teacher Education, Central Council of Indian Medicine, Pharmacy Council of India or any other statutory body as the case maybe;
- (41) **“School”** means School of Business, School of Arts and Design, School of Engineering, School of Architecture and Planning, School of Law, School of Science, School of Public Policy or any other such school opened and so named by the University;
- (42) **“Semester System”** means the temporal plan of the Academic work in the University, in that, the academic year is divided into two independent semesters like (July-December) and (January-June) for purpose of delivery of course work , evaluation and monitoring of the progress of students;
- (43) **“Trimester System”** means the temporal plan of the Academic work in the University, in that, the academic year is divided into three independent terms like (July - September), (October - December) and (January - March) for purpose of delivery of course work, evaluation and monitoring of the progress of students;
- (44) **“Sponsoring Body”** means Pinakin Educational Trust, (a not for profit organization) registered under Indian Trusts Act, 1882 (central Act 2 of 1882);
- (45) **“Statutes” and “Ordinances”** means respectively, the Statutes and the Ordinances of the University for the time being in force;
- (46) **“Student”** means a student enrolled in the register of the University;
- (47) **“Supervisor”**, means a member of academic staff of the university approved to guide/supervise the research work of Ph.D student/ Scholar;
- (48) **“Teacher of the University”** means Professors, Associate Professors, Assistant Professor, and such other persons as may be appointed for imparting education/instructions, or conducting research in the University and are designated as teachers by the Ordinances;
- (49) **“University”** means the Woxsen University, Telangana State, established under the Act;
- (50) **“University Disciplinary Committee”** means the standing or adhoc committee of faculty /staff of the University, constituted by the Vice-Chancellor for maintenance of good order & discipline and code of conduct amongst students, investigating any breach of same and awarding punishment as per rules or recommending the same to the Vice-Chancellor and further recommending remedial measures to avoid recurrence of same;

- (51) **“University Examination Committee”** means the committee constituted to oversee the Examinations in the University. Its compositions, powers and functions will be determined by the Board of Management;
- (52) **Words and Expressions** used but not defined in these Ordinances shall have the same meaning as assigned to them in the Act;
- (53) **“He” & “His”** wherever they figure in the ordinances shall imply “he”/ “she” and “his”/ “her” respectively;

4. ADMISSION AND ENROLMENT:

- (1) (a) Admission of students shall be made on all- India basis and open to all classes of persons as defined in the Ordinances/Act of the University;
- (b) Admissions of students shall be made on merit, either through University entrance tests or entrance tests conducted by National bodies, like JEE, GATE, CAT, GMAT, NET, GRE, NMAT, CSAT etc. or any other as may be decided by the management or individually by the University and /or interviews for students having scholarships/fellowships; the details of which shall be published in advance in the brochure of the University. The written test where held by the University, may be ‘objective’ / ‘descriptive’ in nature and of a very high standard. The specific details about the written test and applicability of Interview for admission to each program/course of study will be decided by the management and published in the prospectus;
- (c) Provided that nothing in this section shall be deemed to prevent the University from making special provision for the employment or admission of women, persons with disabilities or of persons belonging to the weaker sections of the society.
- (d) Provided further, that no such special provision shall be made on the ground of domicile except for any provisions under the Act;
- (e) The Vice-Chancellor shall be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the university;
- (f) Eligibility for admission of students;
- (g) No student shall be eligible for admission to a course of study, a degree or diploma unless he possesses such qualifications as may be prescribed by the University for the said Course of study, from time to time;
- (h) Admission and enrolment of students in the University shall be regulated in the manner as below;
- (i) The procedure of admission shall be approved by the Management from time to time and shall be published in the prospectus;
- (ii) The University will upload a detailed admission notification on the University website. The admission notification shall clearly specify the admission/ enrolment criteria for each program as prescribed by the University;
- (iii) Provided all the admissions shall be made by an Admission Committee constituted for the said purpose as per the eligibility conditions prescribed for the courses offered by the University;
- (i) The candidates seeking admission to a course of study in the University must fulfil the laid down eligibility criteria in terms of educational qualification, age restrictions or any other conditions as may be prescribed for it, and published in the prospectus from time to time;
- (j) The maximum number of seats in each course shall be determined by the Management from time to time. No candidate shall be entitled to claim admission as a matter of right;
- (k) At the time of admission, every student shall be required to sign a declaration to the effect that he/ she submits himself/herself to the disciplinary jurisdiction and rules of the University;
- (l) Restrictions for admission on certain grounds;
- (m) No student shall be admitted in two regular Programs concurrently within or outside the University except that a student pursuing a degree program in the University ,may be permitted to take admission in

- a part- time certificate/ diploma/ advanced diploma courses or in a programs/courses under the 'distance learning mode' approved by the UGC; provided that the student shall have to obtain prior permission of the University for taking admission in the additional programs under the 'distance learning mode';
- (n) Unless otherwise provided, a student may join part-time courses provided he/ she fulfils the eligibility requirements as per procedure laid down for the purpose;
 - (o) A student who has completed a Postgraduate/ Undergraduate/ Certificate program/ Course/ Diploma/ Advanced Diploma shall not be allowed to be admitted again in the same program/ course in the same discipline;
 - (p) Anyone who has been suspended, rusticated, debarred, expelled etc., by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/university, shall be admitted to any course of study during the period for which the sentence is in operation.
 - (q) Admission to any course of the University can be cancelled, at any time, if any material information furnished by the student is found to be false/ incorrect.
 - (r) A student who has taken admission to any course as a full time regular student will forfeit his/ her right if he/she becomes an ex-student of the University and will not be allowed to appear at any Examination of the University as an ex-student, except in the case of improvement, if the rules so permit.

(2) Admission Committee

- (i) The case of a candidate seeking admission to a regular course other than research and part-time courses in languages, who has given up his/her studies for three or more academic years after passing an eligibility degree/ diploma/ certificate examinations may be considered for admission by the Admission Committee.
- (ii) The decision of the Admission Committee shall be final and binding.
- (iii) The Admission Committee shall consist of the following members:
 - a) Vice-Chancellor – Chairman,
 - b) Director/ Principal/ Dean of the School concerned,
 - c) Head of the Department concerned,
 - d) Registrar.

(3) Re-admission:

- (1) A student of the 1st Year/1st Term/ Term/ Semester/ Trimester of any course who is detained due to not meeting the academic requirements, may be allowed to continue with the course of studies as a fresh student as per rules for such programs.
- (2) A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive year/semester. In case, the student fails to fulfil the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

(4) Enrolment/ Registration of Students:

- (1) No person shall be admitted to any examination of the University, unless he/ she has been duly enrolled/ registered as a student of the University.
- (2) If a student takes a Migration Certificate to join another University, his/her enrolment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University, to take admission in another program of this University. Fresh enrolment in such cases shall be necessary.
- (3) The Registrar and/or Controller of Examination shall maintain a record of all enrolled students studying in the various Schools /Centres of the University or carrying on research work in the University.

- (4) The student shall be given unique and permanent enrolment number and issued with an identity card bearing enrolment number, and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- (5) A student applying for change of his/ her name in the record of students, shall submit his/her application to the Registrar accompanied by:
 - (a) The prescribed fee;
 - (b) An Affidavit relating to his/ her present and proposed name, duly sworn in the presence of a Magistrate by himself/ herself;
 - (c) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change in her name following her marriage in which case marriage certificate indicating the new name shall be valid.

(5) Late Admission:

Late admissions may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/ guidelines on the subject.

(6) Procedure of Withdrawal:

Students may withdraw their admission by the date of registrations as specified by the University or before the same. In compliance with instructions of MHRD/ AICTE/ UGC, the University will refund his/ her deposited amount after deducting processing fee as prescribed from time to time. In case a candidate withdraws after the last date of withdrawal as per admission regulations specified in the prospectus/ admission offer letter, the entire amount deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance to MHRD/AICTE/ UGC guidelines.

5. Programs of Study:

- (1) This ordinance pertains to various programs of study offered by the University, with information about the name of the School/Department/ Centre offering the program, duration of the program, and the minimum eligibility requirements for admission.
- (2) There shall be Programs of Study in the University for Degrees, Diplomas and Certificates in different Schools/ Departments/ Centres. The University shall offer such programs and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s).
- (3) In addition to the Programs of Study listed, the Board of Management may exercise powers to introduce, modify or discontinue a program on recommendations of the Academic Council. The procedure for starting a new program, temporarily suspending an existing program or phasing out a program shall be such as may be laid down in the regulations and approved by the Board of Management.
- (4) Minimum entry qualification for admission to the programs shall be such as may be laid down in the regulations or specified by the Board of Management. The Degrees/Diplomas/Certificates as referred in the minimum eligibility conditions for admission shall be from those universities/institutions/boards which have been recognized by the University.
- (5) The procedure for the admission shall be such as may be specified by the Board of Management. Procedure for admission broadly followed would include a written test by Woxsen University or a designated third party entrance test, followed by a personal interview;
- (6) A student may be granted such scholarship/assistantship/stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- (7) A student shall be required normally to attend every lecture, tutorial and practical class. However, for sickness or other such exigencies, absence may be allowed as provided for in the respective regulations governing the program.

- (8) "Standing Orders for Students" shall be deemed to be a part of the Ordinances". A student admitted to the programs shall abide by the "Standing Orders for Students" issued by the University from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, and the University premises and outside. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students' co-curricular and extra-curricular activities.
- (9) Notwithstanding, anything contained in the above Ordinances, no regulations shall be made in contravention to the decision of the Board of Management in regard to duration, assistantship rules, admission processes, intake of students etc.
- (10) In exceptional circumstances, the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management in its next meeting.
- (11) The rules governing programs to be introduced in subsequent years shall be framed by the Academic Council and approved by the Board of Management.

