



PART-I

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

Notification

The 25th November, 2010

No. 31-Leg./2010.—The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 10th November, 2010 and is hereby published for general information :—

THE CHITKARA UNIVERSITY ACT, 2010

(Punjab Act No. 23 of 2010)

AN

ACT

to establish and incorporate a University in the State of Punjab to be known as the Chitkara University, for the purposes of making provisions for instruction, teaching, education, research, training and related activities at all levels in disciplines of higher education including professional, medical, technical, higher and general education and to provide for the matters connected therewith or incidental thereto ;

Whereas the Chitkara Educational Trust had sponsored and made a proposal to the State Government for setting up a self-financing University in the State of Punjab on the basis of the Punjab Private Universities Policy, 2010, to make provisions for all streams of education at all levels ;

Whereas the State Government, after due consideration of the said proposal in the light of the Punjab Private Universities Policy, 2010, has come to the conclusion that the Chitkara Educational Trust is capable of meeting its obligation and running the University, and has, therefore, accepted the proposal for the establishment of the said Private University ;

And whereas in these circumstances, it is deemed expedient to establish the Chitkara University for the aforesaid purposes.

BE it enacted by the Legislature of the State of Punjab in the Sixty-first Year of the Republic of India, as follows :—

1. (1) This Act may be called the Chitkara University Act, 2010.

Short title and
commencement.

(2) It shall come into force at once.

Definitions.

2. In this Act, unless the context otherwise requires,—

- (a) “Academic Council” means the Academic Council of the University ;
- (b) “authorities” means the authorities of the University ;
- (c) “Board of Management” means the Board of Management of the University ;
- (d) “campus” means a contiguous area within which, the University is situated ;
- (e) “Board of Studies” means a body, to be constituted by the Governing Body ;
- (f) “Chairman” means the Chairman of the Trust ;
- (g) “Chancellor” means the Chancellor of the University ;
- (h) “Chief Finance and Accounts Officer” means the Chief Finance and Accounts Officer of the University ;
- (i) “Dean” means a Dean of the University ;
- (j) “Governing Body” means the Governing Body of the University ;
- (k) “institution” means any institution or institute or college or academic centre (by whatever name it may be called), situated within the campus and run or managed by the University ;
- (l) “prescribed” means prescribed by Statutes, Ordinances and Regulations ;
- (m) “Registrar” means the Registrar of the University ;
- (n) “State Government” means the Government of the State of Punjab ;

- (o) "Statutes", "Ordinances" and "Regulations" mean the Statutes, Ordinances and Regulations of the University, made by it under this Act ;
- (p) "teacher" includes Professor, Reader, Associate Professor, Assistant Professor, Lecturer and any other person, imparting instruction on full time or part time basis in the University or in any of its institutions ;
- (q) "Trust" means the Chitkara Educational Trust ;
- (r) "University" means the Chitkara University, established under section 3 of this Act ;
- (s) "Vice-Chancellor" means the Vice-Chancellor of the University ;
and
- (t) "Visitor" means the Visitor of the University.

3. (1) There shall be established a private University by the name of ^{Establishment of the University.} the Chitkara University in the State of Punjab.

(2) The University shall be run and managed by the Trust in accordance with the provisions of this Act.

(3) The University shall be a body corporate by the name, mentioned in sub-section (1), and shall have perpetual succession and a common seal. It shall have the power to acquire, hold, dispose of property both moveable and immoveable and to make contract, and shall sue, and be sued by the said name.

(4) The headquarters of the University shall be located at Village Jhansla, Tehsil Rajpura, District Patiala.

(5) The University shall be self-financed and it shall not be entitled to receive any grant or other financial assistance from the State Government.

Objects of the
University.

4. The objects of the University shall be,—

- (i) to provide instruction, teaching and training in higher education and to make provisions for research, advancement and dissemination of knowledge ;
- (ii) to create higher levels of intellectual abilities ;
- (iii) to establish state of the art facilities for education and training ;
- (iv) to carry out teaching and research and offer continuing education programmes ;
- (v) to create centers of excellence for research and development and for sharing knowledge and its application ;
- (vi) to establish campus and to make provisions for all the facilities required for the study and stay of the students, staff, visitors including parents of the University ; and
- (vii) to do all such acts and things as may be necessary or desirable to further the objects of the University.

Powers and
functions of the
University

5. The University shall have the following powers and functions, to be exercised and performed by or through its officers and authorities, namely :—

- (i) to make provisions for instruction, teaching and research, relating to the courses through traditional as well as new innovative modes including online education modes ;
- (ii) to conduct and hold examinations, grant or confer degrees, diplomas, certificates, awards, grades, credits, academic distinctions as well as other distinctions and certificates ;
- (iii) to institute and confer the designation of Professor, Associate Professor, Assistant Professor, Reader, Lecturer or any other equivalent designation, as may be required by the University or its institutions and to appoint persons as such ;

- (iv) to institute and award fellowships, scholarships, studentships, as may be prescribed ;
- (v) to provide for equivalence of the degrees, diplomas and certificates of the students completing their courses partially or in full, from any other recognized University, Board or Council or any other competent authority ;
- (vi) to provide for dual degree, diploma or certificate *vis-a-vis* other Universities on reciprocal basis ;
- (vii) to set-up central library, departmental libraries, museums and allied matters ;
- (viii) to demand such fees and other charges, as may be prescribed ;
- (ix) to hold, manage and run fund of the Trust and endowments, which may be created in favour of the University ;
- (x) to institute and confer honorary degrees as may be prescribed ;
- (xi) to print and publish works of academic excellence ;
- (xii) to take special measures for the spread of educational facilities amongst the educationally backward strata of the society ;
- (xiii) to encourage and promote sports and martial arts ;
- (xiv) to create technical, administrative, ministerial and other necessary posts and to make appointments thereto ;
- (xv) to receive grants from the University Grants Commission and other Central or State agencies or any other person ;
- (xvi) to receive and accept gifts, donations and to raise loans and advances ;
- (xvii) to undertake research projects on mutually acceptable terms and conditions in respect of agriculture, industry and business ;
- (xviii) to provide consultancy services ;
- (xix) to encourage and promote extra-curricular activities for personality development of the teachers, students and employees of the University ;

- (xx) to purchase, acquire and take on lease or mortgage any immovable and movable property and sell, lease, mortgage, alienate and transfer any immovable or movable property belonging to or vested in the University ;
- (xxi) to prescribe the fee structure for various categories of students ;
- (xxii) to seek collaboration with other institutions on mutually acceptable terms and conditions;
- (xxiii) to fix, determine and provide salaries, remunerations, honoraria to teachers and employees of the University in accordance with the norms, specified by the University Grants Commission ;
- (xxiv) to do self-certification, which shall be exempted from obtaining any permission, approval, license, certificate, no objection certificate, authorization, or any other document from the State Government or any other body, set-up by the State Government or under any State Act or Central Act in so far as it is applicable to the State ;
- (xxv) to frame Statutes, Ordinances and Regulations for carrying out the objects of the University ; and
- (xxvi) to do all such other acts, which may be necessary or desirable to further the objects of the University .

Officers of the
University.

6. The following shall be the officers of the University, namely :—

- (i) the Visitor ;
- (ii) the Chancellor ;
- (iii) the Vice-Chancellor ;
- (iv) the Registrar ;
- (v) the Chief Finance and Accounts Officer ; and
- (vi) such other officers of the University, as may be declared by it by Statutes to be the officers of the University.

7. (1) The Governor of Punjab shall be Visitor of the University.

The Visitor.

(2) The Visitor shall, preside over the convocation of the University for conferring degrees and diplomas. The Visitor shall have the right to call for any information relating to the affairs of the University.

(3) The Visitor, in consultation with the Chancellor, may cause the inspection, scrutiny, investigation, survey or inquiry or any other such like thing, to be made by such person, as he may direct in respect of administrative, academic or executive matters of the University.

(4) The Visitor shall, in every case, give notice to the University of his intention to cause the inspection, scrutiny, investigation, survey or inquiry or any other such like thing, to be made, and the University shall appoint a representative, who shall be present at such inspection, scrutiny, investigation, survey or inquiry or any other such like thing, as the case may be.

(5) The Visitor may inform the Vice-Chancellor about the results of such inspection, scrutiny, investigation, survey or inquiry, and the Vice-Chancellor shall communicate to the Governing Body the views of the Visitor along with such advice, as the Visitor may have tendered and the action to be taken on such advice.

(6) The Vice-Chancellor shall inform the Visitor about the action taken or proposed to be taken by the University with respect to the inspection, scrutiny, investigation, survey, inquiry or any other such like thing, as the case may be.

(7) If the State Government considers it appropriate in public interest to make inspection, scrutiny, investigation, survey or inquiry or any such like thing, as the case may be, in respect of any matter relating to the University or its institutions, a reference shall be made by the State Government to the Visitor, who will in consultation with the Chancellor, cause the intended inspection, scrutiny, investigation, survey or such like thing, to be made.

8. (1) The Chairman shall be the Chancellor of the University and in the absence of the Visitor, the Chancellor shall preside over the convocation of the University.

The Chancellor.

(2) The Chancellor shall be the Chairman of the Governing Body and he shall decide or approve all appointments, nominations, removals, suspensions and reinstatements of the employees and officers of the University either *suo moto* or on the recommendation of the concerned authority of the University.

(3) The Chancellor may amend or revoke any decision taken by any authority or officer of the University and may exercise his powers either *suo moto* or otherwise to do all necessary things to facilitate the smooth functioning of the University.

(4) The Chancellor shall have the power to do all such other acts, as may be required to further the objects of the University and any matter incidental thereto, and the decisions taken by the Chancellor, shall be final and binding on all concerned of the University.

(5) If in the opinion of the Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other officer or authority of the University by or under this Act, he may take such action, as he deems necessary and shall, thereafter, at the earliest possible, report his action to such officer or authority, who would have in the ordinary course dealt with the matter.

(6) If, in the opinion of the Chancellor, any decision of any officer or authority of the University is beyond the powers, conferred under this Act or Statutes, Ordinances or Regulations made thereunder or is likely to be prejudicial to the interest of the University, he shall ask such officer or authority to revise the decision within a period of fifteen days from the date of decision, and in case the officer or authority refuses to revise such decision, wholly or partly or fails to take any decision within a period of fifteen days, the decision of the Chancellor, thereon shall be final.

(7) If, at any time, upon the representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor or any other officer of the University,—

(a) has made default in performing any duty imposed upon him under this Act or otherwise ;or

(b) has acted in a manner prejudicial to the interest of the University ; or

(c) is incapable of managing the affairs of the University, the Chancellor may, notwithstanding the fact that the term of that officer has not expired, by an order in writing and stating the reasons therein, require the officer to relinquish his office from such date, as may be specified in the order. The

concerned officer shall be deemed to have relinquished the office from the specified date :

Provided that no such order shall be passed, unless the grounds on which such action is proposed to be taken are communicated to that officer and he is given reasonable opportunity of being heard.

9. (1) The Vice-Chancellor shall be appointed by the Chancellor from amongst the panel of five persons, recommended by the Governing Body and shall, subject to the provisions of this Act, hold office for a term of three years :

The Vice-Chancellor.

Provided that the Vice-Chancellor shall continue to hold office even after the expiry of his term, till new Vice-Chancellor joins. But, in any case, this period shall not exceed one year.

(2) No person shall be appointed as Vice-Chancellor, unless he possesses such qualifications, as may be prescribed by the University Grants Commission or its equivalent body, created or constituted by the Central Government.

(3) The Vice-Chancellor, shall be the principal executive and academic officer of the University, and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

(4) In case of absence of the Visitor and the Chancellor, the Vice-Chancellor shall preside at the convocation of the University.

(5) The Vice-Chancellor shall exercise such powers and perform such duties, as may be prescribed.

10. (1) The Registrar shall be appointed by the Chancellor from a panel of three names, recommended by the Governing Body in such manner, as may be prescribed.

The Registrar.

(2) No person shall be appointed as Registrar, unless he possesses such qualifications, as may be prescribed by the University Grants Commission or its equivalent body, created or constituted by the Central Government.

(3) All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.

(4) The Registrar shall be the Member-Secretary of the Governing Body, the Board of Management and Academic Council, but he shall not have the right to vote.

(5) The Registrar shall exercise such other powers and perform such other duties, as may be prescribed.

The Chief
Finance and
Accounts
Officer.

11. (1) The Chief Finance and Accounts Officer shall be appointed by the Chancellor in such manner, as may be prescribed.

(2) No person shall be qualified to be appointed as Chief Finance and Accounts Officer, unless he is a Chartered Accountant.

(3) The Chief Finance and Accounts Officer shall exercise such powers and perform such duties, as may be prescribed.

Other officers.

12. (1) The University may appoint such other officers, as it may deem necessary for its functioning.

(2) The manner of appointment of other officers of the University and their powers and functions, shall be such, as may be prescribed.

Authorities of
the University

13. The following shall be the Authorities of the University namely :—

- (i) the Governing Body ;
- (ii) the Board of Management ;
- (iii) the Academic Council ; and
- (iv) such other authorities, as may be declared by the Statutes to be the authorities of the University.

The Governing
Body.

14. (1) The Governing Body of the University shall consist of the following persons, namely :—

- (a) the Chancellor ; .. Chairperson
- (b) the Vice-Chancellor ; .. Member
- (c) three persons, to be nominated by the Trust, out of whom two shall be eminent educationists ; .. Members
- (d) one expert of management or information technology from outside the University, to be nominated by the Chancellor ; .. Member
- (e) one expert of finance, to be nominated by the Chancellor ; .. Member

- (f) the Secretary to Government of Punjab, Department of Higher Education or his representative, not below the rank of Joint Secretary ; and .. Member
- (g) one eminent educationist, to be nominated by the Secretary to Government of Punjab, Department of Higher Education in consultation with the Chancellor. .. Member

(2) The Governing Body shall be the supreme body of the University. It shall exercise the following powers, namely :—

- (a) to provide general superintendence and to give directions for controlling the functioning of the University in accordance with the Statutes, Ordinances and Regulations ;
- (b) to review the decisions of other authorities of the University in case, these are not in conformity with the provisions of the Statutes, Ordinances and Regulations ;
- (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 Trust, the voluntary liquidation of the University, if such situation arises when smooth functioning of the University does not remain possible, inspite of all efforts ; and
- (f) to exercise such other powers, as may be prescribed by the Statutes.

(3) The Governing Body shall meet at least twice in a calendar year.

(4) The quorum for meeting of the Governing Body shall be five.

15. (1) The Board of Management shall consist of the following members, namely :—

The Board of
Management.

- (a) the Chancellor or his nominee ; .. Chairperson
- (b) the Vice-Chancellor ; .. Member

- (c) two members of the Trust, to be nominated by the Trust ; .. Members
- (d) the Director of the concerned Directorate relating to education as representative of the State Government ; .. Member
- (e) three persons, who are not members of the Trust, to be nominated by the Trust ; .. Members
- (f) two persons from amongst the teachers, to be nominated by the Trust ; and .. Members
- (g) two teachers, to be nominated by the Vice-Chancellor .. Members

(2) The powers and functions of the Board of Management shall be such, as may be prescribed.

(3) The Board of Management shall meet at least twice in a calendar year.

(4) The quorum for meeting of the Board of Management shall be five.

The Academic Council

16. The Academic Council shall consist of the following persons, namely :—

- (a) the Vice-Chancellor .. Chairperson
- (b) one eminent academician to be nominated by the State Government as its representatives ; and .. Member
- (c) such other persons, as may be prescribed .. Members

(2) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, Statutes, Regulations and Ordinances, co-ordinate and exercise general supervision over the academic policies of the University.

(3) The quorum for meeting of the Academic Council shall be such, as may be prescribed.

17. The composition, constitution, powers and functions of authorities, declared under clause (iv) of Section 13, shall be such, as may be prescribed. Other Authorities.

18. A person shall be disqualified for being a member of any of the authority or body of the University, if, he— Disqualification for membership of an authority or body.

(a) is of unsound mind and stands so declared by a competent court ;

(b) is an undischarged insolvent ;

(c) has been convicted of any offence involving moral turpitude ; or

(d) has been punished for indulging in or promoting unfair practice in the conduct of any examination in any form, anywhere.

19. No act or proceedings taken under this Act by any authority or other body of the University shall be invalid merely on the ground,— Acts or proceedings not to be invalidated by vacancies.

(a) of any vacancy or defect in the constitution of the authority or body ; or

(b) of any defect or irregularity in election, nomination or appointment of a person acting as member thereof ; or

(c) of any defect or irregularity in such act or proceeding, not affecting the merits of the case.

20. Any vacancy, occurred in any authority or body of the University, due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated shall be filled up as early as possible by the authority or body, which had appointed or nominated such a member : Filling up of emergent vacancies.

Provided that the person appointed or nominated as a member of any authority or body of the University on an emergent vacancy, shall remain member of such authority or body only for the remaining tenure of the member, in whose place, he is appointed or nominated, as the case may be.

21. The authorities or officers of the University, may constitute such committees, as may be necessary for performing specific tasks by such committees. The constitution of such committees and their duties shall be such, as may be prescribed. Committees.

Power to make
Statutes.

22. (1) The Governing Body may, from time to time, make Statutes or may amend or repeal the same.

(2) Every Statute or any amendment therein or repeal thereof, shall require the approval of the Chancellor.

(3) Subject to the provisions of this Act, the Statutes may provide for the following matters, namely :—

- (a) the constitution, powers and functions of the authorities and such other bodies of the University, as may be declared from time to time ;
- (b) the terms and conditions of appointment of the Vice-Chancellor and his powers and functions ;
- (c) the manner and terms and conditions of appointment of the Registrar and the Chief Finance and Accounts Officer and their powers and functions ;
- (d) the manner, terms and conditions of appointment of other officers and teachers and their powers and functions ;
- (e) the terms and conditions of service of employees of the University ;
- (f) the procedure for arbitration in case of dispute between the University, officers, teachers, employees and students ;
- (g) the conferment of honorary degrees ;
- (h) the exemption of students from payment of tuition fee and for awarding them scholarships and fellowships ;
- (i) the policy of admissions including regulation of reservation of seats ;
- (j) the fees to be charged from students ;
- (k) the number of seats in different courses ; and
- (l) all other matters, for which Statutes are required to be made under this Act.

(4) After the approval of the Chancellor, the Statutes of the University shall be submitted to the State Government for its approval.

(5) The State Government shall consider the Statutes, submitted by the University, and shall give its approval thereon with such modifications, if any, as it may deem necessary and forward the modified Statutes to the University, if so modified.

(6) The University shall, with the approval of the Governing Body, communicate its agreement to the modified Statutes as approved by the State Government, and if it desires not to give effect to any or all of the modifications made by the State Government, it may give reasons therefor.

(7) After the Statutes are finally approved by the State Government, these shall be published in the Official Gazette of the University.

(8) The Statutes so made, shall not be amended without the approval of the State Government within five years from the date of their publication in the Official Gazette of the University.

23. (1) The Governing Body may, from time to time make Ordinances or may amend or repeal the same. Power to make Ordinances.

(2) Every Ordinance or any amendment therein or repeal thereof, shall require the approval of the Chancellor.

(3) Subject to the provisions of this Act, the Ordinances may provide for the following matters, namely :—

- (a) the admission of students to the University and their enrolment as such ;
- (b) the courses of study, to be laid down for the degrees, diplomas and certificates of the University ;
- (c) the degrees, diplomas, certificates and other academic distinctions ;
- (d) the conditions for award of fellowships, scholarships, stipends, medals and prizes ;
- (e) the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators ;
- (f) fees, to be charged for the various courses, examinations, degrees and diplomas of the University ;
- (g) the conditions of residence of the students of the University ;

- (h) taking of disciplinary action against the students ;
- (i) the creation, composition and functions of any other body, which is considered necessary for improving the academic standard of the University ;
- (j) the manner of co-operation and collaboration with other universities and institutions of higher education ; and
- (k) all other matters, which by this Act or Statutes made thereunder, are required to be provided by the Ordinances.

(4) After the approval of the Chancellor, the Ordinances of the University shall be submitted to the State Government for its approval.

(5) The State Government shall consider the Ordinances, submitted by the University, and shall give its approval thereon with such modifications, if any, as it may deem necessary and forward the modified Ordinances to the University, if so modified.

(6) The University shall with the approval of the Governing Body, communicate its agreement to the modified Ordinances as approved by the State Government, and, if it desires not to give effect to any or all of the modifications made by the State Government, it may give reasons therefor.

(7) After the Ordinances are finally approved by the State Government, these shall be published in the Official Gazette of the University.

(8) The Ordinances, so made, shall not be amended without the approval of the State Government within a period of five years from the date of their publication in the Official Gazette of the University.

Power to make
Regulations.

24. (1) The Governing body may, from time to time, make Regulations or may amend or repeal the same.

(2) Every Regulation or any amendment or repeal thereof, shall require the approval of the Chancellor.

(3) After the approval of the Chancellor, the State Government shall consider the Regulations, submitted by the University, and shall give its approval thereon with such modifications, if any, as it may deem necessary and forward the modified Regulations to the University, if so modified.

(4) The University shall, with the approval of the Governing Body, communicate its agreement to the modified Regulations as approved by the State Government, and, if it desires not to give effect to any or all of the modifications made by the State Government, it may give reasons therefor.

(5) After the Regulations are finally approved by the State Government, these shall be published in the Official Gazette of the University.

(6) The Regulations so made, shall not be amended without the approval of the State Government within a period of five years from the date of their publication in the Official Gazette of the University, however, thereafter these may be amended by the University at its own level as prescribed under this Act.

25. (1) The University shall be prohibited from conferring any degrees, not recognized by the University Grants Commission or its equivalent body, constituted by the Central Government.

University to follow Regulations, etc. of the Regulating Bodies.

(2) It shall be mandatory for the University to follow the University Grants Commission (Establishment and Maintenance of Standards in Private Universities) Regulations, 2003 or any other regulations, made for Private Universities by the University Grants Commission or other Regulatory Bodies.

(3) Notwithstanding anything contained in this Act, the University shall be bound to comply with all the Regulations and norms of the Regulating Bodies and provide all such facilities and assistance to such bodies, as are required by them to discharge their duties and carry out their functions.

26. (1) The University shall have General Fund to which shall be credited,—

General Fund.

(a) fees and other charges received by the University ;

(b) any income received from consultancy and other work undertaken by the University ;

(c) bequests, donations, endowments and any other grants; and

(d) funds and grants received from any source by the University for research projects from any Government and non-Government agencies.

(2) The General Funds shall be utilized for the following purposes, namely :—

- (a) for the repayment of debts including interest charges thereto incurred by the University ;
- (b) for the upkeep of the assets of the University ;
- (c) for the payment of the cost of audit of the funds created ;
- (d) for meeting the expenses of any suit or proceedings ;
- (e) for the payment of salaries and allowances of the officers and employees of the University, and for the payment of any benefits to any such officers and employees ;
- (f) for the payment of travelling and other allowances of the members of the authorities of the University and of the members of any committee or board ;
- (g) for the payment of fellowships, freeships, scholarships, assistantships and other awards to students belonging to economically weaker sections of the society or research associates or trainees, as the case may be, or to any student otherwise eligible for such awards ;
- (h) for the payment of any expenses incurred by the University ;
- (i) for acquisition of land or any kind of development work or likewise activities for the purpose of the University ;
- (j) for the payment of cost of capital and repayment of loans incurred by the Trust for setting up and running the University and the investments made therefor ;
- (k) for the payment of charges and expenditure relating to the consultancy work undertaken by the University ; and
- (l) for the payment of any expenditure, salaries, taxes, liabilities etc, by the Trust for or on behalf of the University.

(3) The University shall devise accounting system to handle the administration of finance and accounts in a simple and efficient manner so that unnecessary procedural complications can be avoided.

27. The University may have such other funds also, as may be prescribed. Other funds.
28. The accounts of the income and expenditure of the University shall be audited by the Chartered Accountants of the University and shall be submitted once in a year by the Chief Finance and Accounts Officer to the Governing Body for its approval. Annual report, account and audit.
29. At the beginning of each academic session and in any case, not later than the 30th day of August of every calendar year, the University shall prepare and publish a semester wise or annual, as the case may be, a tentative Schedule of Examinations including various academic activities, to be conducted at the University. Examinations.
- Explanation.*—“Schedule of Examinations” means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations, and shall also include the details of practical examinations.
30. (1) The University shall strive to declare the results of examinations conducted by it within a period of forty-five days from the last date of the examination of particular course, and shall, in no case, later than sixty days from such date. Declaration of results.
- (2) No examination or the result of an examination shall be held invalid only for the reason that the University has not followed the Schedule of Examination.
31. The convocation of the University shall be held in every academic year in such manner, as may be prescribed for conferring degrees, diplomas, certificates or any other academic distinction or for any other purpose. Convocation.
32. If any question arises with respect to the appointment or entitlement of any person, to be a member of any authority or other body of the University, the same shall be referred to the Chancellor, whose decision thereon shall be final and binding. Disputes as to the constitution of University authorities and bodies.
33. If any difficulty arises in giving effect to any of the provisions of this Act, the State Government may, in consultation with the Chancellor, by an order published in the Official Gazette, make such provision, not inconsistent with the provisions of this Act, as it may deem necessary for removing the difficulty. Power to remove difficulties.

Protection of
action taken in
good faith

34. No suit or other legal proceeding shall lie against any officer or employee of the University for anything, which is done in good faith or intended to be done in pursuance of the provisions of this Act, the Statutes, Ordinances or Regulations.

Transitory
provisions.

35. Notwithstanding anything contained in this Act, the Statutes, Ordinances and Regulations, the Trust may subject to the availability of the funds, discharge all or any of the functions of the University for the purposes of carrying out the provisions of this Act, the Statutes, the Ordinances and the Regulations, and for that purpose, may exercise such powers and perform such duties which by this Act, the Statutes, the Ordinances and the regulations, are to be exercised or performed by any authority or officer of the University, until such authority comes into existence or officer is appointed.

REKHA MITTAL,

Secretary to Government of Punjab,
Department of Legal and Legislative Affairs.

ਪੰਜਾਬ ਸਰਕਾਰ
ਉਚੇਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ
(ਸਿੱਖਿਆ-1 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਚਿਤਕਾਰਾ ਐਜੂਕੇਸ਼ਨ ਯੂਨੀਵਰਸਿਟੀ,
ਸਰਸਵਤੀ ਕੇਂਦਰ, ਐਸ.ਸੀ.ਓ.ਨੰ: 160-161, ਸੈਕਟਰ-9, ਚੰਡੀਗੜ੍ਹ।

ਮੀਮੋ ਨੰ: 8/47/2010-4ਸਿ1/ ੫। 8।
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 1੫/11/11

ਵਿਸ਼ਾ: ਚਿਤਕਾਰਾ ਯੂਨੀਵਰਸਿਟੀ ਐਕਟ, 2010 (ਪੰਜਾਬ ਐਕਟ ਨੰ: 23 ਆਫ 2010)
ਅਧੀਨ ਸਥਾਪਿਤ ਚਿਤਕਾਰਾ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਫਸਟ ਸਟੈਚੂਟਸ ਦੀ ਪ੍ਰਵਾਨਗੀ
ਦੇਣ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦੇ ਪੱਤਰ ਨੰ: ਸੀ.ਯੂ.ਪੰਜਾਬ/2011/0833, ਮਿਤੀ

5.9.2011 ਦੇ ਹਵਾਲੇ ਵਿੱਚ।

2. ਚਿਤਕਾਰਾ ਯੂਨੀਵਰਸਿਟੀ ਬਿਲ 2010 ਦੇ ਪੰਨਾ: 22 ਅਨੁਸਾਰ ਚਿਤਕਾਰਾ
ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਪਹਿਲੇ ਸਟੈਚੂਟਸ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।


ਵਧੀਕ ਸਕੱਤਰ ਉਚੇਰੀ ਸਿੱਖਿਆ

ਪੰਜਾਬ ਸਰਕਾਰ
ਉਚੇਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ
(ਸਿੱਖਿਆ-1 ਸਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਰਜਿਸਟਰਾਰ,
ਚਿਤਕਾਰਾ ਯੂਨੀਵਰਸਿਟੀ,
ਚੰਡੀਗੜ੍ਹ ਪਟਿਆਲਾ ਨੈਸ਼ਨਲ ਹਾਈਵੇਅ (NH-7) ਰਾਜਪੁਰਾ ।

ਮੀਮੇ ਨੰ: 8/47/2010-3ਸਿ1/1356165/1
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 20/11/18

ਵਿਸ਼ਾ:- ਚਿਤਕਾਰਾ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਆਰਡੀਨੈਂਸ ਅਤੇ ਰੈਗੂਲੇਸ਼ਨ ਪ੍ਰਵਾਨ ਕਰਨ ਸਬੰਧੀ ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦੇ Ref No.CUPB/REG/2018/240, ਮਿਤੀ 05-04-2014 (ਜੋ ਕਿ ਡੀ.ਪੀ.ਆਈ. (ਕ) ਨੂੰ ਸੰਬੋਧਿਤ ਹੈ) ਦੇ ਹਵਾਲੇ ਵਿਚ ।

ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਸੇਧੇ ਆਰਡੀਨੈਂਸ ਅਤੇ ਰੈਗੂਲੇਸ਼ਨ ਕਮੇਟੀ ਵਲੋਂ ਵਿਚਾਰਨ ਉਪਰੰਤ ਸਰਕਾਰ ਵਲੋਂ ਪਾਸ/ਪ੍ਰਵਾਨ ਕੀਤੇ ਜਾਂਦੇ ਹਨ । ਸਰਕਾਰ ਵਲੋਂ ਪਾਸ/ਪ੍ਰਵਾਨ ਕੀਤੇ ਆਰਡੀਨੈਂਸ ਅਤੇ ਰੈਗੂਲੇਸ਼ਨ ਦੀ ਕਾਪੀ ਨੱਥੀ ਕਰਦੇ ਹੋਏ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਯੂਨੀਵਰਸਿਟੀ ਐਕਟ ਦੀ ਧਾਰਾ-23(7) ਅਤੇ ਧਾਰਾ-24 (5) ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਕਰਦੇ ਹੋਏ ਪਬਲਿਸ਼ ਕੀਤੇ ਆਰਡੀਨੈਂਸ ਅਤੇ ਰੈਗੂਲੇਸ਼ਨ ਦੀ ਇੱਕ-ਇੱਕ ਕਾਪੀ ਰਿਕਾਰਡ ਹਿੱਤ ਸਰਕਾਰ ਨੂੰ ਭੇਜੀ ਜਾਵੇ । ਯੂਨੀਵਰਸਿਟੀ ਐਕਟ ਦੀ ਧਾਰਾ-23(7) ਅਤੇ ਧਾਰਾ-24 (5) ਵਿਚ ਨਿਮਨ ਅਨੁਸਾਰ ਦਰਜ ਕੀਤਾ ਗਿਆ ਹੈ :-

"After the Ordinances/Regulations are finally approved by the State Government, these shall be published in the Official Gazette of the University."

ਸੁਪਰਡੈਂਟ

ਸੁਪਰਡੈਂਟ

ਪਿਠ.ਅੰ.ਨੰ: 8/47/2010-3ਸਿ.1/1356165/2

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 20/11/18.

ਉਤਾਰਾ ਡੀ.ਪੀ.ਆਈ. (ਕ) ਨੂੰ ਉਹਨਾਂ ਦੇ ਮੀਮੇ ਨੰ: 7/17-2018 ਕਾ.ਐਜੂ (2), ਮਿਤੀ 16-10-2018 ਦੇ ਹਵਾਲੇ ਵਿਚ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ।

ਸੁਪਰਡੈਂਟ

ਸੁਪਰਡੈਂਟ



REGULATIONS

Volume - 1



CHITKARA
UNIVERSITY

PUN JAB



APPLICABILITY OF REGULATIONS FOR THE TIME BEING IN FORCE

Notwithstanding the integrated nature of a course spread over more than one academic year, the regulations in force at the time a student joins a course shall hold good only for the examinations held during or at the end of the academic year. Nothing in these regulations shall be deemed to debar the University from amending the regulations subsequently and the amended regulations, if any, shall apply to all students whether old or new.

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PART 1

ACT

The Chitkara University Act 2010

(Punjab Act No. 23 of 2010)

Part – I

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS PUNJAB

Notification

The 25th November, 2010

No.31-Leg/2010 – The following Act of the legislature of the State of Punjab received the assent of the Governor of Punjab on the 10th November, 2010 and is hereby published for general information:-

THE CHITKARA UNIVERSITY ACT, 2010

(Punjab Act No. 23 of 2010)

AN

ACT

to establish and incorporate a University in the State of Punjab to be known as the Chitkara University, for the purpose of making provisions for instruction, teaching, education, research, training and related activities at all levels in disciplines of higher education including professional, medical, technical, higher and general education and to provide for the matters connected therewith or incidental thereto;

Whereas the Chitkara Educational Trust had sponsored and made a proposal to the State Government for setting up a self-financing University in the State of Punjab on the basis of the Punjab Private Universities Policy, 2010, to make provisions for all streams of education at all levels.

Whereas the State Government, after due consideration of the said proposal in the light of the Punjab Private Universities Policy, 2010, has come to the conclusion that the Chitkara Educational Trust is capable of meeting its obligation and running

of the University, and has, therefore, accepted the proposal for the establishment of the said private University.

And whereas in these circumstances, it is deemed expedient to establish the Chitkara University for the aforesaid purposes.

Be it enacted by the Legislature of the State of Punjab in the Sixty-first Year of the Republic of India, as follows:-

1. Short Title and commencement

- (1) This Act may be called the “Chitkara University Act, 2010”.
- (2) It shall come into force at once.

2. Definitions In this Act, unless the context otherwise requires:-

- (a) “Academic Council” means the Academic Council of the University;
- (b) “authorities” means the authorities of the University;
- (c) “Board of Management” means the Board of Management of the University;
- (d) “Board of Studies” means a body, to be constituted by the Governing Body;
- (e) “Campus” mean a contiguous area within which, the University is situated;
- (f) “Chairman” means the Chairman of the Trust;
- (g) “Chancellor” means the Chancellor of the University;
- (h) “Chief Finance and Accounts Officer” means the Chief Finance and Accounts Officer of the University;
- (i) “Dean” means a Dean of the University;
- (j) “Governing Body” means the Governing Body of the University;

- (k) “institution” means any institution or institute or college or academic centre (by whatever name it may be called), situated within the campus and run or managed by the University;
- (l) “prescribed” means prescribed by Statutes, Ordinances and Regulations;
- (m) “Registrar” means the Registrar of the University;
- (n) “State Government” means the Government of the State of Punjab;
- (o) “Statutes”, “Ordinances” and “Regulations” mean the Statutes, Ordinances and Regulations of the University, made by it under this Act;
- (p) “teacher” includes Professor, Reader, Associate Professor, Assistant Professor, Lecturer and any other person, imparting instruction on full time or part time basis in the University or in any of its institutions;
- (q) “Trust” means Chitkara Educational Trust;
- (r) “University” means the Chitkara University, established under Section 3 of this Act;
- (s) “Vice-Chancellor” means the Vice-Chancellor of the University; and
- (t) “Visitor” means the Visitor of the University.