5A. Ph.D Programs:

The University shall offer the Ph.D. Program leading to the conferment of the Doctor of Philosophy (Ph.D.) Degree by the University subject to the following regulations:

- (1) The Ordinances of the University shall take precedence over the rules for the Ph.D. Programs in the matter of any dispute.
- (2) The minimum entry qualifications and procedure for admission to the Ph.D. program shall be as laid down in the regulations.
- (3) A student enrolled for the Ph.D. program will be considered eligible for registration as a scholar on his making an application in the prescribed form, provided he has completed the prescribed course work and cleared the requirement of comprehensive examination and fulfilled the requirements specified in the Regulations.
- (4) For a student to become a scholar for award of the degree, he shall have to satisfy the requirements laid down in the Regulations of the program and be accepted by the Vice-Chancellor on the recommendation of the respective school/ department/ centres.
- (5) The award of the Ph.D. Degree to an eligible scholar shall be made in accordance with the Regulations of the University. "The Degree of Doctor of Philosophy" may be conferred on a student subject to the following conditions:
 - (a) Research work has been carried out at the University under the guidance of Supervisor(s).
 - (b) A scholar registered for the Ph.D. program shall be required to satisfy a minimum registration period.
 - (c) The thesis submitted by the student is required to be recommended for the award of the Ph.D. degree by two external referees and by the Board of Examiners constituted for the viva-voce examination.
 - (d) Complete all requirements for award of degree as laid-down in the Regulations.
- (6) A student/scholar shall be required to earn prescribed minimum credits through courses and/or carry out his research work at the University, under the guidance of approved supervisor(s). In special circumstances, a full-time student/scholar may be permitted to carry out part of his research outside the University.
- (7) The date of initial registration shall normally be the date on which the student formally registers for the first time in the beginning of a term for the Ph.D. program, which shall also be the date of his joining the program for all intents and purposes.
- (8) The University may choose to confer Honorary Degree on men/women of distinction from time to time.
- (9) University Faculty, Research Assistants, Technical Assistants or any other duly approved category of University staff may be registered for the degree of Doctor of Philosophy provided they fulfil the eligibility as laid down in the Regulations.

- (10) All Ph.D. students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (11) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the PhD Programs which would detail the procedures and rules for following:
 - (a) Admission Eligibility;
 - (b) Short listing and Selection process;
 - (c) Classifications of students/ scholars;
 - (d) Registration rules;
 - (e) Course work for the students for various programs;
 - (f) Thesis Supervisor(s), nomination and contingencies;
 - (g) Comprehensive examination requirement for progression;
 - (h) Eligibility for Registration as Scholar for the Degree;
 - (i) Performance monitoring and mentoring;
 - (j) Minimum/Maximum Registration Duration Requirement;
 - (k) Rules on presentation of synopsis;
 - (l) Nomination of Board of Examiners;
 - (m) Procedure for Thesis Submission;
 - (n) Procedure for Thesis Evaluation;
 - (o) Conduct of Viva-Voce (Open Defence);
 - (p) Rules for award of Ph.D. Degree;
 - (q) Rules for award of financial assistance/scholarship;
 - (r) Leave & Attendance rules;
 - (s) Conditions for cancellation of registration;
 - (t) Rules Regarding conduct and discipline;
 - (u) Depository with UGC;
 - (v) Standing Orders;
 - (w) Any other procedures and rules;

5B. Master of Business Administration (MBA) Program:

The University shall offer the two year fulltime MBA Program leading to the conferment of the Master of Business Administration Degree by the University subject to the following regulations:

- (1) The University shall offer such post graduate programs in management studies and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of School of Business.
- (2) The minimum entry qualification for admission to the MBA students shall be such as may be laid down in the regulations or specified by the Board of Management.
- (3) A MBA student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.
- (4) The date of initial registration for the MBA program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (5) A student may be granted such scholarship/ assistantship/ stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- (6) In exceptional circumstances the Chairman of Board of Management may, approve amendments,

modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management in its next meeting.

- (7) All the MBA Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (8) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the MBA Program which would detail the procedures and rules for following:
 - (a) Admission eligibly, criteria and procedure of admission;
 - (b) Term System, duration, type of courses;
 - (c) Structure of program;
 - (d) Curriculum, Courses, objectives, outcomes, syllabus;
 - (e) Registration Rules;
 - (f) Credit system;
 - (g) Examination and evaluation policy/ system including conduct of exams, credit assignments etc;
 - (h) Grading system;
 - (i) Attendance rules;
 - (j) Rules on monitoring & mentoring progress including detention/ promotion;
 - (k) Rules on conditions for award of degree;
 - (l) Discipline and Unfair means;
 - (m) Standing Orders and Hostel rules;
 - (n) Any other procedures and rules;

5C. Post Graduate Program (for Experienced Executives):

The University shall offer the 13 month fulltime Post Graduate Program (for Experienced Professionals) leading to the conferment of the Post Graduate Certificate in Management by the University subject to the following regulations:

- (1) The University shall offer such post graduate programs in management studies and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of School of Business.
- (2) The minimum entry qualification for admission to the PGP student shall be such as may be laid down in the regulations or specified by the Board of Management.
- (3) A PGP student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.
- (4) The date of initial registration for the PGP program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (5) A student may be granted such scholarship/ assistantship/ stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- (6) In exceptional circumstances the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management in its next meeting.

- (7) All the PGP Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (8) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the PG Program which would detail the procedures and rules for following:
 - (a) Admission eligibly, criteria and procedure of admission;
 - (b) Term System, duration, type of courses;
 - (c) Structure of program;
 - (d) Curriculum, Courses, objectives, outcomes, syllabus;
 - (e) Registration Rules;
 - (f) Credit system;
 - (g) Examination and evaluation policy/system including conduct of exams, credit assignments etc;
 - (h) Grading system;
 - (i) Attendance rules;
 - (j) Rules on monitoring and mentoring progress including detention / promotion;
 - (k) Rules on conditions for award of degree;
 - (l) Discipline and Unfair means;
 - (m) Standing Orders and Hostel rules;
 - (n) Any other procedures and rules.

5D. Bachelor of Design (B.Des.) Program:

The University shall offer the four year fulltime B.Design Program leading to the conferment of the Bachelor of Design Degree by the University subject to the following regulations:

- (1) Notwithstanding anything contained to the contrary, the following Ordinances shall apply to the B. Des. Programs of the School of Arts and Design under the Semester System.
- (2) The University may introduce B.Des. programs in any of the streams specified under the UGC Act 1956, as approved by the Board of Management.
- (3) The admissions to a B.Des. course shall be generally governed by the rules of the UGC/ AICTE or any other competent authority of the MHRD and shall be as notified in the admission notification of the respective academic year.
- (4) Minimum qualification for admission to the first year B.Des. shall be qualifying the Senior Secondary School Certificate (10+2) examination. While deciding the admission procedure, the University may lay down compulsory subjects in qualifying examination for admission for various programs.
- (5) The date of initial registration for the UG program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (6) All B.Des. Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (7) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the B Des. Programs which would detail the procedures for following:
 - (a) Term System, duration, type of courses;
 - (b) Registration rules;
 - (c) Examination and evaluation policy/system including exams, credit assignments;
 - (d) Grading system;

- (e) Attendance rules;
- (f) Rules on monitoring and mentoring progress including detention/ promotion;
- (g) Rules on conditions for award of degree;
- (h) Discipline and Unfair means;
- (i) Standing Orders and Hostel rules;
- (j) Any other procedures and rules.

5E. Bachelor of Business Administration (BBA) Program

The University shall offer the three year fulltime BBA Program leading to the conferment of the Bachelor of Business Administration Degree by the University subject to the following regulations:

- (1) The University shall offer such under graduate programs in management studies and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of School of Business.
- (2) The minimum entry qualification for admission to the BBA students shall be such as may be laid down in the regulations or specified by the Board of Management.
- (3) A BBA student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.
- (4) The date of initial registration for the BBA program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (5) A student may be granted such scholarship/ assistantship/ stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- (6) In exceptional circumstances the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management in its next meeting.
- (7) All the BBA Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (8) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the BBA Program which would detail the procedures and rules for following:
 - (a) Admission eligibly, criteria and procedure of admission;
 - (b) Term System, duration, type of courses;
 - (c) Structure of program;
 - (d) Curriculum, Courses, objectives, out comes, syllabus;
 - (e) Registration Rules;
 - (f) Credit system;
 - (g) Examination and evaluation policy/system including conduct of exams, credit assignments etc;
 - (h) Grading system;
 - (i) Attendance rules;
 - (j) Rules on monitoring and mentoring progress including detention/ promotion;
 - (k) Rules on conditions for award of degree;
 - (l) Discipline and Unfair means;
 - (m) Standing Orders and Hostel rules;

- (n) Any other procedures and rules.

5F. Bachelor of Technology (B.Tech.) Program:

The University shall offer the four year fulltime B.Tech. Program leading to the conferment of the Bachelor of Technology Degree by the University subject to the following regulations:

- (1) The University shall offer such under graduate programs in Engineering and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council.
- (2) The minimum entry qualification for admission to the B.Tech. Students shall be such as may be laid down in the regulations or specified by the Board of Management.
- (3) A B.Tech. Student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.
- (4) The date of initial registration for the B.Tech. program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (5) A student may be granted such scholarship /assistantship /stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- (6) In exceptional circumstances the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management in its next meeting.
- (7) All the B.Tech. Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (8) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the B.Tech. Program which would detail the procedures and rules for following:
 - (a) Admission eligibly, criteria and procedure of admission;
 - (b) Term System, duration, type of courses;
 - (c) Structure of program;
 - (d) Curriculum, Courses, objectives, outcomes, syllabus;
 - (e) Registration Rules;
 - (f) Credit system;
 - (g) Examination and evaluation policy/system including conduct of exams, credit assignments etc;
 - (h) Grading system;
 - (i) Attendance rules;
 - (j) Rules on monitoring and mentoring progress including detention/ promotion;
 - (k) Rules on conditions for award of degree;
 - (l) Discipline and Unfair means;
 - (m) Standing Orders and Hostel rules;
 - (n) Any other procedures and rules.

5G. Bachelor of Architecture (B.Arch.) Program or a variant of the same:

The University shall offer the five year fulltime B.Arch Program leading to the conferment of the Bachelor of Architecture Degree or a variant of the same by the University subject to the following regulations:

- (1) The University shall offer such under graduate programs in Architecture and of such minimum duration as

the Board of Management may approve, on the recommendation of the Academic Council.

- (2) The minimum entry qualification for admission to the B.Arch. students shall be such as may be laid down in the regulations or specified by the Board of Management.
- (3) A B.Arch. student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.
- (4) The date of initial registration for the B.Arch. Program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (5) A student may be granted such scholarship/assistantship/stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- (6) In exceptional circumstances the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management in its next meeting.
- (7) All the B.Arch. students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (8) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the B.Arch. Program which would detail the procedures and rules for following:
 - (a) Admission eligibly, criteria and procedure of admission;
 - (b) Term System, duration, type of courses;
 - (c) Structure of program;
 - (d) Curriculum, Courses, objectives, out comes, syllabus;
 - (e) Registration Rules;
 - (f) Credit system;
 - (g) Examination and evaluation policy/system including conduct of exams, credit assignments etc;
 - (h) Grading system;
 - (i) Attendance rules;
 - (j) Rules on monitoring and mentoring progress including detention/ promotion;
 - (k) Rules on conditions for award of degree;
 - (l) Discipline and Unfair means;
 - (m) Standing Orders and Hostel rules;
 - (n) Any other procedures and rules;

5H. Bachelor of Science (B.Sc.) Program:

The University shall offer the three/four year fulltime B.Sc. Program leading to the conferment of the Bachelor of Science Degree by the University subject to the following regulations:

- (1) The University shall offer such under graduate programs in science and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council.
- (2) The minimum entry qualification for admission to the B.Sc. students shall be such as may be laid down in the regulations or specified by the Board of Management.
- (3) A B.Sc. student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.

- (4) The date of initial registration for the B.Sc. Program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (5) A student may be granted such scholarship/assistantship /stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- (6) In exceptional circumstances the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management in its next meeting.
- (7) All the B.Sc. students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (8) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the B.Sc. Program which would detail the procedures and rules for following:
 - (a) Admission eligibly, criteria and procedure of admission;
 - (b) Term System, duration, type of courses;
 - (c) Structure of program;
 - (d) Curriculum, Courses, objectives, out comes, syllabus;
 - (e) Registration Rules;
 - (f) Credit system;
 - (g) Examination and evaluation policy/system including conduct of exams, credit assignments etc;
 - (h) Grading system;
 - (i) Attendance rules;
 - (j) Rules on monitoring and mentoring progress including detention/ promotion;
 - (k) Rules on conditions for award of degree;
 - (l) Discipline and Unfair means;
 - (m) Standing Orders and Hostel rules;
 - (n) Any other procedures and rules.

5 I. Bachelor of Law (B.L.) Program:

The University shall offer the three year fulltime Bachelor of Law Program leading to the conferment of the Bachelor of Law Degree by the University subject to the following regulations:

- (1) The University shall offer such under graduate programs in Law and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council.
- (2) The minimum entry qualification for admission to the B.L. students shall be such as may be laid down in the regulations or specified by the Board of Management.
- (3) A B.L. student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.
- (4) The date of initial registration for the B.L. Program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (5) A student may be granted such scholarship/assistantship /stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.

- (6) In exceptional circumstances the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management in its next meeting.
- (7) All the B.L. students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (8) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the B.L. Program which would detail the procedures and rules for following:
 - (a) Admission eligibly, criteria and procedure of admission;
 - (b) Term System, duration, type of courses;
 - (c) Structure of program;
 - (d) Curriculum, Courses, objectives, out comes, syllabus;
 - (e) Registration Rules;
 - (f) Credit system;
 - (g) Examination and evaluation policy/system including conduct of exams, credit assignments etc;
 - (h) Grading system;
 - (i) Attendance rules;
 - (j) Rules on monitoring and mentoring progress including detention/ promotion;
 - (k) Rules on conditions for award of degree;
 - (l) Discipline and Unfair means;
 - (m) Standing Orders and Hostel rules;
 - (n) Any other procedures and rules;

5J. Bachelor of Public Policy (B.PP.) Program

The University shall offer the three year fulltime Bachelor of Public Policy Program leading to the conferment of the Bachelor of Public Policy Degree by the University subject to the following regulations:

- (1) The University shall offer such under graduate programs in Law and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council.
- (2) The minimum entry qualification for admission to the B.PP. students shall be such as may be laid down in the regulations or specified by the Board of Management.
- (3) A B.PP. student shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.
- (4) The date of initial registration for the B.PP. Program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (5) A student may be granted such scholarship/ assistantship/ stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- (6) In exceptional circumstances the Chairman of Board of Management may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Board of Management in its next meeting.
- (7) All the B.PP. Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.

- (8) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the B.PP. Program which would detail the procedures and rules for following:
- (a) Admission eligibly, criteria and procedure of admission;
 - (b) Term System, duration, type of courses;
 - (c) Structure of program;
 - (d) Curriculum, Courses, objectives, out comes, syllabus;
 - (e) Registration Rules;
 - (f) Credit system;
 - (g) Examination and evaluation policy/ system including conduct of exams, credit assignments etc;
 - (h) Grading system;
 - (i) Attendance rules;
 - (j) Rules on monitoring and mentoring progress including detention/ promotion;
 - (k) Rules on conditions for award of degree;
 - (l) Discipline and Unfair means;
 - (m) Standing Orders and Hostel rules;
 - (n) Any other procedures and rules.

6. Medium of Instruction and Examination:

The medium of instruction and examination at all stages of education in all courses in the University shall be English.

6: Conditions for award of Degrees, Diplomas, Certificates and any other distinctions & means related to granting and obtaining the same and Convocation

The conditions for award of Degrees, Diplomas, Certificates and any other distinctions shall be laid down in the respective regulations governing the programs.

6A. Convocation:

- (1) Convocation for the purpose of conferring degrees and making awards shall ordinarily be held every year at the time specified by the University and shall be called the Annual Convocation. A special convocation may also be held at such time as may be found necessary and convenient. The actual date of the convocation in each case shall be fixed by the Vice- Chancellor with the approval of the Chancellor.
- (2) Not less than four weeks' notice for the Convocation shall be given to the recipients of the degrees by the office of the Vice-Chancellor. This period may however be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Chancellor.
- (3) The degrees/diplomas/certificates shall be awarded after the students complete the respective programs and fulfil the conditions for the award as laid down in the rules of respective programs.
- (4) The University shall create the provisions and rules for award of medals to the students for each year at the time of the Convocation.
- (5) The Registrar shall send a program of the convocation and the procedure to be observed during the convocation along with a brief to the Chancellor, the members of the Governing Body, the Board of Management, Vice- Chancellor, the Academic Council, and Deans of the Schools.
- (6) The student desiring to receive degree in person must apply to the Registrar, seven clear days before the day fixed for the convocation, in a prescribed form, together with the fee as may be prescribed by the University intimating their intention to be present at the convocation, provided that the Vice-Chancellor may in special cases permit the receipt of late applications up-to 4 days before the date of convocation, if such applications are accompanied by a late fee as fixed by the University.