3. Establishment of the University

- (1) There shall be established a private University by the name of Chitkara University in the State of Punjab.
- (2) The University shall be run and managed by the Trust in accordance with the provisions of this Act.
- (3) The University shall be a body corporate by the name, mentioned in sub-section (1), and shall have perpetual succession and a common seal. It shall have the power to acquire, hold, dispose of

property both moveable and immoveable and to make contract, and shall sue, and be sued by the said name.

- (4) The headquarters of the University shall be located at Village Jhansla, Tehsil Rajpura, District Patiala.
- (5) The University shall be self-financed and it shall not be entitled to receive any grant or other financial assistance from the State Government.

4. Objects of the University The objects of the University shall be:-

- (i) to provide instruction, teaching and training in higher education and to make provisions for research, advancement and dissemination of knowledge;
- (ii) to create higher levels of intellectual abilities;
- (iii) to establish state of the art facilities for education and training;
- (iv) to carry out teaching and research and offer continuing education programmes;
- (v) to create centers of excellence for research and development and for sharing knowledge and its application;
- (vi) to establish campus and to make provisions for all the facilities required for the study and stay of the students, staff, visitors including parents, of the University; and
- (viii) to do all such acts and things as may be necessary or desirable to further the objects of the University.

5. Powers and Functions of the University The University shall have the following powers and functions, to be exercised and performed by or through its officers and authorities, namely:-

- (i) to make provisions for instruction, teaching and research, relating to the courses through traditional as well as new innovative modes including online education modes;

- (ii) to conduct and hold examinations, grant or confer degrees, diplomas, certificates, awards, grades, credits, academic distinctions, as well as other distinctions and certificates;
- (iii) to institute and confer the designation of Professor, Associate Professor, Assistant Professor, Reader, Lecture or any other equivalent designation, as may be required by the University or its institutions and to appoint persons as such;
- (iv) to institute and award fellowships, scholarships, studentships, as may be prescribed;
- (v) to provide for equivalence of the degrees, diplomas and certificates of the students completing their courses partially or in full, from any other recognized University, Board or Council or nay other competent authority;
- (iv) to provide for dual degree, diploma or certificate vis-à-vis other universities on reciprocal basis;
- (v) to set up central library, departmental libraries, museums and allied matters;
- (vi) to demand such fees and other charges, as may be prescribed;
- (vii) to hold, manage and run fund of the trust and endowments, which may be created in favour of the University;
- (viii) to institute and confer honorary degrees as may be prescribed;
- (ix) to print and publish works of academic excellence;
- (x) to take special measures for the spread of educational facilities amongst the educationally backward strata of the society;
- (xi) to encourage and promote sports and martial arts ;
- (xii) to create technical, administrative, ministerial and other necessary posts and to make appointments thereto;
- (xiii) to receive grants from the University Grants Commission and other Central or State agencies or any other person;

- (xiv) to accept and receive gifts, donations and to raise loans and advances;
- (xv) to undertake research projects on mutually acceptable terms and conditions in respect of agriculture, industry and business;
- (xvi) to provide consultancy services;
- (xvii) to encourage and promote extra-curricular activities for personality development of the teachers, students and employees of the University;
- (xviii) to purchase, acquire and take on lease or mortgage, any immovable and movable property and sell, lease, mortgage, alienate and transfer any movable or immovable property belonging to or vested in the University;
- (xix) to prescribe the fee structure for various categories of students;
- (xx) to seek collaboration with other institutions on mutually acceptable terms and conditions;
- (xxi) to fix, determine and provide salaries, remunerations, honoraria to teachers and employees of the University in accordance with the norms, specified by the University Grants Commission;
- (xxii) to do self-certification, which shall be exempted from obtaining any permission, approval, license, certificate, no objection certificate, authorization, or any other document from the State Government or any other body, set-up by the State Government or under any State Act or Central Act in so far it is applicable to the State.
- (xxiii) to frame Statutes, Ordinances and Regulations for carrying out the objects of the University; and
- (xxiv) to do all such other acts, which may be necessary or desirable to further the objects of the University.

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

- (1) the Visitor;
- (2) the Chancellor;

- (3) the Vice-Chancellor;
- (4) the Registrar;
- (5) the Chief Finance and Accounts Officer; and
- (6) such other officers of the University, as may be declared by it by Statutes to be the officers of the University.

7. The Visitor

- (1) The Governor of Punjab shall be Visitor of the University.
- (2) The Visitor shall, preside over the convocation of the University for conferring degrees and diplomas. The Visitor shall have the right to call for any information relating to the affairs of the University.
- (3) The Visitor, in consultation with the Chancellor, may cause the inspection, scrutiny, investigation, survey or inquiry or any other such like thing to be made by such person, as he may direct, in respect of administrative, academic or executive matters of the University.
- (4) The Visitor shall, in every case, give notice to the University of his intention to cause the inspection, scrutiny, investigation, survey or inquiry or any other such like thing, to be made, and the University shall appoint a representative, who shall be present at such inspection, scrutiny, investigation, survey or inquiry or any other such like thing, as the case may be.
- (5) The Visitor may inform the Vice Chancellor about the results of such inspection, scrutiny, investigation, survey or inquiry and the Vice Chancellor shall communicate to the Governing Body the views of the Visitor along with such advice, as the Visitor may have tendered and the action to be taken on such advice.
- (6) The Vice Chancellor shall inform the Visitor about the action taken or proposed to be taken by the University with respect to the inspection, scrutiny, investigation, survey, inquiry or any other such like thing as the case may be.

- (7) If the State Government considers it appropriate in public interest to make the inspection, scrutiny, investigation, survey or inquiry or any other such like thing, as the case may be, in respect of any matter relating to the University or its institutions, a reference shall be made by the State Government to the visitor who will in consultation with the Chancellor, cause the intended inspection, scrutiny, investigation, survey or such like thing to be made.

8. The Chancellor

- (1) The Chairman shall be Chancellor of the University and in the absence of the Visitor, the Chancellor shall preside over the convocation of the University.
- (2) The Chancellor shall be the Chairman of the Governing Body and he shall decide or approve all appointments, nominations, removals, suspensions and reinstatements of the employees and officers of the University either suo moto or on the recommendation by the concerned authority of the University.
- (3) The Chancellor may amend or revoke any decision taken, by any authority or officer of the University and may exercise his powers either suo moto or otherwise to do all necessary things to facilitate the smooth functioning of the University.
- (4) The Chancellor shall have the power to do all such other acts, as may be required to further the objects of the University and any matter incidental thereto, and the decisions taken by the Chancellor, shall be final and binding on all concerned of the University.
- (5) If in the opinion of the Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other officer or authority of the University by or under this Act, he may take such action as he deems necessary and shall, thereafter, at the earliest possible, report his action to such officer or authority who would have in the ordinary course dealt with the matter.

- (6) If, in the opinion of the Chancellor, any decision of any officer or authority of the University is beyond the powers conferred under this Act or Statutes, Ordinances or Regulations made thereunder or is likely to be prejudicial to the interests of the University, he shall ask such officer or authority to revise the decision within a period of fifteen days from the date of decision, and in case the officer or authority refuses to revise such decision, wholly or partly or fails to take any decision within a period of fifteen days, the decision of the Chancellor, thereon shall be final.
- (7) If at any time, upon representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor or any other officer of the University,-
- (a) has made default in performing any duty imposed upon him under this Act or otherwise; or
 - (b) has acted in a manner prejudicial to the interest of the University; or
 - (c) is incapable of managing the affairs of the University, the Chancellor, may, notwithstanding the fact that the term of that officer has not expired, by an order in writing and stating the reasons therein, require the officer to relinquish his office from such date as may be specified in the order. The concerned officer shall be deemed to have relinquished the office from the specified date:

Provided that no such order shall be passed, unless the particulars of the grounds on which such action is proposed to be taken are communicated to that officer and he is given reasonable opportunity of being heard.

9. The Vice-Chancellor

- (1) The Vice-Chancellor shall be appointed by the Chancellor from amongst the panel of five persons, recommended by the Governing Body and shall, subject to the provisions of this Act, hold office for a term of three years.

Provided that the Vice-Chancellor shall continue to hold office even after expiry of his term, till new Vice-Chancellor joins. But, in any case, this period shall not exceed one year.

- (2) No person shall be appointed as Vice-Chancellor, unless he possesses such qualifications, as may be prescribed by the University Grants Commission or its equivalent body, created or constituted by the Central Government.
- (3) The Vice-Chancellor, shall be the principal executive and academic officer of the University, and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- (4) In case of absence of the Visitor and the Chancellor, the Vice-Chancellor shall preside at the convocation of the University
- (5) The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed.

10. The Registrar

- (1) The Registrar shall be appointed by the Chancellor from a panel of three names, recommended by Governing Body in such manner, as may be prescribed.
- (2) No person shall be appointed as Registrar, unless he possesses such qualifications, as may be prescribed by the University Grants Commission or its equivalent body, created or constituted by the Central Government.
- (3) All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (4) The Registrar shall be the Member Secretary of the Governing Body, the Board of Management and Academic Council, but he shall not have the right to vote.
- (5) The Registrar shall exercise such other powers and perform such other duties, as may be prescribed.

11. The Chief Finance and Accounts Officer

- (1) The Chief Finance and Accounts Officer shall be appointed by the Chancellor in such manner, as may be prescribed.
- (2) No person shall be qualified to be appointed as Chief Finance and Accounts Officer, unless he is a Chartered Accountant.
- (3) The Chief Finance and Accounts Officer shall exercise such powers and perform such duties, as may be prescribed.

12. Other Officers

- (1) The University may appoint such other officers, as it may deem necessary for its functioning.
- (2) The manner of appointment of other officers of the University and their powers and functions, shall be such, as may be prescribed.

13. Authorities of the University The following shall be the Authorities of the University, namely:—

- (1) the Governing Body;
- (2) the Board of Management;
- (3) the Academic Council;
- (4) such other authorities, as may be declared by the Statutes to be the authorities of the University.

14. The Governing Body

- (1) The Governing Body of the private University shall consist of the following, namely:-

(a)	the Chancellor;	Chairperson
(b)	the Vice-Chancellor;	Member
(c)	three persons, to be nominated by the Trust, out of whom two shall be eminent educationists;	Member

(d)	one expert of management or information technology from outside the University, to be nominated by the Chancellor;	Member
(e)	one expert of finance, to be nominated by the Chancellor;	Member
(f)	the Secretary to Government of Punjab, Department of Higher Education or his representative, not below the rank of Joint Secretary; and	Member
(g)	One eminent educationist, to be nominated by the Secretary to Government of Punjab, Department of Higher Education in consultation with Chancellor	Member

- (2) The Governing Body shall be the supreme body of the University. It shall exercise the following powers, namely:-
- (a) to provide general superintendence and to give directions for controlling the functioning of the University in accordance with the Statutes, Ordinance and Regulations;
 - (b) to review the decisions of other authorities of the University in case, these are not in conformity with the provisions of the Statutes, Ordinances and Regulations;
 - (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 Trust, the voluntary liquidation of the University, if such situation arises when smooth functioning of the University does not remain possible, inspite of all efforts; and
 - (f) to exercise such other powers, as may be prescribed by the Statutes.
- (3) The Governing Body shall meet at least twice in a calendar year.
- (4) The quorum for meeting of the Governing Body shall be five.

15. The Board of Management

- (1) The Board of Management shall consist of the following members, namely:-

(a)	the Chancellor or his nominee;	Chairperson
(b)	the Vice-Chancellor;	Member
(c)	two members of the Trust, to be nominated by the Trust;	Members
(d)	the Director of the concerned Directorate relating to education as representative of the State Government;	Member
(e)	three persons, who are not members of the Trust, to be nominated by the Trust;	Members
(f)	two persons from amongst the teachers, to be nominated by the Trust; and	Members
(g)	Two teachers, to be nominated by the Vice-Chancellor	Members

- (2) The powers and functions of the Board of Management shall be such, as may be prescribed.
- (3) The Board of Management shall meet at least twice in a calendar year.
- (4) The quorum for meetings of the Board of Management shall be five.

16. The Academic Council

- (1) The Academic Council shall consist of the following persons namely:-

(a)	the Vice-Chancellor;	Chairperson
(b)	one eminent academician to be nominated by the State Government as its representatives; and	Member
(c)	such other persons, as may be prescribed;	Members

- (2) The Academic Council shall be the principal academic body of the University and shall; subject to the provisions of this Act, Statutes,

Regulations and Ordinances, co-ordinate and exercise general supervision over the academic policies of the University.

- (3) The quorum for meeting of the Academic Council shall be such, as may be prescribed.

17. Other Authorities The composition, constitution, powers and functions of other authorities, declared under clause (iv) of Section 13, shall be such, as may be prescribed.

18. Disqualification for membership of an authority or body A person shall be disqualified for being a member of any of the authority or body of the University, if he:-

- (a) is of unsound mind and stands so declared by a competent court;
- (b) is an undischarged insolvent;
- (c) has been convicted of any offence involving moral turpitude;
- (d) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.

19. Acts or proceedings not to be invalidated by vacancies No act or proceedings taken under this Act by any authority or other body of the University shall be invalid merely on the ground,

- (a) of any vacancy or defect in the constitution of the authority or body; or
- (b) of any defect or irregularity in election, nomination or appointment of a person acting as member thereof; or
- (c) of any defect or irregularity in such act or proceeding, not affecting the merits of the case.

20. Filling up of emergent Vacancies Any vacancy, occurred in any authority or body of the University due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the authority or body, which had appointed or nominated such a member:

Provided that the person appointed or nominated as a member of any authority or body of the University on an emergent vacancy, shall remain member of such authority or body only for the remaining tenure of the member, in whose place, he is appointed or nominated, as the case may be.

21. Committees The authorities or officers of the University, may constitute such committees, as may be necessary for performing specific tasks by such committees. The constitution of such committees and their duties shall be such, as may be prescribed.

22. Power to make Statutes

- (1) The Governing Body may, from time to time, make Statutes or may amend or repeal the same.
- (2) Every Statute or any other amendment therein or repeal thereof, shall require the approval of the Chancellor.
- (3) Subject to the provisions of this Act, the Statutes may provide for following matters, namely:-
 - (a) the constitution, powers and functions of the authorities and such other bodies of the University as may be declared from time to time;
 - (b) the terms and conditions of appointment of the Vice-Chancellor and his powers and functions;
 - (c) the manner and terms and conditions of appointment of the Registrar and Chief Finance and Accounts Officer and their powers and functions;
 - (d) the manner and terms and conditions of appointment of other officers and teachers and their powers and functions;
 - (e) the terms and conditions of service of employees of the University;
 - (f) the procedure for arbitration in case of disputes between the University, officers, teachers, employees and students;

- (g) the conferment of honorary degrees;
 - (h) the exemption of students from payment of tuition fee and awarding them scholarships and fellowships;
 - (i) the Policy of admissions, including regulation of reservation of seats;
 - (j) the fees to be charged from students;
 - (k) the number of seats in different courses; and
 - (l) all other matters, for which Statutes are required to be made under this Act.
- (4) After the approval of the Chancellor, the Statutes of the University shall be submitted to the State Government for its approval.
 - (5) The State Government shall consider the Statutes, submitted by the University, and shall give its approval thereon with such modifications, if any, as it may deem necessary and forward the modified Statutes to the University if so modified.
 - (6) The University shall with the approval of the Governing Body, communicate its agreement to the modified Statutes as approved by the State Government, and if it desires not to give effect to any or all of the modifications made by the State Government, it may give reasons thereof.
 - (7) After the Statutes are finally approved by the State Government, these shall be published in the Official Gazette of the University.
 - (8) The Statutes so made, shall not be amended without the approval of the State Government within 5 years from the date of their publication in the official gazette of the University;

23. Power to make Ordinances

- (1) The Governing Body may, from time to time make Ordinances or may amend or repeal the same.

- (2) Every ordinance or any amendment therein or repeal thereof, shall require the approval of the Chancellor.
- (3) Subject to the provisions of this Act, the Ordinances may provide for the following matters, namely:-
- (a) the admission of students to the University and their enrolment as such;
 - (b) the courses of study, to be laid down for the degrees, diplomas and certificates of the University;
 - (c) the degrees, diplomas, certificates and other academic distinctions;
 - (d) the conditions for award of fellowships, scholarships, stipends, medals and prizes;
 - (e) the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators;
 - (f) fees, to be charged for the various courses, examinations, degrees and diplomas of the University;
 - (g) the conditions of residence of the students of the University;
 - (h) taking of disciplinary action against the students;
 - (i) the creation, composition and functions of any other body which is considered necessary for improving the academic standard of the University;
 - (j) the manner of co-operation and collaboration with other universities and institutions of higher education; and
 - (k) all other matters, which by this Act or Statutes made there-under are required to be provided by the Ordinances.

- (4) After the approval of the Chancellor, the Ordinances of the University shall be submitted to the State Government for its approval.
- (5) The State Government shall consider the Ordinances, submitted by the University, and shall give its approval thereon with such modifications, if any, as it may deem necessary and forward the modified ordinances to the University, if so modified.
- (6) The University shall with the approval of the Governing Body, communicate its agreement to the modified Ordinances as approved by the State Government, and, if it desires not to give effect to any or all of the modifications made by the State Government, it may give reasons thereof.
- (7) After the Ordinances are finally approved by the State Government, these shall be published in the official gazette of the University.
- (8) The Ordinances, so made, shall not be amended without the approval of the State Government within a period of five years from the date of their publication in the official gazette of the University.

24. Power to make regulations

- (1) The Governing Body may, from time to time, make Regulations or may amend or repeal of the same.
- (2) Every regulation or any amendment or repeal thereof, shall require the approval of the Chancellor.
- (3) After the approval of the Chancellor, the State Government shall consider the Regulations, submitted by the University, and shall give its approval thereon with such modifications, if any, as it may deem necessary and forward the modified Regulations to the University, if so modified.
- (4) The University shall, with the approval of the Governing Body, communicate its agreement to the modified Regulations as approved by the State Government and, if it desires, not to

give effect to any or all of the modifications made by the State Government, it may give reasons thereof.

- (5) After the Regulations are finally approved by the State Government, these shall be published in the official gazette of the University.
- (6) The Regulations so made, shall not be amended without the approval of the State Government within a period of five years from the date of their publication in the Official Gazette of the University; however thereafter these may be amended by the University at its own level as prescribed under the this Act.

25. University to follow Regulations, etc. of the Regulating Bodies

- (1) The University shall be prohibited from conferring any degrees, not recognized by the University Grants Commission or its equivalent body, constituted by the Central Government.
- (2) It shall be mandatory for the University to follow the University Grants Commission (Establishment and maintenance of standards in Private Universities) Regulations, 2003 or any other regulations, made for private Universities by the University Grants Commission or other Regulatory Bodies.
- (3) Notwithstanding anything contained in this Act, the University shall be bound to comply with all the Regulations and norms of the Regulating Bodies and provide all such facilities and assistance to such bodies, as are required by them to discharge their duties and carry out their functions.

26. General Fund

- (1) The University shall have General Fund to which shall be credited,--
 - (a) fees and other charges received by the University;
 - (b) any income received from consultancy and other work undertaken by the University;

- (d) bequests, donations, endowments and any other grants; and
 - (e) funds and grants received from any source by the University for research projects from any Government and non-Government agencies.
- (2) The General Fund shall be utilized for the following purposes, namely:-
- (a) for the repayment of debts including interest charges thereto incurred by the University;
 - (b) for the upkeep of the assets of the University;
 - (c) for the payment of the cost of audit of the funds created;
 - (d) for meeting the expenses of any suit or proceedings;
 - (e) for the payment of salaries and allowances of the officers and employees of the University, and for the payment of any benefits to any such officers and employees;
 - (f) for the payment of travelling and other allowances of the members of the authorities of the University and of the members of any committee or board;
 - (g) for the payment of fellowships, freeships, scholarships, assistantships and other awards to students belonging to economically weaker sections of the society or research associates or trainees, as the case may be, or to any student otherwise eligible for such awards;
 - (h) for the payment of any expenses incurred by the University;
 - (i) for acquisition of land or any kind of development work or likewise activities for the purpose of the University.
 - (j) for the payment of cost of capital and repayment of loans incurred by the Trust for setting up and running the University and the investments made thereof;

- (k) for the payment of charges and expenditure relating to the consultancy work undertaken by the University; and
 - (l) for the payment of any expenditure, salaries, taxes, liabilities etc. by the Trust for or on behalf of the University.
- (3) The University shall device accounting system to handle the administration of finance and accounts in a simple and efficient manner so that unnecessary procedural complications can be avoided.
- 27. Other funds** The University may have such other funds also, as may be prescribed.
- 28. Annual report, account and audit** The accounts of the income and expenditure of the University shall be audited by the Chartered Accountants of the University and shall be submitted once in a year by the Chief Finance and Accounts Officer to the Governing Body for its approval.
- 29. Examinations** At the beginning of each academic session and in any case, not later than 30th day of August of every calendar year, the University shall prepare and publish a semester wise or annual, as the case may be, a tentative schedule of examinations including various academic activities, to be conducted at the University.

Explanation - “Schedule of Examination” means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details of practical examinations.

30. Declaration of Results

- (1) The University shall strive to declare the results of examinations conducted by it within period of forty-five days from the last date of the examination of particular course, and shall, in no case, later than sixty days from such date.

(2) No examination or the result of an examination shall be held invalid only for the reason that the University has not followed the schedule of examination.

- 31. Convocation** The convocation of the University shall be held in every academic year in such manner, as may be prescribed for conferring degrees, diplomas, certificates or any other academic distinction or for any other purpose.
- 32. Disputes as to the constitution of University authorities and bodies** If any question arises with respect to the appointment or entitlement of any person, to be member of any authority or other body of the University, the same shall be referred to the Chancellor, whose decision thereon shall be final and binding.
- 33. Power to remove difficulties** If any difficulty arises in giving effect to any of the provisions of this Act, the State Government may, in consultation with the Chancellor, by an order published in the Official Gazette, make such provision, not inconsistent with the provisions of this Act, as it may deem necessary for removing the difficulty.
- 34. Protection of action taken in good faith** No suit or other legal proceeding shall lie against any officer or employee of the University for anything, which is done in good faith or intended to be done in pursuance of the provisions of this Act, the Statutes, Ordinances or Regulations.
- 35. Transitory provisions** Notwithstanding anything contained in this Act, the Statutes, Ordinances and the Regulations, the Trust may subject to the availability of the funds, discharge all or any of the functions of the University for the purposes of carrying out the provisions of this Act, the Statutes, the Ordinances and the Regulations, and for that purpose, may exercise such powers and perform such duties which by this Act, the Statutes, the Ordinances and the Regulations, are to be exercised or performed by any authority or officer of the University, until such authority comes into existence or officer is appointed.

PART 2

THE FIRST STATUTE

(Approved by Government of Punjab vide Letter

No.8/47/2010-4E1/4181 dated 14.11.2011)

THE FIRST STATUTES OF THE CHITKARA UNIVERSITY, PUNJAB

1. Short Title and Commencement

- (1) These Statutes may be called the First Statutes of the Chitkara University, Punjab, 2011.
- (2) They shall come into force from the date of their publication in the Official Gazette of the University.

2. Definitions

- (1) In these Statutes unless there is any thing repugnant to the subject or context:-
 - (i) “Act” means the Chitkara University Act 2010.
 - (ii) “Authority” means any of the Authority of the University;
 - (iii) (“Employee” mean all the employees whether teaching or non-teaching of the University;
 - (iv) “Officer or Officers” mean the Officers of University;
 - (v) “Section” means a Section of the Act;
- (2) All words and expressions used herein but not defined shall have the same meaning as assigned to them in the Act respectively.

3. Other Officers of the University

In addition to the officers specified in the Section 6, there shall be the following other persons declared officers of the University, namely:-

- (i) the Pro-Chancellor;
- (ii) the Pro-Vice Chancellor(s);
- (iii) the Dean of School(s);
- (iv) the Dean of Examinations;

- (v) the Dean of Academic Affairs;
- (vi) the Dean Research and Development;
- (vii) the Dean Planning and Development;
- (viii) the Dean of Students Welfare;
- (ix) the Dean Administration;
- (x) the Dean International Programs;
- (xi) the Librarian;
- (xii) the Publication Officer;
- (xiii) the Estate Officer; and
- (xiv) the Training & Placement Officer.

4. Terms and conditions of service of the Chancellor and his powers and functions:-

The Chancellor, in addition to the powers conferred upon him under Section 8 of the Act, shall exercise the following powers, namely:-

- (i) the Chancellor shall have the right to inspect or cause to be inspected through such person or persons as he may direct, of the University, its buildings, laboratories and equipments, and also of the examination, instruction and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with the administration and finance of the University;
- (ii) the Chancellor shall, in every case, give notice to the University of his intention to cause an inspection or inquiry to be made and the University shall, on receipt of such notice, have the right to make, within thirty days from the date of receipt of the notice or such other period as the Chancellor may determine, representations to him as it may consider necessary;
- (iii) after considering the representations, if any, made by the University, the Chancellor may cause to be made such inspection or inquiry as per the provisions of Act;

- (iv) where an inspection or inquiry has been caused to be made by the Chancellor, the University shall be entitled to appoint a representative who shall have the right to appear in person and to be heard on such inspection or inquiry;
- (v) The Chancellor may address the Vice-Chancellor with reference to the results of inspection or inquiry together with such views and advice with regard to the action to be taken thereon as the Chancellor may be pleased to offer and, on receipt of the address made by the Chancellor, the Vice-Chancellor shall communicate forthwith to the Board of management the results of the inspection or inquiry and the views of the Chancellor and the advice rendered by him upon the action to be taken thereon;
- (vi) the Board of Management shall communicate through the Vice-Chancellor to the Chancellor such action, if any, as it proposes to take or has been taken by it upon the results of such inspection or inquiry;
- (vii) where the Board of Management does not, within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor may, after considering any explanation furnished or representation made by the Board of Management, issue such directions as he/she may think fit and the Board of Management shall be bound to comply with such directions;
- (viii) without prejudice to the foregoing provisions of para (vii) of this Statute, the Chancellor may, by an order in writing, annul any proceedings of the University which are not in conformity with the Act, the Statutes or the Ordinances, provided that before making any such order, he shall call upon the University to show cause as why such an order should not be made and, if any cause is shown within a reasonable time, he shall consider the same;
- (ix) The Chancellor may nominate the others members for Governing Body, Board of Management, Academic Council and other authorities constituted for University functioning in place of existing members in the interest of the University;

- (x) the decision of the Chancellor shall be final for all the matters forwarded to him by the Authorities/Officers of the University;
- (xi) The Chancellor shall delegate powers and functions of any officer to other officer in absence of said officer for smooth functioning of the University through official orders;
- (xii) to approve the appointment of such Professors, Associate Professor, Assistant Professor and other Teachers and Academic staff as may be necessary for the smooth functioning of the University, on the recommendations of the Selection Committee constituted for the purpose; and
- (xiii) The Chancellor shall have the power to convene or cause to be convened meetings of Governing body and any other authority of the University.

5. The Pro-Chancellor

- (1) The Pro-Chancellor shall be appointed by the Chancellor.
- (2) The Pro-Chancellor shall exercise all the powers of Chancellor in his absence.
- (3) The emoluments and other terms and conditions of service of the Pro-Chancellor shall be such as may be prescribed by the Governing Body from time to time.
- (4) The Pro-Chancellor shall assist the Chancellor in respect of such matters as may be specified by the Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Chancellor.

6. Terms and conditions of service and powers and functions of the Vice-Chancellor

- (1) The Vice-Chancellor shall be a whole-time salaried officer of the University.
- (2) The Vice-Chancellor shall hold office for a term of three years under Section 9 of the Act from the date on which he enters upon

his office, or until he attains the age of seventy years, whichever is earlier. He shall be eligible for re-appointment within seventy years of age.

- (3) The emoluments and other terms and conditions of service of the Vice-Chancellor shall be such as may be determined by the Board of Management from time to time.
- (4) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise , or if he is unable to perform his duties due to ill health or any other cause, the Pro-Vice Chancellor shall perform the duties of the Vice-Chancellor;
- (5) The Vice-Chancellor, in addition to the powers conferred upon him under Section 9, shall exercise the following powers, namely:-
 - (i) he shall be the ex-officio Chairperson of the Academic Council and the Finance Committee, and shall, in the absence of the Chancellor/Pro-Chancellor, preside over the convocations of the University held for conferring degrees . The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote there at, unless he is a member of such authority;
 - (ii) it shall be the duty of the Vice-Chancellor to see that the provisions of the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall take all necessary steps to ensure such observance;
 - (iii) he shall have the power to convene or cause to be convened meetings of the Academic Council, Boards of Studies and the Finance Committee and any other authority or body of the University; and
 - (iv) he shall exercise general control over the affairs of the University and shall give effect to the decisions of the authorities of the University.

- (6) Notwithstanding anything contained in clause (2), the Chancellor may, at any time after the Vice-Chancellor has entered upon his office, by order in writing, remove the Vice-Chancellor from office on grounds of incapacity, misconduct or violation of statutory provisions.
- (7) The Chancellor may authorise any other officer of the University to exercise any or all of the powers referred to above in the absence of the Vice-Chancellor through official orders.

7. Pro-Vice-Chancellor

- (1) The Pro-Vice-Chancellor shall be appointed by the Chancellor on the recommendation of the Vice Chancellor.

Provided that the Chancellor may, on the recommendation of the Vice Chancellor, appoint a Professor to discharge the duties of the Pro-Vice-Chancellor in addition to his own duties as a Professor.

- (2) The term of office of a Pro-Vice-Chancellor shall be such as may be decided by the Governing Body but it shall not in any case exceed three years.

Provided that the Pro-Vice-Chancellor whose term of office has expired shall be eligible for re-appointment.

Provided further that, in any case, the Pro-Vice-Chancellor shall retire on attaining the age of seventy years;

Provided also that the Pro-Vice-Chancellor shall, while discharging the duties of the Vice-Chancellor under Sub -clause (v) of Clause 6 of the Statute, continue in office, notwithstanding the expiration of his term of office as Pro-Vice-Chancellor, until the Vice-Chancellor resumes office or a new Vice-Chancellor assumes office, as the case may be.

- (3) The emoluments and other terms and conditions of service of the Pro-Vice-Chancellor shall be such as may be determined by the Board of Management from time to time.

- (4) The Pro-Vice-Chancellor shall exercise such powers and perform such duties as may be assigned to him by the Chancellor in consultation with the Vice Chancellor from time to time through official orders.

8. Appointment, terms and conditions of service of the Registrar and his powers and functions

- (1) The Registrar shall be appointed under Section 10 of the Act on the recommendation of a Selection Committee constituted under the chairmanship of the Vice-Chancellor and having three other persons nominated by the Chancellor as members, each expert in academic, administration, management and finance.
- (2) He shall be a whole-time salaried officer of the University.
- (3) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Board of Management from time to time.
- (4) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (5) In addition to the powers and duties conferred and imposed upon the Registrar under Section 10, shall exercise and perform the following powers and functions, namely:-
- (i) he shall be the custodian of the records, the common seal and all properties of the University;
 - (ii) he shall conduct official correspondence on behalf of the University and be responsible for the proper maintenance of all the records of the University, subject to the provisions of the Act and the Statutes;
 - (iii) he shall, under the instructions of the Vice-Chancellor and in exercise of the provisions made in the Statutes, Ordinances and Regulations, issue notices concerning all

meetings of the Governing Body, Board of Management, the Academic Council and any other Committees or bodies constituted under the provisions of the Act;

- (iv) he shall maintain, if and when required, a register of all registered graduates of the University in the specified form;
 - (v) he shall maintain a register of all Degrees and Diplomas conferred by the University;
 - (vi) he shall have powers to enter into agreement/contract and to sign documents and authenticate records on behalf of the University;
 - (vii) he shall be responsible for the general discipline of the University's office and shall have disciplinary control over the employees of the office of the University;
 - (viii) he shall be subject to the immediate direction and control of the Vice-Chancellor and shall generally render to the Vice-Chancellor such assistance as may be desired by him in the performance of his official duties;
 - (ix) he shall have power to countersign the travelling allowance bills and sanction leave of the employees (teaching/non-teaching) on the recommendation of the concerned department head; and
 - (x) he shall maintain service records of all the employees of the University.
- (6) He shall exercise such powers and perform such duties as may be assigned to him by the Chancellor in consultation with the Vice Chancellor from time to time through official orders.

9. Appointment, terms and conditions of service of the Chief Finance and Accounts Officer and his powers and functions

- (1) The Chief Finance and Accounts Officer shall be appointed by Chancellor on the recommendations of a Selection Committee

constituted under the chairmanship of the Vice-Chancellor and having two other persons nominated by the Chancellor as members, each expert in administration and management & finance.