- (7) Such students who are unable to present themselves in person at the convocation, may apply for receiving their degrees in absentia in the prescribed form, one month after the date of convocation along with a fee as prescribed by the University.
- (8) Every degree shall bear the signature of the Chancellor and the Vice-Chancellor. The date on the degrees whether to be awarded at the convocation or otherwise will be the same as the date of the declaration of the result of the examination for which the degree is being awarded.
- (9) Dignitaries such as the Chief Guest, the Chancellor, the Vice-Chancellor, the Deans, and the member of the Governing Body, the Board of Management, the Academic Council and the Registrar shall wear such academic costumes as is approved by the Board of Management.
- (10) All students at the convocation shall wear the costume as may be prescribed by the University appropriate to their respective degrees. No student shall be admitted to the convocation, who is not in proper academic costume. The decision of the management in this regard shall be final.
- (11) Degrees will be distributed to the students attending the convocation at the place, time and day specified by notification before or after the convocation as decided by the University. A rehearsal may be arranged on or before the day of the Convocation, at which students for Degrees/Diplomas must be present. Students not present at the rehearsal run the risk of not being admitted to the Convocation.
- (12) The Academic Procession shall comprise the Chancellor, the Vice- Chancellor, the Deans of Schools, the members of the Governing Body, nominees of Board of Management, members of Academic Council the Chief Guest, other distinguished guests and the Registrar. They shall assemble at the place notified at the appointed hour and shall walk in procession to the convocation hall: there may be invocation of “any supreme power” to bless the passing-out students and the beginning of their careers, while the Academic Procession is moving towards dais.
- (13) The members taking part in the Academic Procession shall take their seats on the dais in places reserved for them.
- (14) The students present at the convocation shall take their seats at the places reserved for them before the procession enters the convocation hall. As the procession enters the convocation hall, all shall rise and remain standing until the members of the procession have taken their respective seats.
- (15) Lamp may be lighted, to invoke the blessings of “any supreme power”.
- (16) The Convocation will be anchored by a functionary of the University. The Convocation Anchor shall take the sanction of the Chancellor and in his absence the Vice-Chancellor to start the proceedings by saying “The convocation of the Woxsen University has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diplomas and other academic distinctions (as the case may be), upon the students who have been certified to be worthy of these degrees. May I request you to declare the Convocation open?” the Chancellor/ Vice-Chancellor shall then pronounce.” I declare the convocation open”.
- (17) The Vice-Chancellor will then present the annual report of the University.
- (18) The Honorary Degrees, if any, shall be conferred immediately after the opening of the convocation. The recipient/ distinguished person to be awarded honorary degree shall be introduced ordinarily by the Vice-Chancellor, who shall welcome him/her and read out the citation about his/ her qualifications. The Vice-Chancellor will then request the Chancellor to confer the Honorary Degree in the following words:

“By virtue of the authority vested in me as the Vice-Chancellor of the Woxsen University, I request Hon’ble Chancellor, that you may be pleased to graciously confer upon (Name of the distinguished person) the Degree of (Honoris Causa) for his outstanding services.”

The Chancellor or the Vice-Chancellor in presenting the Certificate of the honorary degree shall say to the recipient: “I confer on – the Degree of – (honoris Causa).
- (19) Chancellor or in his absence the Vice- Chancellor shall then say: “Let the students be presented”.

(20) The following shall be the order of the presentation of degrees:-

- (a) Ph.D. Degrees;
- (b) Masters/ Post Graduate Degrees/ Diplomas;
- (c) Bachelor of Design Degrees;
- (d) Bachelor of Architecture Degrees;
- (e) Bachelor of Business Degrees;
- (f) Bachelor of Technology Degrees;
- (g) Bachelor of Science Degrees;
- (h) Bachelor of Law Degrees;
- (i) Bachelor of Public Policy Degrees;

(21) The Deans of their respective schools and in their absence a senior faculty of the school shall present all the students for various degrees under the School and the Vice-Chancellor shall admit the students present, also in absentia, to the degrees concerned. The citation for the Deans of the School shall be:

“Sir, I present to you this/these student/students, who have been examined and found, qualified for the degree of _____to which I pray he/ they may be admitted.”

The Vice-Chancellor shall address each time as follows while awarding the degree say to the students, who shall remain standing. (This activity of charging) may be done collectively after presenting all the degrees)

“By virtue of the authority vested in me as Vice-Chancellor of the University, I admit you to the degree of – in this University and charge you to prove worthy of the honour conferred on you.

The students shall acknowledge with a bow. The recipients of the degrees shall remain standing while the Vice-Chancellor admits the students to the degrees.

(22) After the degrees have been conferred, the Vice-Chancellor shall declare the number of Degrees/Diplomas that have been conferred on Students present in the convocation and also inabsentia.

(23) The Chancellor, or in his absence the Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/ prizes, who shall be called individually by the convocation anchor and shall stand before the Chancellor or the Vice-Chancellor, as the case may be.

(24) The Chancellor, and in his absence the Vice-Chancellor, will then introduce the chief Guest and request him/her to address the convocation.

(25) The Chief Guest will then deliver the convocation address.

(26) The Chancellor will then declare the convocation closed.

(27) National Anthem shall then be played, after requesting all to stand up for the National Anthem.

(28) The procession will then leave the convocation hall in the reverse order in which it had entered. All shall remain standing till the procession moves out of the hall.

(29) If any student fails to attend the Convocation, he/she shall pay a sum, as may be specified from time to time to the University before he/she is admitted to the Degree/Diploma.

(30) Notwithstanding anything contained in the Ordinance, the Chancellor may suspend holding of the annual convocation or convocations. In such case the degrees will be sent to the students, duly signed, at their address. The Registrar shall notify the suspension of the convocation and invite applications from the students, who desire to take the degree. The degree will be sent to those students, who have applied for obtaining the degrees on payment prescribed by the University.

(31) A Special Convocation may be held for the purpose of conferring Honorary Degree on a distinguished person. The general procedure of same shall remain the same as listed above.

6B. Issue of Academic Documents to Students (Grade Sheets, Transcripts, Provisional Degree Certificates and Other Documents)

- (1) University shall adopt following system for award of Academic Documents to the students. The current charges are mentioned against each. These charges may be renewed by the Board of Management from time to time.

Grade Sheets**A. Initial**

- (1) These shall be issued at the end of each term/semester, as per schedule announced by the Registrar's Office.
- (2) Cost – Nil
- (3) Students who fail to collect the grade sheets on specified and also on alternate dates, shall have to pay a fine of Rs. 1000/-, if they wish to collect their grade sheets subsequently.
- (4) The grade sheets shall be issued in person only.

B. Replacement

- (1) Student should submit a copy of report lodged with police, mentioning the city of loss of original grade sheet, along with a written application.
- (2) Cost - Rs. 1000/- per grade sheet.
- (3) Word '**DUPLICATE**' shall be endorsed in Red on top of the duplicate grade sheet.
- (4) The grade sheet may be sent by post to passed out students at the additional cost for Rs. 200/- covering the postal charges (National) and Rs. 2000/- (International) on completion of requirements at (a) above.

C. Transcripts:

(1) Interim (Before completing degree requirements)

- (a) Students are required to submit an application;
- (b) Cost – Rs. 1000/- per transcript;
- (c) Application should specify the reasons in support of requirement and also proof of same should be attached;
- e.g. requirement of attaching transcript by a foreign University. In case of requirement by placement cell the application should be approved by I/C placement cell, whether for on/off campus interviews.

(2) Final (After Passing out)

- (a) First copy – free of charge;
- (b) Additional copies @ Rs. 1000/- per copy shall be issued based on the application of the student.

6C. Provisional Degree/ Character Certificate/Migration Certificates

(1) Initial Issue

- (a) Free of charge on submission of "No Dues Certificate" and on completion of degree requirements.
- (b) Migration certificate shall only be issued, subject to student having submitted his/her original migration certificate at the time of joining the University.

(2) Replacement Copies of Provisional Degree certificate, Character and Migration Certificate.

- (a) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss, & also enclosing a cutting of a newspaper of repute (National Dailies) where student should publish an advertisement in '**Lost Column**' mentioning the city where documents have been lost.

- (b) Word 'DUPLICATE' shall be written in red ink on top.
- (c) The cost of replacement shall be Rs. 500/- for each of the certificate. These may be sent by post at additional cost, to cover cost of postage.

6D. Final Degrees:

- (1) Awarded During Convocation
 - (a) Cost – Nil
 - (b) Student should have submitted a 'No Dues Certificate', before being admitted to the Convocation.
- (2) Replacement
 - (a) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss, & also enclosing a cutting of a Newspaper of repute (National dailies) where student should publish an advertisement in 'Lost Column' mentioning the city where documents have been lost.
 - (b) Word 'Duplicate' shall be written in red ink on top.
 - (c) The degree shall be unsigned, but authenticated by the Registrar
 - (d) The cost of replacement shall be Rs. 5000/- for each of the certificate. These may be sent by post at additional cost, to cover the cost of postage.

6E. I Cards:

- (1) Initial Cost: Nil
- (2) Replacement: Fine of Rs. 500/- to be paid by the student along with an application. Word 'DUPLICATE' shall be written in red ink on Top.

6F. Booklet on Academic Rules & Standing Orders

- (1) Initial (1st Year) Cost: Nil
- (2) Additional Copies: May be issued @ Rs. 200- per booklet
- (3) Attested Copies: University may specify charges for providing attested copies of the documents from time to time.

7. Fee to be charged

- (1) The University shall charge fees from the undergraduate, postgraduate, research and post-doctoral students for different academic programs.
- (2) Students' admitted to various Programs in the Schools/Centres shall have to pay the Fees, Funds, Registration fee and Caution Money, Hostel Charges etc. as may be approved by the Board of Management on the recommendations of the Fee Committee, constituted as per Statutes of the University, consistent with the policies laid down in the Act.
- (3) The University shall have full autonomy, along with full disclosure and transparency, on setting fees for the various programmes that it decides to offer. Fees shall be determined by the University through a Fee Fixation Committee which would consist of members drawn from Board of Management, Academic Council, as well as external members. The Fee Fixation Committee shall be headed by a member of the Board of Management. The fee structure may be modified by the Board of Management from time to time. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Board of Management.
- (4) The procedure for the deposition of fees, delay fine, entry/deletion of the names from the rolls of the academic programs of the University in case of defaults, and such other matter, may be implemented by the University.
- (5) One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Fee Fixation Committee and approved by the Board of Management:
 - (i) Registration fees;
 - (ii) Admission fees;

- (iii) Tuition fees;
 - (iv) Development Fee;
 - (v) Hostel Charges to include Boarding, Lodging and Laundry to be paid to third party vendor with whom the University will enter into a contract;
 - (vi) Summer /winter vacation Charges, for those who are required to stay in Hostel during vacation with the permission of University;
 - (vii) Medical fee;
 - (viii) Sports fees;
 - (ix) Examination fee;
 - (x) Library Fee;
 - (xi) Fees for the Degrees/Diplomas/certificates if awarded and in absentia;
 - (xii) Fees for grade card, Transcripts, and other academic certificates including duplicates/attested copies, etc;
 - (xiii) Caution Money/Security deposit. The same is refundable after adjustment of relevant dues, if any, within four years of their leaving the University. If no claim for a refund is received within the period, the Caution Money shall be credited into the University Fund. The Vice-Chancellor may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of this period.
- (6) If a student, scholar or a fellow fails to deposit his dues by the dates notified, he shall be liable to pay a delay fine. The student's name may be struck off, after this date, and he may be re-admitted on payment of re-admission fee and no delay fine be charged. The Vice-Chancellor may for sufficient reasons, re-admit any student, scholar or fellow whose name has been so struck off the roll on payment of arrear dues together with fine provided that such readmission is requested before the end of the month in which his name has been struck off. The Vice-Chancellor may waive the recovery of delay fines and readmission fees in deserving cases. He may also delegate this authority to the Deans and prescribe such condition as he may consider necessary for the purpose.
- (7) All fees and deposits are required to be paid by Bank Drafts /online transaction as may be announced. No cash transactions shall be allowed.