- (2) He shall be a whole-time salaried officer of the University.
- (3) The emoluments and other terms and conditions of service of the Chief Finance and Accounts Officer shall be such as may be prescribed by the Board of Management from time to time.
- (4) When the office of the Chief Finance and Accounts Officer is vacant or when the Chief Finance and Accounts Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (5) The Chief Finance and Accounts Officer shall be the Member Secretary of the Finance Committee, but shall not have the right to vote.
- (6) The Chief Finance and Accounts Officer shall exercise and perform the following powers and functions, namely;-
 - (i) to exercise general supervision over the funds of the University and to advise it as regards its financial policy and the measures to develop the financial resources of the University;
 - (ii) to perform such other financial functions as may be assigned to him by the Governing Body or as may be prescribed by the Statutes or the Ordinances;
 - (iii) to prepare the annual accounts and the budget of the University and for their presentation to the Governing Body;
 - (iv) to ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and the stock-checking is conducted of equipment and other

consumable materials in all offices, Departments, Centres and Laboratories;

- (v) to bring to the notice of the Vice-Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against the persons at fault;
- (vi) to keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (vii) to purchase materials and properties required by the University and its various units ;
- (viii) to subject to the acceptance by the Board of Management; receive all contributions, grants, gifts, endowments made in favour of and for the purposes of the University;
- (ix) to ensure that the accounts of the University including its constituent units are properly kept and audited;
- (x) to ensure that the income and fees due to the University are collected and the salaries and other amounts due to the staff and others are paid promptly;
- (xi) to advise and install a suitable system of accounting and business procedure and keep an Accounts Manual for use in all institutions, Departments and offices of the University;
- (xii) to develop and operate an internal audit system so that the record of all officers and employees responsible for receipt and expenditure , maintenance of accounts, and custody of property may be verified by the audit;
- (xiii) to specify financial forms to be used in the University;
- (xiv) to have powers to pass bills and sign cheques for payments of contingent charges, pay and allowances etc., of all teachers officers and other employees of the University after getting the approval from the Registrar; and

- (xv) to exercise such powers and perform such duties as may be assigned to him by the Chancellor in consultation with the Vice Chancellor from time to time through official orders

10. Appointment, terms and conditions of service of the Dean of the School(s) and his powers and functions.

- (1) Every Dean of School shall be appointed by the Chancellor, on the recommendations of the Vice Chancellor.
- (2) He shall be a whole-time salaried officer of the University.
- (3) The emoluments and other terms and conditions of service of the Dean of Faculty shall be such as may be prescribed by the Board of Management from time to time
- (4) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (5) The Dean of School(s) shall exercise and perform the following powers and functions, namely:-
 - (i) he shall be the administrative and academic head of the Institution and shall be responsible to implement at the Institution level all the decisions, administrative and academic, of the Governing Body, the Board of Management, the Academic Council and other bodies and authorities of the University, so far as they are concerned to his School;
 - (ii) he shall be responsible for the supervision and administration of the Institution of which he is incharge, in all matters, academic, administrative, finance and accounts and student affairs. He shall also be responsible for the discipline of the staff and students and for safe custody and accounting of the properties, movable and immovable of the Institution;

- (iii) he shall be under to the immediate control of the Vice-Chancellor in all matters relating to the Institute and be responsible to implement the orders of the Vice-Chancellor;
- (iv) he shall be responsible for carrying out all the academic work in the Institute; and
- (v) he shall discharge such other functions as may be entrusted to him by the Vice-Chancellor in consultation with the Chancellor from time to time by a general or special order.

11. Appointment, terms and conditions of service of the Dean of Examinations and his powers and functions

- (1) The Dean of Examinations shall be appointed by the Chancellor, on the recommendations of the Vice Chancellor.
- (2) He shall be a whole-time salaried officer of the University.
- (3) The emoluments and other terms and conditions of service of the Dean of Examinations shall be such as may be prescribed by the Board of Management from time to time.
- (4) When the office of the Dean of Examinations is vacant or when the Dean of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (5) The Dean of Examinations shall exercise and perform the following powers and functions, namely:-
 - (i) to arrange for and superintend the examinations of the University in accordance with the manner specified by Regulations and Rules of the University;
 - (ii) to conduct all University examinations and make preparatory arrangements there for, e.g., hiring of buildings for examinations, setting up of the examination centres, appointment of supervisory and invigilation and

other staff, ensuring smooth, efficient, fair and transparent conduct of examinations, the printing and supply of Answer Books and the collection of the used 'Answer Books' from the Centres;

- (iii) to set the question papers for all University examinations by the examiners / paper setters, ensuring that the Question Papers set are in accordance with the approved scheme of examinations and as per the prescribed syllabi for a particular course / paper. The confidentiality of the entire process of paper setting at all stages must be maintained completely;
- (iv) to get the question papers printed from some reputed but confidential Press. The name and address and phone numbers etc. of the Press must be kept a secret. The printed Question Papers must be received back from Press well before the start of the examination so that these reach the examination centres well in time. The entire transportation process must also be kept confidential to prevent any kind of leakage of Question Papers;
- (v) to fix the commencement dates of various examinations, to prepare the date sheet and schedule for all examinations to be held during the next one year and publishing the same well in time for the information of all concerned;
- (vi) to oversee the work of all the branches working under the Examination Branch as its overall head and to ensure that these branches work efficiently and effectively;
- (vii) to get the Answer books for all University Examinations evaluated so that the award lists in all such cases are supplied to examination branches / computer section for tabulation, scrutiny and declaration of various examinations results. To ensure that all examination results are declared and published within the schedule fixed for the purpose and the public widely informed accordingly.

To ensure rectification of results, rechecking and re-evaluation of Answer Books, wherever permissible;

- (viii) to get the Detailed Marks Cards(DMCs), Degrees and other relevant testimonials prepared for all those students passing out from the University and the same be supplied to students/departments/ Institutions, within the period specified for the purpose;
- (ix) to make arrangements for verifications of credentials of students, who had passed out of the University and make application either for jobs or admissions in India or abroad and would like their credentials to be verified by the University;
- (x) to prepare and maintain accounts for secrecy funds, get the same checked/countersigned from the specified authority and keep permanent records for all such confidential transactions/accounts;
- (xi) to take steps for continuous examinations reforms so as to keep updating the existing Statutes, Regulations and Rules relating to examinations, to propose new rules and regulations in relation to examinations and getting the same approved from the concerned bodies of the University;
- (xii) to draw out the lists of examiners, paper setters, evaluators, centre superintendents, centre inspectors, members of flying squads, observers, chief coordinators, coordinators of various examinations, both traditional examinations and Entrance Tests and get the same approved with appropriate revisions, if any, by the competent bodies of the University;
- (xiii) to sign certificates and testimonials, wherever it is required to do so. The confidential seals, stamps including the ones carrying signatures be got prepared and kept in safe custody for use at the required time. It will be the

responsibility of the Dean of Examination to ensure that these confidential seals are not misused or tampered or lost by anyone for any ulterior purpose. Duplicate/ Provisional certificates shall be issued on an application by the candidate on payment of requisite fee;

- (xiv) to keep liaison with Dean of School/ Institution/ Heads of Departments with regard to student's enrolments, conduct of examinations and on other issues relating to students and teachers;
- (xv) to work under the direct superintendence and direction of the Vice-Chancellor and the general and overall control of the Board of Management and the Governing Body;
- (xvi) to receive the examination forms and issuance of admit card for university examinations;
- (xvii) to countersign and sanctioning of various TA/DA bills in respect of staff, examiners, supervisory, invigilation and other staff appointed for the conduct of examinations, Evaluation / Re-evaluation of Answer Books and tabulation / declaration / publication of Examination results;
- (xviii) to perform any other duty or function allotted to him by the Vice-Chancellor in consultation with the Chancellor from time to time.

12. Appointment, terms and conditions of service of the Dean of Academic Affairs and his powers and functions

- (1) There shall be appointed a Dean of Academic Affairs by the Chancellor, from amongst teachers of the University, on the recommendations of the Vice-Chancellor.
- (2) When the office of the Dean of Academic Affairs is vacant or when the Dean of Academic Affairs is, by reason of illness, absence or any other cause, unable to perform the duties of his

office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.

- (3) The Dean of Academic Affairs shall exercise and perform the following powers and functions, namely:-
- (i) to build an Academic Calendar containing all academic activities including decisions as regards Academic terms, Autumn and Winter recesses, schedule of examinations, Declaration of results, dates of Admissions, Dates for commencement of Academic sessions and so on in consultation with respective Deans ;
 - (ii) to submit to the Academic Council time table of all University classes including Centres or evening classes, diploma courses etc. and list of holidays and to see that the same are properly pursued;
 - (iii) to arrange the accommodation of all University classes including evening classes, diploma courses, etc;
 - (iv) to make such arrangements for Centre, which may be established by the University;
 - (v) to see that the discipline and routine of work in all University classes including evening classes, diploma courses is maintained in accordance with the decisions of the Boards of Management and the Academic Council;
 - (vi) to exercise control in respect of matters specified in (v) above over the functioning of the University teaching departments through Heads of the Departments in consultation with Dean Faculty;
 - (vii) to co-ordinate wherever necessary, the work of the teaching staff of the University Academic Departments through the Heads of Departments in their respective departments in consultation with Dean of the School;

- (viii) to make recommendations to the Vice-Chancellor, in regard to the grant of privilege leave to teaching staff and to suggest consequential arrangements for all University classes including evening classes, diploma courses, etc;
- (ix) to operate the accounts of Amalgamated fund allocated for academic activities of students as per rules approved by Board of Management;
- (x) to make arrangements for extension lectures and recommend to the Vice-Chancellor, names of delegates to various conferences;
- (xi) to guide the students proceeding abroad for higher studies; and
- (xii) to perform any other duty or function allotted to him by the Vice-Chancellor in consultation with the Chancellor from time to time.

13. Appointment, terms and conditions of service of the Dean of Research and Development (DRD) and his powers and functions

- (1) The Dean Research and Development (DRD) shall be appointed by the Chancellor, from amongst teachers of the University, on the recommendations of the Vice-Chancellor.
- (2) When the office of the Dean of Research and Development is vacant or when the Dean of Research and Development is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (3) The Dean of Research and Development (DRD) shall exercise and perform the following powers and functions, namely;-
 - (i) to act as an Academic guide, in developing and improving the research standards in the Institutions / Departments;
 - (ii) to act as a vital link with the UGC, AICTE, NCTE, Council for Architecture / Universities / Pharmacy

Council, NAAC/NBA , other National and International agencies and other regulatory bodies ;

- (iii) to hold workshops for sensitizing the School of the Institutions with regard to research and development;
- (vi) to take steps and bring about NAAC/NBA accreditation for Institutions/ Departments, to provide guidance and logistic support for getting the highest possible grade for the Institutions;
- (v) to help the Departments and Institutions get maximum amounts of financial grants from various funding agencies including UGC, AICTE, State and Central Governments;
- (vi) to arrange educational and study trips for the Dean of the School and faculty members to various other Universities and Colleges across the country with a view to apprise these academia about the latest educational trends prevalent in various parts of the country as also the new education systems available in the diverse educational institutions;
- (vii) to suggest and propose innovations and newer ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas;
- (viii) to keep abreast with the latest Educational policies of both the State Government as well as Central Government and also to apprise the Department/Institutions about the same, guiding them in their proper implementation; and
- (ix) to perform any other duty or function allotted to him by the Vice-Chancellor in consultation with the Chancellor from time to time.

14. Appointment, terms and conditions of service of the Dean of Planning and Development and his powers and functions

- (1) The Dean Planning and Development shall be appointed by the Chancellor, from amongst teachers of the University, on the recommendations of the Vice-Chancellor.

- (2) When the office of the Dean Planning and Development is vacant or when the Dean of Planning and Development is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (3) The Dean of Planning and Development shall exercise and perform the following powers and functions, namely;-
 - (i) to advise the Vice-Chancellor about the short/ long term planning in terms of academic programmes, development and financial projections.
 - (ii) to assist the Vice-Chancellor in dealing with different funding agencies/ organizations like MHRD, UGC and others.
 - (iii) to advise the Vice-Chancellor in matters pertaining to financial, academic and other kinds of allocations to be made to different components of the University.
 - (iv) to perform such other duties/tasks that will be assigned to him by the Vice-Chancellor in consultation with the Chancellor from time to time.

15. Appointment, terms and conditions of service of the Dean of Student Welfare (DSW) and his powers and functions

- (1) The Dean of Student Welfare (DSW) shall be appointed by the Chancellor, from amongst teachers of the University, on the recommendations of the Vice-Chancellor.
- (2) When the office of the Dean of Student Welfare is vacant or when the Dean of Student Welfare is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (3) The Dean of Student Welfare (DSW) shall exercise and perform the following powers and functions, namely:-

- (i) to plan, organize and supervise the co-curricular and cultural activities and sports activities of the students in the University campus;
- (ii) to look after the Physical welfare and NCC and NSS activities of the students in the University campus;
- (iii) to operate the accounts of the Amalgamated fund allocated to the Students Welfare Department for co-curricular activities;
- (iv) to deal with all matters pertaining to discipline among the University students on the campus, and outside, excepting those relating to their Academic work, which will be dealt with by the Heads of Departments and/or the Dean Academics and to impose penalties as may be deemed necessary, after due enquiry;
- (v) to devise ways and means for promoting the well being of the University students - social, moral and emotional values inculcating among them, regard for great ideas, like loyalty to country, devotion to duty and pursuit of truth and achieving excellence in studies and other co-curricular activities and sports, etc;
- (vi) to control and implement the various scholarships schemes of State/Central Government for Campus students;
- (vii) to have the overall control and supervision of the Office of the Dean Students Welfare as its head of the Department;
- (viii) to publish In-house magazines and other similar publications as their Chief Editor and Coordinator; and
- (ix) to perform any other duty or function allotted to him by the Vice-Chancellor in consultation with the Chancellor from time to time.

- (4) The Vice-Chancellor in consultation with the Chancellor may authorise any other officer of the University to exercise any or all of the powers of the Dean Student Welfare in his absence.

16. Appointment, terms and conditions of service of the Dean Administration and his powers and functions

- (1) The Dean Administration shall be appointed by the Chancellor, on the recommendations of the Vice Chancellor.
- (2) He shall be a whole-time salaried officer of the University.
- (3) The emoluments and other terms and conditions of service of the Dean Administration shall be such as may be prescribed by the Board of Management from time to time.
- (4) When the office of the Dean Administration is vacant or when the Dean of Administration is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (5) The Dean of Administration shall exercise and perform the following powers and functions, namely:-
- (i) He will be the administrative head of the University Hostels, Transport, Security and Mess & Canteen.
 - (ii) He will also plan and assist the Vice-Chancellor in planning/ preparing proposals with regard to future development of the Campus and facilities.
 - (iii) He will be responsible for the maintenance and use of infrastructural facilities in the University at the optimum level.
 - (iv) He will be responsible to co-ordinate with various government departments for all the University affairs.

- (v) to perform such other duties/tasks that will be assigned to him by the Vice-Chancellor in consultation with the Chancellor from time to time.

17. Appointment, terms and conditions of service of the Dean International Programs and his powers and functions

- (1) The Dean International Programs shall be appointed by the Chancellor, from amongst teachers of the University, on the recommendations of the Vice-Chancellor.
- (2) When the office of the Dean International Program is vacant or when the Dean International Program is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (3) The Dean International Program shall exercise and perform the following powers and functions, namely;-
 - (i) He will assist the Vice-Chancellor in developing collaboration with different national and international Universities/ Organisations through mutual agreements / MoUs etc
 - (ii) He will put up the draft agreements/ MoUs for approval of the Vice-Chancellor so that the same could be signed by him with the national/ international counter-parts.
 - (iii) He will monitor the execution of MoUs/ agreements signed by the University with different Universities and organizations and keep the Vice-Chancellor informed about the same on regular basis.
 - (iv) He will assist the Vice-Chancellor in planning and executing visits to different Universities/ organizations for negotiating and signing the agreements/ MoUs.
 - (v) He will be the Head of International Students' Centre and facilitate the admission to courses of studies to be pursued

by foreign students in different schools/ departments of the University.

- (vi) He will actively interact with Indian missions abroad, MHRD, MEA, MHA and the UGC with a view to addressing the problems of foreign students, improving the conditions of foreign students in India/University and achieving the goals of internationalization of Indian higher education.
- (vii) He will carry out such other duties / tasks to be assigned to him by the Vice- Chancellor in consultation with the Chancellor from time to time.

18. Appointment, terms and conditions of service of the Librarian and his powers and functions

- (1) The Librarian shall be appointed by the Chancellor, on the recommendations of the Vice Chancellor.
- (2) He shall be a whole-time salaried officer of the University.
- (3) The emoluments and other terms and conditions of service of the Librarian shall be such as may be prescribed by the Board of Management from time to time.
- (4) The Librarian shall exercise and perform the following powers and functions, namely:-
 - (i) to plan and get the processes of acquisition of books/ Journals as per the norms of the regulatory bodies.
 - (ii) to advise the Vice-Chancellor about further augmenting and strengthening the various library facilities.
 - (iii) to ensure automation of services, which includes functions like receipt, issue of the books.
 - (iv) to ensure that the books/periodicals are maintained in good state and get them bound, if required.

- (v) to ensure the physical verification of library books/ journals etc on annual basis.
- (vi) to perform such other duties/tasks that will be assigned to him by the Vice-Chancellor in consultation with the Chancellor from time to time.

19. Appointment, terms and conditions of service of the Publication Officer and his powers and functions

- (1) The Publication Officer shall be appointed by the Chancellor, on the recommendations of the Vice Chancellor.
- (2) He shall be a whole-time salaried officer of the University.
- (3) The emoluments and other terms and conditions of service of the Publication Officer shall be such as may be prescribed by the Board of Management from time to time.
- (4) The Publication Officer shall exercise and perform the following powers and functions, namely:-
 - (i) Publication Officer will plan and oversee the execution of work of publication of books, journals and other literature.
 - (ii) He will advise the Vice-Chancellor with regard to the work of further consolidating and expanding all the processes linked to the publication and distribution of literature published by the University.
 - (iii) He will undertake any other task assigned to him by the Vice-Chancellor in consultation with the Chancellor from time to time.

20. Appointment, terms and conditions of service of the Estate Officer and his powers and functions

- (1) The Estate Officer shall be appointed by the Chancellor, on the recommendations of the Vice Chancellor.
- (2) He shall be a whole-time salaried officer of the University.

- (3) The emoluments and other terms and conditions of service of the Estate Officer shall be such as may be prescribed by the Board of Management from time to time.
- (4) The Estate Officer shall exercise and perform the following powers and functions, namely:-
 - (i) He will keep the record of all the movable and immovable property of the University and will carry out stock taking on annual basis.
 - (ii) He, with the assistance of civil department, will get the maintenance, repair and renovation work done in respect of different facilities including class-rooms, laboratories, guest house, hostels, auditoria, residential quarters, lawns and gardens.
 - (iii) He will be responsible for getting the developmental projects executed with the assistance of civil department of the University.
 - (iv) He will recommend for the approval of Vice-Chancellor different proposals for award of contracts regarding civil work after getting them worked out through the committee appointed by the Vice-Chancellor for this purpose from time to time.
 - (v) He will undertake any other task assigned to him by the Vice-Chancellor in consultation with Chancellor from time to time.

21. Appointment, terms and conditions of service of the Training & Placement Officer and his powers and functions

- (1) The Training & Placement Officer shall be appointed by the Chancellor, on the recommendations of the Vice Chancellor.
- (2) He shall be a whole-time salaried officer of the University.

- (3) The emoluments and other terms and conditions of service of the Training & Placement Officer shall be such as may be prescribed by the Board of Management from time to time.
- (4) The Training & Placement Officer shall exercise and perform the following powers and functions, namely:-
 - (i) Arranges for industrial training for students
 - (ii) Encourages students to become entrepreneurs, through Entrepreneurship Development Programmes.
 - (iii) Promotes career guidance & counseling through lectures by senior corporate executives and visiting professors.
 - (iv) Training facilities for students to face competitive exams like GATE, GRE, GMAT, TOEFL and prepares them for the interviews.
 - (v) Organizing campus interviews for pre-final and final year students with industrial and business houses of repute from all over India and abroad.
 - (vi) Maintain the record of placement for a period of three years.
 - (vii) He will undertake any other task assigned to him by the Vice-Chancellor in consultation with the Chancellor from time to time.

22. Authorities of the University

In addition to the authorities specified in the Section 13, there shall be the following other authorities of the University, namely:-

- (i) the Board of Studies; and
- (ii) the Finance Committee;
- (iii) the Board of Research Studies
- (iv) the Planning Board

23. Term of office of the nominated Members of the Governing Body

- (1) The term of the office of the nominated members of the Governing Body under clauses (c), (d) and (e) of Section 14 of the Act shall be three years.
- (2) If a nominated member under clause (1) ceases to be a member, new member shall be nominated for the remaining period.
- (3) A nominated member may be re-nominated as a member of the Governing Body after the completion of the term.
- (4) All decisions at the meeting shall be taken by a majority vote of the members present. The Chairperson at the meeting shall have a casting vote and a second vote in the case of equality.

24. Powers and Functions of the Governing Body

Subject to the provisions of the Act, the Statutes and the Ordinances, the Governing Body shall, in addition to all other powers vested in it, have the following powers, namely:-

- (i) to make the Statutes, Ordinances and Regulations of the University and to amend or repeal the same as per provisions under Section 22, 23 and 24 of the Act respectively
- (ii) to provide for research and the advancement and dissemination of knowledge in such branches of learning as it may deem necessary; and
- (iii) to take all such measure and to do all such acts, as may be necessary or desirable to achieve the objects of the University.

25. Term of office of the nominated Members of the Board of Management

- (1) The term of the office of the nominated members of the Board of Management under clauses (c), (e), (f) and (g) of Section 15 of the Act shall be three years.
- (2) If a nominated member under clause (1) ceases to be a member, new member shall be nominated for the remaining period.

- (3) A nominated member can be re-nominated as a member of the Board of Management after the completion of term.
- (4) All decisions at the meeting shall be taken by a majority vote of the members present. The Chairman at the meeting shall have a casting vote in the case of equality.
- (5) The undecided matters shall be forwarded to the Chancellor for decision and his decision shall be final.

26. Powers and functions of the Board of Management

Under the provisions of the sub-section (2) of Section 15, the Board of Management shall exercise and perform following powers and functions, namely:-

- (1) The Board of Management shall, subject to control of the Chancellor, have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
- (2) Subject to the provisions of the Act, the Statutes and the Ordinances, the Board of Management shall, in addition to the other powers vested in it, have the following powers, namely:-
 - (i) to create teaching and other academic posts and to define the functions and conditions of service of Professors, Associate Professors, Assistant Professor and other Teachers, and other academic staff employed by the University;
 - (ii) to prescribe number of teaching and non-teaching staff, their qualifications and other eligibility conditions in accordance with the conditions prescribed by UGC and other regulatory bodies;
 - (iii) to specify the manner of appointment to temporary vacancies of academic staff;

- (iv) to provide for the appointment of visiting Professors, Emeritus Professors, Fellows, Artists, and Writers and determine the terms and conditions of such appointments;
- (v) to manage and regulate the finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit;
- (vi) to invest any money belonging to the University including any unapplied income, in such stocks, funds, shares or securities as it thinks fit or in the purchases of immovable property in India with like power of varying such investment from time to time, provided that no action under this clause shall be taken without consulting the Finance committee;
- (vii) to create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the number of appointments thereto;
- (viii) to regulate and enforce discipline amongst the employees in accordance with the Statutes and Ordinances;
- (ix) to transfer or accept transfers of any immovable property on behalf of the University;
- (x) to entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;
- (xi) to fix the remuneration payable to course writers, counselors, examiners and invigilators and travelling and other allowances payable, after consulting the Finance Committee;
- (xii) to select the common seal for the University and to provide for the use of such seal;

- (xiii) to delegate any of its powers to the Vice-Chancellor, the Registrar, the Chief Finance and Accounts Officer, or to any other officer, employees or authority of the University, or to a committee appointed by it as it may deem fit;
 - (xiv) to institute fellowships, scholarships, studentships; and
 - (xv) to decide the seniority for nomination to the various Authorities or Bodies of the University.
- (3) The Board of Management shall publish an annual report containing:-
- (i) a review of the progress made in different spheres of activities of the University;
 - (ii) the amounts of receipts and disbursements and the purpose for which they were made;
 - (iii) the number of officers, teachers and other employees and position and remuneration of each, the number of students in the several sections and classes and course of instruction pursued in each; and
 - (iv) an estimate of the expenses for the next following year.

27. Constitution of the Academic Council.

- (1) The Academic Council, in addition to the persons under Section 16, shall include the other persons given as below, namely.-
- (a) Ex-officio members**
- (i) the Pro -Vice Chancellor;
 - (ii) the Dean of the School, of all the institutes under the University;
 - (iii) the Registrar (Member Secretary);
 - (iv) the Chief Finance and Accounts Officer;
 - (v) the Dean of Academic Affairs

- (vi) the Dean of Student Welfare;
- (vii) the Dean of Examinations;
- (viii) the Dean of Research and Development; and
- (ix) the Librarian of the University Library;

(b) Other members

- (i) one professor to be nominated by the Vice Chancellor from the University;
 - (ii) one associate professor to be nominated by the Vice Chancellor from the University;
 - (iii) one assistant professor to be nominated by the Vice Chancellor from the University;
 - (iv) At-least one eminent educationist to be nominated by the Vice-Chancellor from outside the University; and
 - (v) At-least one person from industry having proficiency in matter relating to industry and research, to be nominated by the Chancellor on the recommendation of the Vice-Chancellor.
 - (vi) Any other Chairman/Officers of the University whose association is necessary regarding a particular item may be invited to attend the meeting. However, the special invitee shall not have any right to vote.
- (2) The Registrar shall be the Member-Secretary of the Academic Council and shall not have right to vote.
 - (3) One-third of the members shall form the quorum, fractions, if any, being ignored.
 - (4) The members of the Academic Council, other than Ex-officio members, shall hold office for a term of three years.

- (5) All decisions at the meeting shall be taken by a majority vote of the members present. The Chairperson at the meeting shall have a casting vote in the case of equality.
- (6) The undecided matters shall be forwarded to the Chancellor and decision of the Chancellor shall be final.
- (7) The Academic Council shall meet at least twice in a calendar year.

28. Powers and function of the Academic Council:-

- (1) Subject to the provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:-
 - (i) to give directions regarding methods of instruction, co-ordination of teaching among institutions, evaluation of research and improvement of academic standards;
 - (ii) to consider matters of general academic interest either on its own initiative or on a reference by the Chancellor, the Vice-Chancellor, the Board of Management or a faculty and to take appropriate action thereon;
 - (iii) to recommend to the Board of Management, the creation and abolition of teaching posts as specified through Ordinances/Regulations;
 - (iv) to bring about and promote inter-Institute co-ordination and to establish or appoint such committees or boards as may be deemed necessary for the purpose;
 - (v) to specify syllabi and courses of study for various examinations on the recommendations of the faculties/ Boards of Studies;
 - (vi) to frame such Regulations and rules consistent with the Statues and the Ordinances regarding the academic functioning of the University, discipline, residence,

admissions, scholarships, medals and prizes, fee concessions, corporate life and attendance; and

- (vii) to exercise such other powers and perform such other functions as may be conferred or assigned to the Academic Council by the Act, the Statutes or the Ordinances.

- (3) All decisions of the Academic Council concerning syllabus, courses and conduct of examinations so far as they are not provided for by Statutes and Ordinances shall be final.

29. Constitution of Board of Studies.

- (1) The Board of Studies shall be constituted by the Board of Management for each department as created in the Ordinances of the University.
- (2) Members of the Boards of Studies other than ex-officio members shall be appointed by the Board of Management and shall hold office for a period of three years.
- (3) The Ex-officio members shall be:-
 - (a) the Dean of respective School (Chairperson);
 - (b) the Head of the University Department concerned; and

Other members are

- (c) two Professors of the department on rotation.
 - (d) two Associate Professors of the department on rotation.
 - (e) two Assistant Professors of the department on rotation.
 - (f) two experts nominated by the Vice-Chancellor from outside the University having special knowledge of the subject
- (4) No person shall be nominated as a member of a Board unless he is a teacher or has special knowledge in the subject or one of the subjects with which the Board is constituted.

- (5) The number of members in each board shall not be less than five and more than eleven including ex-officio members.
- (6) The Boards of Studies shall ordinarily meet once a year; but the Vice-Chancellor may direct to convene additional meetings, if it deems him necessary.
- (7) The quorum for a meeting of any Board shall be one third of the strength of the Board, fractions, if any, being ignored.
- (8) The Vice-Chancellor may in urgent cases obtain the opinion of the members of Board of Studies by circulation, such opinion, together with the decision taken there on by Vice-Chancellor, shall be communicated to all the members of the concerned Board.
- (9) The meetings of the Board of studies shall be convened by the Head of the Department

30. Powers and Functions of Board of Studies

Subject to the overall control and supervision of the Academic Council, the functions of each Board of Studies shall be:

- (i) to recommend the syllabi of each subject under the courses of studies;
- (ii) to recommend measures for the improvement of the standard of teaching ;
- (iii) to recommend the reference and text books for the guidance of teachers and students, in the prescribed syllabus;
- (iv) to recommend persons suitable for appointment as Question Paper Setters, Examiners in the subjects with which Board of Studies deals;
- (v) to make recommendations in regard to courses of study and examinations in the subjects with which it deals;
- (vi) to consult specialists who are not members of the Board;

- (vii) to suggest a panel of experts for the Board of Appointments as required; and
- (ix) to take steps in formulation, standardizing and updating of syllabi for various courses and also to bring about uniformity for syllabi among neighbouring Universities.
- (x) to get the courses approved from Academic council through Dean Academic Affairs; and
- (xi) to perform such other functions as may be assigned to it by Vice-Chancellor in consultation with the Chancellor.

31. Constitution of Finance Committee.

The Finance Committee shall consist of the following persons:-

- (1) Ex-officio members-
 - (a) the Vice-Chancellor (Chairperson);
 - (b) the Pro-Vice Chancellor;
 - (c) the Registrar;
 - (d) one member of the Trust to be nominated by the Trust; and
 - (e) two Deans of the School to be nominated by the Pro Chancellor/Chancellor.
- (2) One outside member having expertise in finance to be nominated by the Pro Chancellor/Chancellor on the recommendations of the Vice-Chancellor.
- (3) The Chief Finance and Account Officer shall be the Member-Secretary of the Committee.
- (4) Nominated members of the Finance Committee shall hold office for a term of three years.
- (5) One-third of the members shall form the quorum.

- (6) The Finance Committee shall meet at least twice a year but the Vice-Chancellor may direct additional meetings to be held as and when necessary to examine the accounts and scrutinise the expenditure.

32. Powers and Functions of Finance Committee.

- (1) The Finance Committee shall examine the accounts and scrutinize the proposals for expenditure and shall submit the annual budget to the Board of Management for approval. No expenditure in the budget shall be incurred by the University without the prior approval of the Finance Committee, which shall recommend limits for the total recurring and non-recurring expenditure for the year based on the resources and the income of the University. No expenditure shall be incurred by the University in excess of the limits so fixed.
- (2) The annual accounts and the official estimates of the University shall be laid before the Finance Committee for its consideration and comments thereon and thereafter submitted to the Board of Management for approval.

33. Constitution of Board of Research Studies.

- (1) There shall be a Board of Research Studies named as “Doctoral Research Board” to regulate all research studies in the University. The Doctoral Research Board shall function to the general guidance of the Academic Council of the University.
- (2) The Doctoral Research Board shall consist of the following persons:-
Ex-officio members-
 - (i) the In-charge/Dean/Associate Dean of the PhD program, Coordinator;
 - (ii) the Dean/Heads of School/Departments (under whom the PhD programs are being offered), of all the institutes of the University;

- (iii) Two eminent educationists/Scientists from Academic/ Research/Industry and holding a doctorate degree, as outside members nominated by the Vice-Chancellor.
 - (iv) Pro Vice Chancellor (Chairperson, Doctoral Research Board), Registrar and Dean (Examination)
 - (v) One Professor/Associate Professor/Assistant Professor from each school/department (Other than Dean/Head).
- (3) One third members of the Board shall form the quorum.
 - (4) The Board shall meet at least once a year but the Vice-Chancellor/ Pro Vice-Chancellor may direct additional meetings to be held as and when required.
 - (5) The term of board members other than ex-officio shall be two years.

34. Power and Functions of Doctoral Research Board

- (1) to oversee all the research related activities in the university as laid down in the PhD ordinance of the University such as conduct of admission to the research programmes, leading to M.Phil or Ph.D Degree, offered by the School/Department and recommend to the Vice-Chancellor, for final approval of admissions to the programme;
- (2) to consider and approve the M.Phil and Ph.D programmes offered by the School/Dept. as per the UGC Regulations prescribed from time to time;
- (3) to approve Doctoral Research Committees (DRCs) and to approve courses for students enrolled for M.Phil and Ph.D programmes;
- (4) to approve the framework of the PhD program, conduct of course work and examinations as well as other requirements related to research programmes of the University. and forward the results thereof to the Vice-Chancellor for its approval;

- (5) to recommend the Dean, DRC/Pro Vice-Chancellor to appoint internal members of DRC/examiners for course work for the Pre-PhD comprehensive examination (research proposal);
- (6) To approve the Dean DRC to grant extensions as provided in the rules on the recommendation of Internal DRC members/Examiners;
- (7) to consider and approve titles for dissertations/theses on the recommendation of the DRC members and Supervisor concerned;
- (8) to consider and approve the “Dean DRC” to change of Supervisors with the approval of DRC members/Pro Vice Chancellor
- (9) to consider and approve the “Dean DRC” for transfer of research scholars from one mode to the other;
- (10) to recommend to the Vice-Chancellor the names of examiners for the evaluation of Dissertations/theses submitted by the candidate’s Supervisor for research degrees;
- (11) to recommend the Academic Council for award of research degrees on the basis of reports/results;
- (12) to consider schemes for the advancement of the standards of research, and to submit such proposals to the Academic Council;
- (13) to promote research within and across the Schools/Departments under its purview and to submit reports on research to the Academic Council; and
- (14) to recommend the Academic Council for award of the Honorary degree;

The Chairperson/Coordinator of the Doctoral Research Board shall be authorized to exercise such powers and functions as decided by the Vice-Chancellor in consultation with the Chancellor from time to time.

35. Constitution of Planning Board

- (1) University may constitute a Planning Board as may be recommended by the Board of Management. The board will work under the over-all guidance of the Board of Management.
- (2) The Planning Board shall consist of the following persons:-
Ex-officio members
 - (i) Vice-Chancellor (Chairman);
 - (ii) Pro-Vice-Chancellor;
 - (iii) One nominee of the Trust to be nominated by the Trust;
 - (iv) Two Deans of the University on rotation basis;
 - (v) Chief Finance & Account Officer;
 - (vi) Registrar;
 - (vii) Director, Planning & Development (Member Secretary)
- (3) One nominee as outside members nominated by the Vice Chancellor.
- (4) Two Professors from the University on rotation basis;
- (5) One third members of the Board shall form the quorum.
- (6) The Board shall meet at least once a year but the Vice Chancellor may direct additional meetings to be held as and when required.
- (7) The term of board members other than ex-officio shall be three years.

36. Power and Functions of Planning Board

- (1) to define its own perspective in the light of the needs of the region, which should aim at goals of excellence, relevance, social justice and development;
- (2) to prepare perspective plan spread over 15-20 years with well – defined goals and objectives;

- (3) to help the University to effectively implement the norms of regulatory bodies by strengthening the administrative and planning infrastructure in the University to bring about necessary academic reforms in the course of study, examinations and to take comprehensive view of the research activities;
- (4) to monitor the activities relating to the construction of academic buildings, staff quarters, teacher hostels, student hostels, study homes, purchase of books, journals and equipment, appointment of additional teaching staff etc.
- (5) to assist the Vice-Chancellor in dealing with different funding agencies /organizations like UGC, AICTE and others.
- (6) to advise Vice-Chancellor about the short/long term planning in terms of Academic programmes, development and financial projections.
- (7) to plan and assist the Vice-Chancellor in planning/ preparing proposals with regards to future development of the Campus and facilities.