Fee Structure

Sl. No	Program	Total Fee (in INR P.A) including Hostel Fee	Scholarship	Intake
1	Ph.D	2,00,000**		50
2	MBA	8,40,000*	Upto 50% on tuition fee component	240
3	BBA	4,76,000*		180
4	B.Des	5,14,200*	Upto 50% on tuition fee component	120
5	B.Tech	4,81,000*		120
6	B.Arch	3,30,000*		40
7	PGP XP	13,70,000*	Upto 50% on tuition fee component	30

(* includes hostel fee of 3,10,000 per annum)

(***Ph.D. fee does not include Food, Facility and Accommodation)

8: Research Assistantship/ Scholarships/ Medals etc.

- (1) The policy on the awards of Research Assistantship/ Scholarship/ Stipend/ Medals/ Prizes shall be laid down by the Board of Management and should form part of University prospectus. Subject to the general conditions applicable to all such awards, the value, duration and conditions of the award shall be such as are laid down by the Board of Management. It may be reviewed from time to time including introduction of new awards /rates of fellowship or deletion of existing awards etc.

- (2) The Fellowship/Assistantship/Scholarships shall be given to the eligible students with in the policy frame work at the time of admission and continued thereafter as per the defined policy for continuation. If the policy, so demands then every year at an appropriate time, the University shall invite applications from Students/ Scholars through a notice for the awards to be made.
- (3) All awards of Research Assistantship, Scholarships and such other assistance shall be made/ continued on the proposal to be made by the Deans/Principals of schools as per the policy and rules and approved by the Vice-Chancellor.
- (4) The award of Research Fellowship/Assistantship shall generally be made subject to the following conditions:
 - (a) Research Fellowship shall be awarded to research fellows engaged in certain research project sanctioned by a funding agency to carry out research work in the University. The research Assistantship may also be awarded to students enrolled for Ph.D. programs in the respective disciplines in the University.
 - (b) The terms and conditions for the award and the duration of a Research Fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the university may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as a Ph.D. student in the university. However, research staff who is awarded a research fellowship to work in the university has to submit an undertaking that he/she is not registered for Ph.D. degree in any other university.
 - (c) The maximum duration of which Research Assistantship can be awarded to any Ph.D. student is 5 years or till the end of the Term in which thesis is submitted, whichever is earlier. Continuation of the Assistantship is contingent on satisfactory academic performance and satisfactory performance in the discharge of responsibilities assigned under the scheme.
 - (d) The fellow/scholar will do whole time research work under an approved Investigator/Supervisor on a subject approved by the funding agency/ University.
 - (e) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend etc., from any other source during the tenure of the award nor shall he/she engage him/herself in any profession or trade during that period. Ph.D scholar may, however, be given teaching/ other academic assignment of not more than 20 hours per week in the University, where he/ she is working without any other remuneration.
 - (f) The fellow/ scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/ scholarship. Provided that the Vice-Chancellor may, on the recommendation of the supervisor, permit the fellow/ scholar to join an essential subject/ course or a language diploma course and appear in an examination.
 - (g) If any information submitted by a fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated (by the Academic Council) after giving him an opportunity of being heard.
 - (h) If at any time it should appear to the University that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
 - (i) Leave as defined in the rules for the program shall only be allowed to the scholar in receipt of fellowship. No other leave with fellowship/scholarship shall bead permissible.
 - (j) The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/ scholarship for a period defined in the rules of the program on the recommendation of the supervisor.
 - (k) The fellow/scholar shall be required to pay the fee prescribed by the University where he works.

8A. Teaching Assistantship for Post Graduate students

- (1) The teaching Assistantship instituted by the University shall ordinarily be tenable for academic session i.e. ten months per year on condition that the holder continues to fulfil the conditions for continuation of such award.

- (2) The teaching Assistantship shall be tenable from the date on which the workload is assigned in the respective term/semester in all cases.
- (3) The payment of teaching Assistantship shall be made only on receipt of scholar's receipt bills duly countersigned by the Head of Department where he studies. No teaching Assistantship/ shall be drawn for a month, unless the scholarship holder has attended the Department/ University regularly in that month.
- (4) The disbursement of teaching Assistantship shall be done in accordance with the procedure that may be laid down by the University.
- (5) A teaching Assistantship holder shall not combine any other course of study without permission of the Vice-Chancellor.
- (6) A teaching Assistantship shall be cancelled, if the scholarship holder fails to secure the examination result as prescribed by the University.
- (7) A teaching Assistantship holder shall at all times maintains good conduct and behaviour and observe all rules of discipline.

8B. Scholarships

- (1) University may announce scholarship schemes for under graduate/Post Graduate students for the amounts /duration and as per conditions as may be decided and approved by the Board of Management.
- (2) The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.

8C. Medals

The University shall award Medals in all undergraduate/ postgraduate/ diploma Programs. The type of medals to be awarded will be determined by the Board of Management.

9. Conduct of Examinations

(A) The University Examinations: General Guidelines

- (1) Examinations of the University shall be open to all students' subject to their meeting the requirement for taking the said examination. The Rules and Regulations as below with regard to examinations shall be applicable to all the students who are studying in the University in any mode.
- (2) Students shall appear in the examination for the registered subjects only.
- (3) Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.
- (4) Notwithstanding anything contained in the ordinances relating to admission of students to an examination of the University, the Vice- Chancellor may, in special cases in which he/she is satisfied on the cause, may allow the student to take the examination.
- (5) The permission given to a student to appear in examination may be withdrawn if it is found that:
 - (a) the hall admit card/ information to effect was issued or permission was given through a mistake or
 - (b) the student was not eligible to appear in the examination or
 - (c) any of the particulars given or document submitted by the student in or with the application for enrolment, admission or admission to an examination is false or incorrect.
- (6) Permission will not be given to a student to appear in the examination hall unless he/ she produces the University identity card before the Invigilator or satisfies such officers that it shall be produced. A student shall produce his/her Identity card whenever required by the Controller of Examination (COE) or the Invigilator.
 - (a) In the Examination Hall, the student shall be under the disciplinary control of the Controller of Examination/ Invigilator of examination hall and he/she shall obey his/her instructions. In the event of the student disobeying the instructions, or continues with his/her undisciplined conduct or insolent behaviour towards the Controller

of Examination or any Invigilator, the student may be removed from the hall and disallowed the day's examination, and if he/she persists in misbehavior, he/she may be excluded from the rest of the examinations after approval from the Vice-Chancellor.

- (b) If a student acts in a violent manner or uses force or makes a display of force towards the Controller of Examination or any Invigilator at the Hall/Examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, the student may be expelled from the hall and if needed police help may be sought.
- (c) If a student brings any dangerous weapon within the precincts of the examination hall he/she may be expelled from the examination and/or handed over to the police.
- (d) A student expelled on any of the grounds mentioned above will not be allowed to appear in the subsequent papers.
- (e) In every case where action is taken, a full report shall be sent to the Registrar of the University and the University Disciplinary Committee may according to the gravity of the offence, further punish a student by cancelling his/ her examination and/ or debarring him/ her from appearing at the examination for one or more years after giving the student an opportunity to show cause and considering any explanation submitted by the student.
- (f) If a student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the Academic Rules for the respective programs.
- (g) The University Examination Committee may with approval of the Vice- Chancellor cancel the examination of a student and/or debar him/her from appearing in an examination of the University for specified term, if it is discovered afterwards that the student was in any manner guilty of misconduct in connection with his/ her examination and/or was instrumental in or had abetted the tampering of the University records including the answer-books, mark-sheets, result-charts, diplomas and the like.
- (h) When the University intends to award any of the aforesaid penalties under clauses as above, it shall give the student concerned an opportunity to show cause in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.
- (i) In case of a student who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after satisfying the genuineness and as per the gravity of the case; the remedial measures may be taken as provided in the Rules of the Program with the approval of Vice-Chancellor.
- (j) An amanuensis shall be allowed in case of blind students or the students who are disabled due to an accident or disease and unable to write the examination with their own hands.
- (k) The University shall lay down the eligibility conditions for appearing in the Examination like minimum attendance in the rules of the programs. Students shall have to obey the academic rules and regulations in this regard.
- (l) No Regular student will appear in the examination of the University if he/ she:
 - (i) has concealed important information from the University at the time of admission;
 - (ii) has been prosecuted in any indiscipline case and so decided by the Vice-Chancellor;
 - (iii) does not possess the minimum academic qualification to appear in the examination;
 - (iv) does not satisfy all the provisions of this ordinance or/and any other ordinances which govern the permission to appear in the examination;
 - (v) has not fulfilled the attendance requirement.