37. The manner of appointments of teaching posts.

- (1) All appointments to teaching posts shall be made by the Chancellor on the recommendations of the Selection Committees.
- (2) The Vice-Chancellor may, where he considers necessary, make adhoc or temporary appointments for a period not exceeding six months, if it is not possible or desirable to make regular appointment.
- (3) Selection Committee for the appointment of Professor, Associate Professors or Assistant Professor shall consist of:-
 - (i) the Vice-Chancellor (Chairperson);
 - (ii) the Pro-Vice Chancellor;
 - (iii) the Dean of School of concerned institution;
 - (iv) the Dean of Academic Affairs;

- (v) the Head of the Department;
 - (vi) the senior-most professor in the Department except where otherwise decided by the Vice-Chancellor;
 - (vii) technical expert(s) nominated by the Vice-Chancellor from outside the University, on the basis of their special knowledge of, or interest in the subject with which the Professor, Associate Professors or Assistant Professor as the case may be, to be appointed, shall be concerned; and
 - (viii) The Registrar (Member Secretary)
- (4) The Selection Committee made by the Vice-Chancellor shall be sent for the approval of the Chancellor or Pro-Chancellor, as the case may be:
- Provided that in case any one of the member of Selection Committee after accepting the invitation fails to attend the same, the proceedings of the meeting shall not be invalidated:
- Provided further that the proceedings of the meeting of a Selection Committee shall not be invalidated in case any of the Ex-officio Members of the Selection Committee fails to attend the meetings.
- (5) The Vice-Chancellor shall preside over the meetings of a Selection Committee and the Registrar shall act as its Secretary. The meeting of a Selection Committee shall be convened by, or under the direction of the Vice-Chancellor. The Secretary of the committee shall keep the record of its proceedings and shall perform such other functions as may be assigned to him by the Vice-Chancellor.
- (6) The Selection Committee shall submit its recommendations to the Chancellor and decision thereon of the Chancellor shall be final.

38. The manner of appointments of non-teaching posts

- (1) All Candidates to non-teaching posts shall be appointed by the Chancellor on the recommendations of the Selection Committee consisting of:-

- (i) the Vice-Chancellor (Chairperson);
 - (ii) the Pro Vice-Chancellor;
 - (iii) two members nominated by the Board of Management from amongst its own members; and
 - (iv) The Registrar (Member Secretary)
- (2) The Member Secretary of the Committee shall keep record of its proceedings and shall perform such other functions as may be assigned to him by the Vice-Chancellor.
- (3) In the event of a member of the Selection Committee ceases to be a member of the Board of Management, he shall also cease to be a member of the Committee.

39. Terms and Conditions of Service of the teaching posts.

- (1) All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service as are specified in the Ordinances.
- (2) The emoluments of members of the academic staff shall be such as may be specified in the Ordinances.
- (3) Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which shall be specified in the Ordinances.
- (4) A copy of every contract referred to in clause (3) shall be deposited with the Registrar.

40. Terms and Conditions of Service of the Non-teaching posts.

- (1) All the employees of the University, other than the teachers and other academic staff shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service as are specified in the Ordinances made by the University subsequently.

- (2) The manner of appointment and emoluments of employees, other than the teachers and other academic staff, shall be such as may be specified in the Ordinances made by the University subsequently.

41. Code of Conduct for Employees.

- (1) Every employee shall, at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- (2) An employee shall at all times be courteous in his dealings with other members of the staff, students and general public.
- (3) Unless otherwise provided specifically in the terms of appointment, every employee is a whole-time employee of the University, and may be called upon to perform such duties, as may be assigned to him by the concerned authority or officer, beyond scheduled working hours and on holidays and during vacations. These duties shall inter alia include attendance at meeting of committees to which he may be appointed by the University.
- (4) An employee shall be required to observe the scheduled hours of work, during which he is required to be present at the place of his duty.
- (5) Except for valid reasons and or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (6) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- (7) Whenever leaving the station, an employee shall inform the Head of the Department to whom he is attached, or Dean of Faculty if he is himself the Head of a Department, of the address where he would be available during the period of the absence from station.
- (8) No employee shall take active part in politics in the campus of the University or exploit his official position or permit the use of University facilities for political purposes.

- (9) No employee shall, in any broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion;
- (i) which has the effect of an adverse criticism of any policy or action of the University; or
 - (ii) which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or organization or members of public; or
 - (iii) which exploits the name of the University or his position therein;
 - (iv) Nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
- (10) No employee shall, except with the previous sanction of the concerned authority, give evidence in connection with any inquiry conducted by any person, Committee or authority. Any employee giving such evidences shall not criticize the policy or any action of the University or Central Government or any State Government.
- (11) No employee shall, except in accordance with any general or special order of the concerned authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.
- (12) No employee shall, except with the previous permission of the concerned authority, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments.
- (13) No employee shall speculate in any business nor shall make or permit his spouse or any members of his family to make, any

investment likely to embarrass or influence him in the discharge of his official duties and shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

- (14) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University authorities. In case any employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not and the employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the University unless he has obtained written permission to that effect from the Dean of concerned School.
- (15) No employee shall, except with the previous sanction of the concerned authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character:
- Provided nothing in this para shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
- (16) Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his representation to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months; provided that no employee shall be signatory to any joint representation addressed

to the authorities for redress of any grievances or for any other matter.

- (17) An employee shall be governed by the provisions of the Statutes made by the University subsequently regarding imposition of penalties for breach of any of conduct rules or otherwise and preferring an appeal against any such action taken against him.

42. The procedure for arbitration.

- (1) In case of any dispute arising between the University and an employee of the University and the same remains undecided for a period more than one year then the same shall be, on the request of either party, referred to a Arbitral Tribunal for decision ,which shall consist of the following :-
- (a) a Chairman nominated by the Chancellor;
 - (b) one person nominated by the Board of Management; and
 - (c) one person nominated by the employee concerned.
- (2) The University shall furnish any record, report or other information called for by the Arbitral Tribunal to discharge its function in an efficient manner.
- (3) The decision of the Arbitral Tribunal shall be final and no suit shall lie in any civil court in respect of the matter decided by it.
- (4) Any student or candidate for an examination whose name has been removed from the rolls of the University by the orders or resolution of the Vice-Chancellor, Discipline Committee or Examination Committee, as the case may be, and who has been debarred from appearing at the examination of the University for more than one year, may, within ten days of the date of receipt of such orders or copy of such resolution by him, appeal to the Board of Management and the Board of Management may confirm, modify or reverse the decision of the Vice-Chancellor or the Committee, as the case may be and any dispute arising out of any

disciplinary action taken by the University against a student shall, at the request of such student, be referred to a Arbitral Tribunal .

- (5) Every employee or student of the University or Institution maintained by the University shall, notwithstanding anything contained in this Act, have a right to appeal within thirty days, to the Board of Management against the decision of any officer or authority of the University or of Institution, as the case may be, and thereupon, the Board of Management may confirm, modify or reverse the decision appealed against.
- (6) All disputes will be subject to jurisdiction of the Courts at Chandigarh City only.

43. Conferment of Honorary Degrees and Academic Distinctions.

- (1) The Board of Management shall have power, on the recommendations of the Academic Council as recommended by the Board of Research Studies and subject to confirmation by the Chancellor, to confer honorary degrees and other academic distinctions on persons by virtue of their eminence and attainments in industry or contributions to the cause of learning in science, humanities, engineering, technology, management, education, pharmacy, hospitality, media, fashion, architecture, fine arts or have established position in the industrial/scientific world and who are considered fit and proper to receive such honorary degrees.
- (2) All proposals of the Academic Council for conferment of honorary degrees and distinctions on the recommendation of Board of Research Studies shall be made to a Committee consisting of the Vice-Chancellor and two other members appointed by the Board of Management. The Board of Management, before approving the proposal of the Academic Council and its submission to the Chancellor for the confirmation, shall take the opinion of the said Committee.
- (3) The honorary degrees or distinctions shall be conferred at convocation and may be taken in person or in absentia.

- (4) The presentation at convocation of persons on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or by any other person nominated by the Chancellor for the purpose.
- (5) The Board of Management shall have the authority to make or alter the rules of procedure to be followed at such convocation.
- (6) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree of academic distinction conferred on , or any certificate or diploma granted to, any person by the University for good and sufficient cause:

Provided that no such resolution shall be passed until, a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice as to why such resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them, have been considered by Academic Council.

44. Institution of Fellowships, Scholarships, Studentships, Medals, Prizes, etc.

- (1) The Academic Council shall initiate action in consultation with the concerned Dean of the School and recommend the instituting of tuition freeships, fellowships, scholarships, studentships, medals, prizes, etc. The recommendations of the Academic Council shall be considered by the Board of Management and, after its approval; provision shall be made to the extent necessary in the budgets of the respective departments.
- (2) It shall be the responsibility of the Dean of the School to ensure sufficient provision in the budget of his Institute for such of the schemes approved by the Board of Management.
- (3) The Board of Management shall have full powers to make rules and regulations for the purposes of award, suspension, or cancellation

of the tuition free ship, fellowships, scholarships, studentships, medals, prizes and others approved by it:

Provided that the existing schemes of tuitions freeships, fellowships, scholarships, studentships, medals, prizes, Merit-cum-Means Scholarships, Educational Loans and other concessions shall continue to be in force in respect of each of the constituent Institutes until such time as they are replaced, altered or otherwise dealt with by the Board of Management.

- (4) The tuition fee concessions/free ship may be granted on the basis of merit from among candidate belonging to the weaker section of the society as may be decided by the Board of Management from time to time.

45. Admission Policy

- (1) Subject to provisions of the Act and any other law for the time being in force, the admissions in the Under-Graduate/ Integrated/ Post-Graduate/ Doctoral programs shall be made strictly on the basis of merit/ rank in the entrance examination conducted at state level/All India level as decided by the Board of Management and marks/grades obtained in the qualifying examination. In case no entrance test is conducted at state level/All India level for a program, the University may conduct its own entrance test.

In case no examination is conducted by the University, merit in the qualifying examination shall be the criterion for admission.

The eligibility criteria and procedure for admission in various programs run by the University shall be specified through the Ordinances/Regulations from time to time.

- (2) 15% seats shall be reserved for the candidate in all the courses for bonafide residents of Punjab. University shall reserve the seats under reserved category as notified by the Government of Punjab from time to time:

Provided that any seat(s) lying vacant in the quota of Punjab domicile shall be filled like the open category seat(s) by the candidates from India or abroad including Punjab domiciles:

Provided that in case seat(s) allotted under reserved categories remain vacant, the seat(s) shall be converted to General category and offered to the candidates belonging to the General category.

46. Provisions regarding fees to be charged from the students.-

- (1) The University shall charge such fees from the undergraduate, postgraduate, research and post-doctoral students for different Academic programmes as may be determined by the Finance Committee with the approval of the Board of Management.
- (2) The procedure for the deposition of fees, delay fine, entry/deletion, of the names from the rolls of the academic programmes of the Institute, and such other matters as may be decided by the Board of Management, shall be laid down in the Ordinances.
- (3) The University fee shall be charged under the following main categories:-
 - (a) Admission fee
 - (b) Tuition fee
 - (c) Medical fee
 - (d) Examination fee
 - (e) Students Service Fund
 - (f) University Registration fee
 - (g) Institutional Development Fund
 - (h) Caution Money (Refundable, One time, at the time of admission only)
 - (i) Contribution to such educational, social and recreational funds as may be specified
 - (j) Transport fees (as required)

- (k) Hostel fees (as required)
 - (l) Any other fee prescribed from time to time
- (4) The following documents shall be issued by the University on the request of the students on the specified Performa along with the fee as may be fixed by the Board of Management from time to time:-
- (a) Duplicate certificate/Degree
 - (b) Provisional Certificate/Degree
 - (c) Duplicate DMC
 - (d) Admission form / Brochure
 - (e) Transcript
 - (f) Re-appear form
 - (g) Re-evaluation form
 - (h) Examination form
 - (i) Registration form
 - (j) Migration Certificate
 - (l) Confidential result
 - (m) Any other document required by the student
- (5) The Board of Management shall have the power to revise, from time to time, the rates of various fees, fines and other charges and to also specify additional fees, fines and other charges, as may be determined, from time to time and the same will be published in the admission brochure of the University.

47. Provisions regarding number of seats in different courses.

- (1) Total number of seats in different courses shall be decided by the Board of Management and approved by the Chancellor. However, reservation of seats for different categories in each course shall be kept as per Govt. Rules and the vacant seats, if any, in the different categories may be filled by open category candidates.

- (2) Number of seats in different courses may be increased or decreased at the discretion of the Board of Management subject to approval of the Chancellor.
- (3) The distribution of seats in different courses shall be decided by the Board of Management on the recommendations of Academic Council with the approval of the Chancellor.

48. Over riding Effect of the Act.

- (1) The Statutes are made as per the provisions of the Chitkara University Act, 2010 (Punjab Act No.23 of 2010)
- (2) In case, any provisions made under the First Statutes of the Chitkara University are inconsistent with the provision of the Chitkara University Act, 2010 then the provisions of the Act will prevail.

PART 3

THE FIRST ORDINANCE

(Approved by Punjab Government vide Memo No.

8/47/2010-3 Sec1/1356165/1,dated 20.11.2018)

THE FIRST ORDINANCES OF THE CHITKARA UNIVERSITY, PUNJAB

1. Short Title and Commencement

- (i) The “First Ordinance” means the First Ordinance of the University.
- (ii) The First Ordinance has been framed under the section 23 of the Chitkara University Act, 2010.

2. (i) Definitions

In these Ordinances unless there is anything repugnant to the subject or context:-

- I. “Act” means the Chitkara University Act, 2010.
- II. “Academic Programme” means a programme or course or any other component leading to a Degree, Diploma/ Certificate.
- III. “Academic Year” means a period of nearly twelve months devoted to complete the requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into “semesters” or annual term as applicable and stipulated in the Ordinance.
- IV. “Course” - means a component of the academic programme, carrying a distinctive code no. and specific credits/marks assigned to it.
- V. “Department” means a teaching department offering academic programme/ programs in a particular discipline.
- VI. “Discipline” means a branch/ stream of an academic program as approved by the University,
- VII. “Employee” mean all the employees whether teaching or non-teaching of the University;

- VIII. “Faculty” means a faculty of the University comprising a group of similar/ allied branches/streams of Academic programme;
- IX. “Fee” means collection made by the University from the students by whatever name it may be called, which is not refundable, unless otherwise specified.
- X. “HOD” means Head of a Department.
- XI. “Hostel” means a place of residence for the students of the University;
- XII. “Officer or Officers” mean the Officers of University;
- XIII. “Prescribed” means prescribed by the Statutes, Ordinances, Rules & Regulations made under the Act.
- XIV. “Seal” means the common seal of the University.
- XV. “Section” means a Section of the Act
- XVI. “Subject” means the basic unit(s) of course of instruction, teaching, training, research etc., by whatever name it may be called, as prescribed under the scheme and curriculum of the University.
- XVII. “Semester System” - a programme wherein each academic year is apportioned into two semesters under semester system of the University.
- XVIII. “Scheme of Examination/Curriculum” means and includes nature, duration, pedagogy, syllabus, eligibility and other such related details (by whatever name it may be called) for the concerned course(s) of the University.
- XIX. “Student” means a candidate admitted in an academic program of the University.

(ii) All words and expressions used herein but not defined shall have the same meaning as assigned to them in the Act/Statute respectively.

THE CHITKARA UNIVERSITY FIRST ORDINANCES

I. GENERAL

1. ON THE ESTABLISHMENT OF SCHOOLS/ INSTITUTES/ COLLEGES OF STUDIES; DEPARTMENTS; AND CENTRES (U/S 4(iii) of the Act)

The Schools of Studies/ Institutes/ Colleges, Departments and Centres may be established under the various Faculties in the University as approved by the Governing Body. Programmes of studies under these Faculties may be commenced in a phased manner over a period of time. Initially, the following Schools/ Institutes/ Colleges, Departments and Centres may be established:-

FACULTY OF ENGINEERING & TECHNOLOGY

- **Chitkara University Institute of Engineering & Technology**
Department of Computer Science & Engineering
Department of Electronics & Communication Engineering
Department of Electronics & Electrical Engineering
Department of Mechanical Engineering
Department of Information Technology
Department of Civil Engineering
Department of Mechatronics Engineering
Centre for Innovation, Incubation and Entrepreneurship Development
And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF PHARMCEUTICAL SCIENCES

- **Chitkara College of Pharmacy**
Department of Pharmaceutics

Department of Pharmacology

Department of Pharmacognosy

Department of Pharmaceutical Chemistry

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF HEALTH SCIENCES

- **Chitkara School of Health Sciences**

Department of Allied Health Sciences

Department of Nursing Science

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF BUSINESS MANAGEMENT & COMMERCE

- **Chitkara Business School**

Department of Business Administration

Department of Commerce

Department of Health Care Management

Department of Actuarial Sciences

- **Chitkara School of Sales & Marketing**

Department of Sales & Marketing

Department of Banking & Financial Services

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF MEDIA STUDIES

- **Chitkata School of Mass Communication**

Department of Mass Communication & Journalism

Department of New Media

Department of Advertising and corporate communication

Department of Multimedia and Animation

Department of Film Studies

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF ARCHITECTURE

- **Chitkara School of Planning & Architecture**

Department of Architecture & Urban Design

Department of Interior Design

Department of Landscape Design

Department of Rural/Urban Planning

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF EDUCATION

- **Chitkara College of Education**

Department of Education

Department of Adult Education

Department of Non-formal Education

Department of Physical Education

Centre for Academic Excellence

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF HOSPITALITY

- **Chitkara College of Hospitality Management**

Department of Hospitality Administration

Department of Culinary Arts

Department of Tourism

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF LIFE SCIENCES

- **Chitkara School of Life Sciences**

Department of Bio-technology & Bio-informatics

Department of Human Genetics

Department of Bio-Chemistry

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF BASIC SCIENCES

- **Chitkara School of Applied Sciences**

Department of Physics

Department of Chemistry

Department of Mathematics

Department of Environmental Sciences

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF SOCIAL SCIENCES

- **Chitkara School of Social Sciences**

Department of Economics & Statistics

Department of Political Science

Department of Psychology

Department of Public Administration

Department of Sociology

Department of Library & Information Science

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF HUMANITIES & LANGUAGES

- **Chitkara School of Humanities & Languages**

University Languages Centre

Department of Philosophy

Department of English

Department of Indian Languages

Department of Foreign Languages

Department of Performing Arts

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF LAW

- **Chitkara Law School**

Department of Legal Studies

Department of Human Rights

Department of Environment Law

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF ART & DESIGN

- **Chitkara School of Art & Design**

Department of Applied Arts

Department of Animation

Department of Game Design

And other such Department(s)/Centre(s) as may be established by the University from time to time.