(B) Conduct of Examination

- (1) Controller of Examination may be appointed/nominated as per discretion of the Vice-Chancellor, as and when required.

- (2) All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued by the Vice-Chancellor.
- (3) The Controller of Examination shall prepare and duly publish a Date sheet for examinations as per the Academic Calendar of the program.
- (4) The Controller of Examination shall determine the examination rooms for the examinations and shall issue proper instructions and guidelines for utilization of same.
- (5) Controller of Examination shall be personally responsible for the safe custody of question papers and the answer-books sent to him/ her.
- (6) The Controller of Examination shall supervise the work of Invigilators and shall conduct the examination strictly, according to the instructions issued by the University.
- (7) The Controller of Examination shall wherever necessary, send a confidential report to the Vice-Chancellor about the conduct of examination, mentioning therein the performance of the Invigilators and the general behaviour of the examinees. The Controller of Examination shall also prepare a daily report on the number of examinees attending each of the Examinations, absentee numbers and such other information relating to the examinations being held at the different examination halls as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.
- (8) Unless otherwise directed, administrative staff of the University shall be appointed as Invigilators by the Controller of Examination.
- (9) It shall be the duty of Invigilators to ensure the correct identity of the student. For this each student will carry the University identity card issued to him.
- (10) The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down. In the event of the flying squads points out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination.
- (11) The Controller of Examination may, with the approval of the Vice-Chancellor, cancel an examination at all hall/locations if it is satisfied that there has been a leakage of question papers or any other irregularity, which warrants such a step.
- (12) The Controller of Examination may issue such general instructions in consultation with the Vice-Chancellor and the Registrar for the guidance of the Examiners, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
- (13) Subject to the provisions of this Ordinance, The Controller of Examination, in consultation with the Academic Council, may from time to time make, alter or modify the rules and procedures about the conduct of examination.

(C) Pre-Preparations for Examination

To conduct the examination smoothly in the University, the following preparatory action will be initiated by the Controller of Examinations:

(D) Process for Appointment of Examiners:

- (1) The examiners generally shall be teachers having taught the course under arrangement of Course Coordinator.
- (2) Each department will have a paper-moderation committee appointed by the Dean. All question papers of the department will be moderated by the committee, if so required. Vice-Chancellor may however, allow dispensation with this process.

(E) Process for Setting Question Papers:

- (1) As per dates specified in Academic Calendar, all processes and necessary action which shall be taken by the Controller of Examination to conduct the examinations.

- (2) A brief notice will be issued by the Controller of Examination to all appointed examiners to set the question paper 7-10 days before the date of start of examination, mentioning the important points like place for setting of question paper, due date of submission of question paper, authority to whom the question papers be submitted etc.
- (3) Format of question paper (header/footer etc) should be the same as defined in the notice by Controller of Examination Office.
- (4) From the point of view of confidentiality, all examiner(s) will set question papers in the examination control room only, which will be specified by the University and shall have stand-alone computers, printers where use of USB devices is disabled etc.
- (5) All appointed examiners shall set question papers in two sets for each course. The set to be used for the examination will be selected by the Dean/ Vice-Chancellor prior to the examination. This requirement however, may be waived by the Vice-Chancellor.
- (6) Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations. The same shall thereafter be moderated, if required, by the Departmental Moderation Committee.
- (7) All question papers shall be submitted to the Controller of Examination by the Course Coordinator or Chairman Moderation Committee.
- (8) All question papers shall be submitted within due dates duly moderated and authenticated by the moderator(s).
- (9) All question papers received by the Controller of Examination, shall be kept in sealed and safe custody.

(F) The process for preparation of Date Sheet/ Seating Plan/ Invigilation Chart/ Photocopying of Question Papers (room wise) will be made by the Controller of Examination asunder:

A brief notice with important instructions regarding examination schedule timing, shift, code and conduct of examination will be notified by the Controller of Examination. This shall be ERP system based activity.

- (1) After finalization of Date Sheet of the examination, seating plan for all halls will be prepared as per seating capacity of the rooms.
- (2) As per instructions for the Controller of Examination, room wise invigilation chart will be prepared keeping in account the room capacity and requirement of Invigilators thereto.
- (3) The printing of the question paper selected by the Dean/ Vice-Chancellor shall be done by the examination cell and all printed question papers shall be sealed in envelopes in accordance with the room's capacity and date sheet. Printing of question papers will be done under the supervision of the Controller of Examination or his nominee.
- (4) Envelopes of question papers shall be kept in safe custody of Controller of Examination.

(G) Invigilation during Examination and related activities

- (1) Controller of Examination shall take out Invigilation duty chart well in advance of any examination. All teachers of the school/Department and PhD scholars in receipt of Research Assistantship may be nominated for such duties. The processes which have to be followed by the Invigilator(s) in the examination hall shall be as under:
- (2) The nominated Invigilators are required to collect examination material from the Examination Control Room 20 minutes before the commencement of the examination.
- (3) All Invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the examination after collecting the packet of Question Papers and the examination materials comprising:
 - (a) Envelopes of question papers/Bundles of Answer Books;
 - (b) Attendance Sheets of Students;
 - (c) Absentee Proforma/ Attendance Statement;
 - (d) Any other material as per the requirement of the paper setter;
 - (e) Answer sheets will be issued 7-10 minutes before examination;

- (4) The Invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan.
- (5) Before issuing the question papers the nominated hall in charge shall make statutory announcement to include:
 - (a) Please check that you are not carrying mobile/ digital equipment which carries memory or photographs which you are not supposed to carry;
 - (b) Please check that you are not carrying any slips of paper/notes/books or any other document whether belonging to same subject or not;
 - (c) Please wear your ID card around the neck. In case you do not have ID card, please obtain an authorization from the Registrar to appear in the examination. If later, it is found that you are not carrying your ID card your examination shall be cancelled;
 - (d) Please ensure that you are sitting in the correct Hall;
 - (e) Do not forget to sign on the attendance sheet which shall be brought to you by the Invigilators in due course;
 - (f) You shall not be allowed outside the hall after commencement of examination for minimum of 30 minutes;
- (6) Question papers will be issued 5 minutes before the start of the examination and students should read the question paper after Invigilator announces time of start.
- (7) Invigilators will ensure that students study material relating to the examination and or unauthorized material is placed at a place designated by the Invigilation Staff/outside the examination hall.
- (8) Unless otherwise nominated, the senior most teachers in the examination hall will be in charge of examination in that hall.
- (9) No student shall be permitted to appear in the examination without the production of University Identity Card.
- (10) Students coming late by more than specified time will not be allowed in the Examination Hall. The late arriving student will be asked to report to the Controller of Examination who may allow the student to appear as per their discretion but no extra time will be given.
- (11) Students are not permitted to borrow pen/pencil/eraser/calculator or any other items from other examinee.
- (12) Programmable calculators are not allowed in the examination hall. Calculator up to fx 100 are only allowed. Calculators will be allowed on the day there is a requirement for the calculator to be used as specified by examiner setting the paper.
- (13) No student is allowed to go out of the Examination Hall even temporarily, without the permission of the Invigilator on duty. Students will not be permitted to leave the Examination Hall till half an hour before the scheduled finish time. Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/ she shall not be permitted to enter the examination hall unless he/she gives convincing explanation.
- (14) Mobile phones or any other electric gadgets except calculators will not be carried inside the Examination Hall.
- (15) Students are advised to write their Names/Enrolment Nos. on the Answer Book, before they start attempting the question paper. They are also required to write their Name/Enrolment No. on the question paper. The question papers shall not be circulated.
- (16) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Examination Control Room.
- (17) Any Invigilator who is unable to perform invigilation duty should inform the Controller of Examination well before the examination through any means of communication.

- (18) A student found talking during the examination hours shall be warned not to do so. If the student continues talking in spite of the warning by the Invigilator, the answer-book of such examinee shall be withdrawn and second answer-book be supplied and the case will be referred to the Unfair Means Committee.
- (19) If students are found copying or using any other unfair means in the examination hall/room, the Invigilator in charge of an examination hall take action against the examinee, in the following manner:
- (a) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a UFM proforma shall be filled with date and time;
 - (b) The statement of the examinee and the Invigilator shall be recorded;
 - (c) The examinee shall be issued a fresh answer-book marked 'Duplicate-Examinee Using Unfair Means' to attempt answer within the remaining time prescribed for the examination;
 - (d) All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialled by the student shall be forwarded to the controller of examination by name in a separate confidential sealed packet marked 'Unfair Means';
 - (e) The material so collected from the examinee, together with both the answer-books, viz, the answer-book collected while using unfair means and the other supplied afterwards, will be sent to the Unfair Means Committee for its decision;
 - (f) The cases of the use of unfair means at the examination, as reported by the Invigilator along with the report of the unfair means activity, shall be examined by a Unfair Means Committee constituted by the Vice-Chancellor. The Committee shall after examining the cases, decide the action to be taken in each case as per rules and submit the report to the controller of examination in regard to all cases of the use of unfair means with the recommendations of the Committee in each case;
 - (g) Further, the controller of examination shall send the report of the Unfair Means Committee to the Vice-Chancellor for approval of decisions recommended by the Unfair Means Committee;

(H) Rules on Unfair Means

The same shall be as laid down in the respective Regulations for each program.

(1) Evaluation of Answer Scripts and Result compilation/ Grading

Controller of Examinations shall codify each answer sheet before supplying same to the Course Coordinators for evaluation. This requirement may be dispensed with approval of the Vice-Chancellor.

(2) Process for evaluation and submission of answer scripts

- (a) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subject along with the Course Coordinator(s) concerned;
- (b) Course Coordinator(s) shall allot specific questions to the faculty members evaluating answer script. The Course Coordinator(s) will be responsible for entry of the marks, grades in the result sheet/ computer system as well as submission of the result to the Controller of Examination;
- (c) After evaluation, it is necessary to show the answer scripts to the students concerned for maintaining the transparency before submission to the examination section;
- (d) All answer scripts shall be submitted to the (Examination Section) immediately after the declaration of the result/ or as per schedule announced;

(3) Grading of the subject

The grading shall be carried out as per the Grading System defined by the University. Grading for each course shall be finalized/ moderated by the grading committee of the department and normalized by the School moderation committee.

(4) Approval of Result

All results after departmental moderation shall be sent to the Vice- Chancellor for approval. After approval, it will be published for all the students concerned

(5) Declaration of Result

Term/ Semester wise final result will be announced within 15 (fifteen) days of culmination of end term examination. A notice to this effect will be put in the University website.

10. Students Residence - Rules and Discipline**(A) General**

- (1) There shall be Halls of Residence for resident students. Each Hall of Residence may, consist of more than one Hostel, as may be allocated.
- (2) Each of the Hall of Residence and Hostels may be given such names as decided by the Management.
- (3) The students residing in the University Hostel shall pay such charges as may be prescribed by the Management from time to time.
- (4) All halls combined shall have a Chief Warden who shall be appointed by the Vice-Chancellor for a specified period and on such terms and conditions as may be prescribed by the Management from time to time.
- (5) Each Hostel shall have Warden(s), who shall be appointed by the Vice- Chancellor for a specified period on such terms and conditions as may be prescribed by the Management from time to time.
- (6) The Warden shall ordinarily be required to stay in the Warden's room during the tenure of his office.
- (7) Every Hall of residence shall maintain such Register and records, as may be prescribed by the university, and shall furnish such statistical information as the university may require, from time to time.
- (8) Every resident shall have to observe discipline as per the hostel rules and standing orders.
- (9) Student Residential Facilities will include facilities for out door and indoor games, gymnasium, swimming pool, solar water, generator back-up, wi-fi, laundry, restaurant, convenience store, medical facility, ambulance and dining facility.

(B) Duties of Chief Warden and Warden shall be prescribed and may include:

(a) supervise the Hostels in his/her hall/Hostel in matters relating to the overall functioning, the resident students' welfare, and discipline;

- (b) inspect periodically the Hostels and be in contact with the Wardens, staff and students; be individually and collectively responsible for the smooth functioning of the Hostels;
- (c) permit stay of any guest according to the Hostel Rules;
- (d) ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel; and shall promptly report to the Dean of student welfare all cases of misbehaviour, indiscipline and sickness of the resident students in his/her charge;
- (e) ensure maintenance of discipline and decorum in the premises of the halls of residence; have the power to take disciplinary action, including the ordering of eviction of a resident from the Hostel; take disciplinary action against a resident student for keeping any unauthorized guest, take action for the eviction of resident students in consultation with Administration;
- (f) be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;
- (g) supervise the functioning of the Mess and the working of the Mess Staff if required;
- (h) be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the University;
- (i) have the right to inspect Hostel Rooms at all hours;
- (j) be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge; periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.

- (k) When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

(C) Rules and Standing Orders for Hostellers: The same shall be as provided for in Academic Rules and are the as below:

- (1) At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is prohibited. Rooms once allocated are not to be changed without the written permission of Competent Authority.
- (2) Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for short period. They are advised to use good quality locks.
- (3) Students must show their ID card to the security staff every time they enter/leave Hostel gate.
- (4) Students are required to compulsorily get their rooms cleaned by the house keeping as per announced schedule.
- (5) Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc inside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University. Students are expected not to indulge in any of the above mentioned taboos even outside the campus as any report of same or detection of same on entering the campus shall be dealt equally as if such an offence has taken place inside the Campus.
- (6) Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
- (7) Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
- (8) Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
- (9) Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not permitted in hostel rooms.
- (10) Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance/ gadget will be confiscated.
- (11) Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.
- (12) Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
- (13) Before proceeding on longer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel warden / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The University authorities shall not be responsible for the private belongings of the students found in such rooms.
- (14) The Warden/ Administrator is assisted by a Supervisor/ Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden/ Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden /Administrator.
- (15) No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden/Administrator.

- (16) No student is allowed to engage private servant or keep pets.
- (17) Visitors including parents are not allowed to go inside the hostel rooms. Parents/ Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.
- (18) Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the authorities.
- (19) Students are prohibited from giving shelters to any other student/ outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation/ shelter to any outsider will be reported to local administration for suitable action.
- (20) All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden/Dean of Students Welfare.
- (21) Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
- (22) All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.
- (23) Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.
- (24) Provision items of daily use including bread, butter, biscuits etc. are available on payment at the provision store which is open as per times specified.
- (25) Ragging in any form is unlawful and strictly prohibited. Student found indulged in ragging may be expelled from the Hostel as well as the University. FIR will also be lodged against student indulging in ragging.
- (26) Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.
- (27) All the students are charged Hostel fee for the semester, as such they must completely vacate their rooms within three days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.
- (28) The University permits non vegetarian as well as vegetarian eating ethics for any food served or procured from outside agency or consumed within the University premises.
- (29) Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.
- (30) Further, the Procedure/Instructions for obtaining out pass shall be as below:
 - (a) Day out pass on working days will be issued by the Warden;
 - (b) Out pass for overnight/out station leave will be issued by the Chief wardens;
 - (c) In case of grave emergency immediate out pass will be issued by the Registrar/Warden;
 - (d) Girl students wanting overnight out pass/out station leave are required to get written permission of their parents/guardians in writing through an e mail to the warden from an E mail account which is registered with the University;
 - (e) Girl students are advised to go outside the campus in groups of minimum three for their own safety;
 - (f) In case of medical evacuation, the patient and attendants can move out on the medical officer's advice;
 - (g) No out pass is required to move out of campus on working days from 07:00 PM to 09:00 PM and on Sunday/Holidays from 09:00 AM to 09:00 PM;
 - (h) All students are required to be back inside the campus by 09:00PM on all days;

(D) Rules for Discipline:

- (1) The welfare and discipline of students are two integral parts of an Institutional behaviour. Student's behaviour and discipline will therefore be assessed and will receive the same attention as the academic work. Discipline includes the observance of good conduct and orderly behaviour by the students of the University. All students pursuing a course of studies at the University shall observe a code of conduct and maintain discipline and consider it his/her duty to behave decently at all places. They must follow the rules pertaining to discipline, as may be laid down by the Management of the University and also abide by all rules and regulations of the University framed and notified from time to time. Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- (2) The rules and regulations governing Discipline, and procedures relating to discipline shall be as provided for in the regulations for each program. Any amendment/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Student information system regularly.
- (3) Every student shall always carry on his/her person the Identity Card issued by the University. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the University. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Registrar.
- (4) Any violation of the code of conduct or breach of any rules or regulations of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- (5) The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/herself liable for disciplinary action against him.
 - (a) Disobeying the teacher/officials or misbehaving in the class.
 - (b) Quarrelling or fighting in any University building, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or harassment of other students
 - (c) Quarrelling or fighting with a University employee or any employee of the University mess/canteen/cafeteria/security or any other public utility functioning in the campus.
 - (d) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or harass the students, teacher, officers or employee of the University.
 - (e) Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc.
 - (f) Damage to the University property.
 - (g) Indulging in acts of theft, stealing and misappropriating.
 - (h) Any other activity that defames the University and constitutes indiscipline. It shall also include inciting others to do any of the aforesaid acts;
 - (i) Use of mobile in the class/academic area.
 - (j) irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
 - (k) Any other conduct anywhere which is considered to be unbecoming of a student

(E) Rules for Students Conduct & Behaviour in Campus and Outside

The rules governing the same shall be as provided for in the regulations for each program and generally are as below:

- (1) Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- (2) Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website/ Web Kiosk regularly.

- (3) The Schedules for all academic works and for the Examinations will be notified to the students separately by the Registrar/Academic Departments.
- (4) The Vice-Chancellor is overall in charge of the academic activities including attendance and leave of students.
- (5) Student welfare officer will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. He/ She will be assisted by other members of faculty/ staff/ wardens as nominated.
- (6) Conduct and Behavior
 - (a) Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra- curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them;
 - (b) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors;
 - (c) All students must carry I-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the University as well as hostel. I-card is an important document. Loss of I-card may invite monetary fine as decided from time to time;
 - (d) Students must conduct themselves with due decorum in the classes, laboratories, Library etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions;
 - (e) Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and will be awarded Fail grade;
 - (f) If in a particular class/period more than 40% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism;
 - (g) No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students;
 - (h) Students should not indulge in abusive behavior/ violence of any kind with fellow students, teaching faculty and employees of the University within or outside the University. Violence by any student or group of students will lead to severe disciplinary action;
 - (i) No meeting of the students other than those organized under the aegis of the various recognized students activities shall be called without the prior permission in writing from the student welfare officer;
 - (j) No meeting/function within the University campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice-Chancellor.
 - (k) No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University;
 - (l) Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time;
 - (m) Students must take good care of all University property. Any damage to University property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner;

- (n) Students must handle the laboratory equipments, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use of negligent handling will have to be made good by the students concerned;
- (o) Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them as per orders of the Honourable Supreme Court;
- (p) Mobile cellular phone may be carried by the students. However, they shall be kept in silent mode during the classes. Violation will lead to confiscation of the mobile phone;
- (q) All the students are required to observe the decorum in the dress code (as laid down by the University) while moving in the Administrative/Academic block including Labs & Library on working days. Students not adhering to the described and notified dress code may be denied entry to the University,

(F) Rules and Regulation for Library:

The rules governing the same shall be as below:

- (1) Students must follow the Library rules for borrowing/ using/ returning books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.
- (2) Library books should be used with great care. Tearing or folding or cutting of Library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the Library staff immediately, otherwise the borrower may be required to replace the book by a new copy or pay double the cost of the book.
- (3) In open access Library of the University, replacement or misplacement of books on the shelves by the readers is not desirable. Readers should leave the book on the table after use.
- (4) Library cards are non-transferable and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
- (5) Before leaving the Library, a student should make sure of getting the books properly issued at the counter against the card.
- (6) Personal property or books other than those belonging to the Library must be deposited at the entrance gate.
- (7) The loss of Library books or borrowers card must be immediately brought to the notice of the Librarian in writing.
- (8) Polite and proper behaviour inside the Library is expected from all the users and silence must be observed inside the reading rooms.

(G) Anti-Ragging Measures:

The University shall have a zero tolerance policy towards Ragging and shall lay down strict guidelines in compliance with the UGC Regulation on curbing the menace of Ragging in Higher Education Institutions, 2009.

(F) Policy to prevent Sexual Harassment:

The University shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. A policy shall be created by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with "The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal)" Act, 2013 (the "Act"). All references/ complaints pertaining to any matter will be handled within the ambit of the said Act and the Rules framed there under. The policy so defined should be communicated to all employees and students and they be made aware of the complaint and redressal mechanism for same.

11. Appointment and Emoluments of Employees, other than those for whom a provision has been made in the Statutes;

Notwithstanding anything contained in Statutes, the Management may invite a person of high academic distinction and professional attainments to accept a post of Professor or Associate Professor or any other equivalent academic post in the University on such terms and conditions as it deems fit and on the person agreeing to do so appoint him to the post:

- (1) Provided that the Management may also create supernumerary post for a specified period for appointment of such persons:
- (2) Provided further that the number of supernumerary post so created should not exceed five per cent of the total posts in the University.
- (3) The Management may appoint a teacher or any other academic staff working in any other University or organisation for undertaking a joint project in accordance with the manner laid down in the Ordinances.
- (4) The Management may appoint a person selected in accordance with the procedure laid down in Statute for a fixed tenure on such terms and conditions as it deems fit.

12. Establishment of Centre of Studies, Boards of Studies, Interdisciplinary Studies, Special Centres, Specialized Laboratories and other Committees;

- (1) The University shall have such Schools of Studies, Special Centres and Specialized Laboratories as may be specified in the Ordinances.
- (2) The University shall have the following Schools/Centres, namely:
 - (i) School of Business;
 - (ii) School of Design;
 - (iii) School of Architecture;
 - (iv) School of Engineering;
 - (v) School of Science;
 - (vi) School of Law;
 - (vii) School of Public Policy;
 - (viii) Centre for Innovation and Entrepreneurship;
 - (ix) Centre for Executive Education.
- (3) University may add Schools/centres/department at any time with the approval of Board of Management under the relevant provisions of the Act.
- (4) Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it by the approval of the Board of Management.
- (5) Each Department shall consist of the following members, namely;
 - (i) Teachers of the Department;
 - (ii) Persons appointed to conduct research in the Department;
 - (iii) Honorary Professors, if any, attached to the Department;
 - (iv) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.
- (6) Each School/ Centre/ Department shall have a Dean/ Director/ Principal/ HOD respectively. Deans and Directors shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective School/ Centre. HODs shall be appointed by Vice-Chancellor from amongst the Professors for a period of two years, provided that where in any Department, there is only one Professor, the Vice-Chancellor may also appoint one of the Associate Professors as a HOD of the Department.
- (7) Every School/Centre/Department shall have a Board of studies consisting of the all or less of following members, namely:
 - (i) The Dean of the School/Director of centre/HOD of Department as Chairperson respectively;
 - (ii) The Heads of Departments (for School);
 - (iii) The Professors in the Departments in the school;

- (iv) One Associate and Assistant Professor, by rotation according to seniority, from each Department in the School;
- (v) Two members elected by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;
- (vi) Such other members, but not exceeding two, as may be specified in the Ordinances;
- (8) All members of Boards of studies, other than ex-officio members shall hold office for a term of two years. Term of members shall commence from such date as may be notified.
- (9) Every Board shall have such powers and shall perform such duties as:
 - (i) organise instruction and research in the subject under the general supervision of the Dean and the Academic Council;
 - (ii) consider and make recommendation to the Dean of school and the Academic Council on any academic matter pertaining to its sphere of work, as may appear to it necessary or on any matter referred to it by the Dean, or the Academic Council;
 - (iii) recommend introduction, alteration and modification of courses in the Program;
 - (iv) recommend creation, abolition and upgrading of research posts in the Department in accordance with its needs;
 - (v) organise Lectures, Seminars, Symposia, etc. from time to time;
 - (vi) consider applications for admission to the Ph.D. Program in the Department ;
 - (vii) consider and recommend research schemes;
 - (viii) appoint research supervisors;
 - (ix) Consider to constitute its Sub-committee (s) if required. A Sub- Committee may be constituted by the Board of Studies to discharge the duties in any specified area. The Sub-Committee shall stand dissolved after it had completed the work assigned to it. The Sub-Committee shall perform such function, as may be assigned to it by the Board of Studies.
- (10) The duties and functions of Deans/Directors of the Department shall be as prescribed by the Statutes.
- (11) Powers and Functions of the Head of the Department shall be as below:
 - (i) Be the academic head of the Department and shall convene and preside over the meetings of the faculty in the Department and the Board of Studies;
 - (ii) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
 - (iii) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
 - (iv) Be responsible for the coordination and supervision of teaching and research in the Department;
 - (v) Recommend /Approve leave application of the members and other staff of the Department to the Dean of the School according to the rules framed for the purpose;
 - (vi) Be responsible for the records, and equipment of the Department and the books of the Departmental Library;
 - (vii) Operate the Budget of the Department in consultation with the Dean; and
 - (viii) Have such other powers and perform such other functions, as may be assigned to him by the Academic Council, the Vice-Chancellor or the Dean of the School concerned.

13. The manner of Co-operation and Collaboration with other Universities and Authorities including Learned Bodies or Association;

- (1) The University may subject to the provisions of Act and rules defined by UGC, enter into MOUs with other Universities including foreign Universities and Authorities in such a manner and for such purposes as the

University may decide or determine from time to time.

- (2) The MOUs must have clauses and conditions to safe guard the legal aspects of the University and include issues like, areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities, financial agreements if any, etc.
- (3) Generally, but not limited to scope defined below, following may be agreed upon:
 - (i) Promote Collaboration and partnership between the Universities/ Institutes in the field of higher education.
 - (ii) Exchange of Faculties and Researchers
 - (iii) Exchange of graduate students for a specified duration and courses
 - (iv) Exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports
 - (v) Invite representatives of each other's academic community to participate
 - (vi) in conferences and colloquia
 - (vii) Cooperation in mutual fields of academic interest for purpose of developing specific education and training opportunities and Programs.
- (4) Academic & organizational development assistance as well as education & training activities in a number of fields and subjects including:-
 - (i) Design of curricula for undergraduate and postgraduate studies.
 - (ii) Development of faculty profiles.
 - (iii) Internship opportunities with companies abroad.
 - (iv) Establishment of periodic quality assurance practices and procedures.
 - (v) Distance learning opportunities.
 - (vi) short professional training courses
- (5) Contact and collaboration between faculty, staff and students, carry out joint research Programs and exchange experiences in education research. Activities include:
 - (i) Joint cooperative research projects
 - (ii) Consultancy work to assist the development of new Postgraduate courses.
 - (iii) Enter into twinning arrangement, if allowed within the rules of the UGC.

14. The Remuneration to be paid to the Examiners, Moderators, Invigilators and Tabulators.

The schedule of Payment for the said tasks shall be decided and approved by the Board of Management.

15. Such other Terms and Conditions of Service of Teachers and Other Academic Staff as are not prescribed by the Statutes.

Subject to the conditions laid down in the Act, the terms and conditions of service shall be made in the form of Service Rules and approved by the Board of Management. It should cover all the conditions as would be applicable to an employee and would generally include, but not restricted to following:

- (a) Personnel policies;
- (b) Pay & Allowances rules;
- (c) Traveling Rules;
- (d) Leave Rules;
- (e) Policy covering health and well being/medical/Insurance;
- (f) Policy on Advances;

- (g) Honorarium and Schedule of payment;
- (h) Dependent Policy;
- (i) Appraisal and Career progression;
- (j) Recruitment norms;
- (k) Ethics Policy and code of conduct;
- (l) Policy on Sponsored Projects and Consultancy;
- (m) Policy on Dealing with Sexual Harassment at workplaces;
- (n) Discipline Policy;
- (o) Gratuity and Provident fund.

CHITRA RAMCHANDRAN,
SPECIAL CHIEF SECRETARY TO GOVERNMENT
HIGHER EDUCATION DEPARTMENT.

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