FACULTY OF AGRICULTURE

- **Chitkara College of Agriculture & Forestry**

Department of Agronomy

Department of Entomology

Department of Floriculture and Landscaping

Department of Food Science and Technology

Department of Organic Farming

And other such Department(s)/Centre(s) as may be established by the University from time to time.

II. ESTABLISHMENT

2. ON APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR; DEANS, ASSOCIATE DEANS, ASSISTANT DEANS; AND DIRECTORS (U/S 5(iii) of the Act and U/S 26(2)(i) of the Statute)

- (a) The University will issue an advertisement for recruitment to the posts on the University website/newspapers/job portals/ social media and make appointments thereto on all-India basis on the recommendations of the Selection Committee as constituted U/S 37(3) of the Statute.
- (b) In order to attract best talent, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.
- (c) The Registrar (Member Secretary) shall intimate the members of the Selection Committee regarding the time and venue of the meeting. The meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of the technical experts nominated by the Vice Chancellor.
- (d) The recommendations of the Selection Committee shall be submitted to the Chancellor for approval.
- (e) The minimum qualifications and other terms and conditions as prescribed by the UGC with regard to these appointments, from time to time, shall be followed. The pay scales will be according to U.G.C. norms and other allowances will be offered as approved by the Board of Management from time to time.(Annexure A)

- (f) In addition to the above, the Vice-Chancellor may prescribe, in consultation with the concerned Dean/ Head of the Department, to the Board of Management such qualifications or any other conditions as required for the post to be filled up.
- (g) The prescribed qualification and experience will be minimum, and the mere fact that a candidate possesses the same will not entitle him/her for being called for Interview.
- (h) The University will have the right to restrict the number of candidates to be called for interview to a reasonable number on the basis of qualifications and experience equivalence to or higher than the minimum prescribed or any other condition that it may deem fit and minimum pay scale will be fixed as prescribed by U.G.C. from time to time.
- (i) The Selection procedure shall be as laid down by the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education - 2010 and as amended from time to time.
- (j) The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she is suitable for the next lower post, make such recommendation.
- (k) When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as fixed by the Board of Management.
- (l) The number of posts advertised may be treated as tentative. The University shall have the right to increase/ decrease the number of posts at the time of selection and to make appointments accordingly.
- (m) The in-service candidates should apply through Proper Channel.
- (n) Canvassing in any form on behalf of any candidate will disqualify such candidate.

- (o) The Chairperson of the Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned in the Statutes/ Ordinances.
- (p) The Selection Committee's recommendations, when approved by the Chancellor, shall remain valid for a period of one year from the date of such approval.
- (q) In case of any disputes or suites or legal proceedings against the University, the jurisdiction shall be restricted only to Chandigarh.

3. ON PROMOTION THROUGH CAREER ADVANCEMENT OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS AND PROFESSORS; ASSISTANT DEANS, ASSOCIATE DEANS AND DEANS (U/S 39(1) of the Statute)

The promotion through career advancement of Assistant Professors/ Associate Professors/ Professors in the University shall be governed by the Norms/ Regulations as prescribed by U.G.C. from time to time.

4. ON APPOINTMENT OF PROFESSOR EMERITUS, VISITING PROFESSORS, ADJUNCT FACULTY MEMBERS, SCHOLARS IN RESIDENCE, PART-TIME AND AD HOC FACULTY (U/S 26(2)(iv) of the Statute)

The Dean of the School in consultation with the Vice-Chancellor shall make recommendation to the Chancellor for appointment of Professor Emeritus, adjunct faculty member / scholar-in-residence.

PROFESSOR EMERITUS

- (a) A Professor Emeritus should be an eminent person in his / her field. The Board of Management shall award Emeritus Fellowship to teachers who have been actively engaged in teaching and research in their respective field of specialization in the University.
- (b) Such teachers, who are highly qualified and experienced, superannuated or likely to superannuated shortly, will be eligible for the award of Emeritus Fellowship. The eligibility will be based on the quality of research and published work contributed by the teacher in his/ her service career.

- (c) The awardee can work under the fellowship with a time bound action plan upto the age of 70 years or upto two years of the award whichever is earlier.
- (d) The awardee will be offered an honorarium as fixed by the Board of Management from time to time.
- (e) The University will provide them suitable office space to facilitate their working and interaction with students and peers.
- (f) The University may also assign them to teaching duties.

VISITING PROFESSOR

The Dean of the School shall make recommendation to the Vice-Chancellor for appointment of the Visiting Professor.

- (a) A visiting Professor should be an eminent person in his/ her field.
- (b) A person appointed as Visiting Professor shall be paid an honorarium and traveling expenses as approved by the Board of Management from time to time.
- (c) Accommodation in the University Guest House will be provided free of charge.
- (d) The University will provide them suitable office space to facilitate the working of the Visiting Professor and interaction with students and peers.

ADJUNCT FACULTY

- (a) To encourage research and teaching, the Board of Management shall appoint adjunct faculty members, preferably who are relatively younger and are mid-career professionals and specialists, from other Universities/ reputed research institutions/ organisations (AEC, ICSSR, CSIR, ICAR, etc) and industry.
- (b) Such faculty who possess postgraduate or doctoral qualifications and have academic and research credentials, which may also include professionals and specialists from industry, will be

eligible for appointment as Adjunct Faculty in a Department of the University.

- (c) The adjunct faculty member will be appointed on a tenure post for one academic year or for two semesters or lesser duration.
- (d) They will be offered an honorarium as fixed by the Board of Management from time to time.
- (e) The University will provide them suitable office space to facilitate their working and interaction with students and peers.

SCHOLAR-IN-RESIDENCE

- (a) Senior professionals and specialists from research and professional organizations (for example AEC, ICSSR, CSIR, ICAR, etc.) and those industry, with postgraduate or doctoral qualifications and with academic and research credentials will be eligible for appointment as Scholar-in-Residence in a Department of the University.
- (b) Professionals and specialists, working in overseas organizations, will also be eligible for these positions.
- (c) The Scholar-in-residence will be offered a consolidated remuneration and a contingency grant as fixed by the Board of Management.
- (d) The University will provide them suitable office space to facilitate their working and interaction with students and peers.

PART-TIME AND ADHOC FACULTY

The Dean of the School shall make recommendation to the Vice-Chancellor for appointment of part-time and ad hoc faculty.

- (a) The part-time and ad hoc faculty may be appointed in a School in the specialized areas for a period as approved by the Board of Management.
- (b) The part-time and ad hoc faculty will be offered remuneration as fixed by the Board of Management.

**5. ON APPOINTMENT TO THE POSTS OF NON-TEACHING STAFF
(U/S 5(xiv) of the Act and U/S 26(2) (vii) of the Statute)**

1. The categorization of the non-teaching staff shall be as given below: -

	Category	Designation	Scale of Pay
i.	Group A	Registrar Chief Finance & Accounts Officer Librarian & their equivalent Dy. Registrar & their equivalent Assist. Registrar & their equivalent Accounts Officer	As prescribed by UGC
ii.	Group B	Section Officer Supervisor Accountant Assist. Librarian System Analyst Network Engineer Sr. Lab. Instructor	As prescribed by U.G.C.
iii.	Group C	Office Assistant Cashier Assist. Accountant Lab. Technician Lab. Instructor Restorer/Lib. Assistant	As prescribed by U.G.C.
iv.	Group D	Office Attendant Mali Driver Peon Carpenter Electrician, etc.	As prescribed by U.G.C.

2. APPOINTMENT OF NON-TEACHING STAFF

i. GROUP – A

- (a) The University will issue an advertisement for recruitment to the Group A officers on the University website/ newspapers/ job portals/ social media and make appointments thereto on all India basis on the recommendations of the Selection Committee as constituted U/S 38(1) of the Statute.
- (b) The Registrar (Member Secretary) shall intimate the members of the Selection Committee regarding the time and venue of the meeting. The meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of the technical experts nominated by the Vice Chancellor.
- (c) The minimum qualifications and other terms and conditions as prescribed by the UGC with regard to these appointments, from time to time, shall be followed. The eligibility conditions of these appointments are mentioned in annexure- B.
- (d) The recommendations of the Selection Committee shall be submitted to the Chancellor for approval.
- (e) In addition to the above, the Vice-Chancellor may prescribe such specifications or any other condition as required for the post to be filled up.
- (f) The prescribed qualification and experience will be minimum, and the mere fact that a candidate possesses the same will not entitle him/ her for being called for Interview.
- (g) The University will have the right to restrict the number of candidates to be called for interview to a reasonable number on the basis of qualifications and experience

higher than or equal to the minimum prescribed or by any other condition that it may deem fit.

- (h) The Selection Committee, after considering a candidate for the post may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.
- (i) When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the University rules.
- (j) The in-service candidates should apply through Proper Channel.
- (k) Canvassing in any form on behalf of any candidate will disqualify such candidate.
- (l) The Chairperson shall have the power to lay-down the procedure in respect of any matter not mentioned in the Statutes/ Ordinances.
- (m) The Selection Committee's recommendations, when approved by the Chancellor, shall remain valid for a period of one year from the date of such approval.
- (n) In case of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted only to Chandigarh.

ii. GROUP – B

- (a) The University will make appointments to these posts on the recommendations of the Selection Committee as constituted U/S 38(1) of the Statutes.
- (b) The Registrar (Member Secretary) shall intimate the members of the Selection Committee regarding the time and venue of the meeting.

- (c) The minimum qualifications and other terms and conditions as prescribed by the University with regard to these appointments, from time to time, shall be followed. The eligibility conditions of these appointments are mentioned in annexure- C.
- (d) The recommendations of the Selection Committee shall be submitted to the Chancellor for approval.
- (e) In addition to the above, the Vice-Chancellor may prescribe such specifications or any other condition as required for the post to be filled up.
- (f) The prescribed qualification and experience will be minimum, and the mere fact that a candidate possesses the same will not entitle him/ her for being called for Interview.
- (f) The University will have the right to restrict the number of candidates to be called for Interview to a reasonable number on the basis of qualifications and experience higher than or equal to the minimum prescribed or by any other condition that it may deem fit.
- (g) The in-service candidates should apply through Proper Channel.
- (h) Canvassing in any form on behalf of candidate will disqualify such candidate.
- (i) The Chairperson shall have the power to lay-down the procedure in respect of any matter not mentioned in the Statutes/ Ordinances.
- (j) The Selection Committee's recommendations, when approved by the Chancellor, shall remain valid for a period of one year from the date of such approval.

- (k) In case of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted only to Chandigarh.

iii. GROUP – C

- (a) The University will make appointments to these posts on the recommendations of the Selection Committee as constituted U/S 38(1) of the Statute.
- (b) The minimum qualifications and other terms and conditions as prescribed by the University with regard to these appointments, from time to time, shall be followed.
- (c) The recommendations of the Selection Committee shall be submitted to the Chancellor for approval.
- (d) The Selection Committee's recommendations, when approved by the Chancellor, shall remain valid for a period of one year from the date of such approval.
- (e) In case of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted only to Chandigarh.

IV. GROUP – D

- (a) The University will make appointments to these posts on the recommendations of the Selection Committee as constituted U/S 38(1) of the Statute.
- (b) The minimum qualifications and other terms and conditions as prescribed by the University with regard to these appointments, from time to time, shall be followed.
- (c) The recommendations of the Selection Committee shall be submitted to the Chancellor for approval.
- (d) The Selection Committee's recommendations, when approved by the Chancellor, shall remain valid for a period of one year from the date of such approval.

- (e) In case of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted only to Chandigarh.

3. PROMOTION POLICY

- (i) The minimum length of service to move from lower Grade Pay to higher Grade Pay in a scale will be three years.
- (ii) On completion of three years of service in a particular Grade Pay and satisfactory performance, the immediate next Grade Pay will be awarded.
- (iii) The promotion from lower Group i.e. B,C,D to higher group i.e. A,B,C will be effected only after completion of three years of service in the last Grade Pay of the Group.
- (iv) The completion of mere minimum experience will not entitle an employee for the promotion.
- (v) The Vice-Chancellor will constitute a Committee as constituted for the direct recruitments of the non teaching employees to consider the promotion cases.
- (vi) The Committee will decide the promotion cases on the availability of position and performance.
- (vii) The Committee will send the report to the Chancellor through Vice Chancellor for approval.

6. ON TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES OF THE UNIVERSITY (U/S 39(1) of the Statute)

Teachers of the University mean Deans, Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University and are designated as teachers by the Ordinances.

A teacher of the University shall be a whole-time salaried employee of the University and shall devote his/her whole-time to the University, and does not include honorary, visiting, part-time and ad-hoc teachers.

Non-Teaching employees of the University mean the Administrative functionaries and such other persons as may be appointed for supporting the functioning of the University, who are designated as Group A, B, C and D employees by the Ordinances.

A non-Teaching employee of the University shall be a whole-time salaried employee of the University and shall devote his/ her whole-time to the University.

Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned bodies or any literary work or publication or radio/ television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

No whole-time salaried employee of the University shall without the permission of the Board of Management engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work with prior approval of the University.

NATURE OF DUTIES

Every employee shall undertake to take part in all such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed thereunder, being in force during that time, whether the same relate to teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University and such other duties as administrative, corporate, etc.

PERIOD OF PROBATION AND CONFIRMATION

The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

Subject to this Clause it is obligatory on the part of the University to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.

CONFIRMATION

The list of employees under probation shall be place before the Board of Management for confirmations.

The Board of Management may then either confirm the teacher or decide not to confirm, or extend the period of probation so as not to exceed twenty-four months in all.

In case the Board of Management decides not to confirm the employee, whether before the end of twenty-four months' period of his/ her probation, or before the end of the extended period of probation, as the case may be, he/she shall be informed in writing to that effect, not later than thirty days before the expiry of that period. Such an employee would have to relinquish his/ her assignment at the end of the extended probation.

INCREMENT

Performance based appraisal system (PBAS) shall be adopted for increment to an employee as prescribed by U.G.C from time to time.

AGE OF RETIREMENT

Every employee confirmed in the service of the University, shall continue in such service until he/ she attains the age of superannuation as prescribed by the University from time to time subject to the mental, physical fitness and satisfactory performance.

Provided further that if the date of superannuation of a employee falls at any time during the academic session, the Board of Management, may on the recommendation of the Vice-Chancellor, re-employ the employee for any period up to the end of the academic session, with a view not to disturb the teaching work of the School.

In special cases, a teacher on his/her attaining the age of superannuation, may be re-employed on a contract as approved by the Board of Management.

COMPLIANCE TO THE TERMS AND CONDITIONS OF SERVICE

Every employee shall be bound to act in conformity with the Statutes, Ordinances, Regulations and Rules of the University as well as to a code of professional ethics as may be formulated by the University.

PROFESSIONAL CODE OF CONDUCT

Every employee of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of the University employee.

- i) Any lapses including acts of omission and commission in performing his/her duties as assigned by the university from time to time.
- ii) Inciting students against other students, colleagues or administration or any other such actions which are against the interest of the University.
- iii) Indulging in communal activities or making inappropriate remarks on caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above considerations for improvement of his/her prospects or any other such actions which are against the interests of the University.
- iv) Refusal to carry out the decisions of appropriate administrative and academic bodies and/or functionaries of the University.
- v) Indulging in plagiarism of any sort within the legal meaning, interpretation and expression of the term.
- vi) Any act involving lack of integrity.

RESIGNATION

A whole-time salaried employee may relinquish his/her contract by giving the 30 days' notice in writing or on payment of 30 days' salary in lieu thereof to the University. But his/her resignation may not be accepted during the currency of academic session in the interest of the future of the students till the completion of that particular semester.

TERMINATION

The services of the whole time salaried employee may be, at any time, terminated by giving the 30 days' notice in writing or on payment of 30 days' salary in lieu thereof on account of non performance/violation of the University Act/ Statutes/ Ordinances/ Regulations/ rules/ code of conduct by the Vice Chancellor in the interest of the University.

TEACHING DAYS

The rules and conditions governing number of teaching days (minimum 90 days in a semester) shall be as prescribed by the U.G.C. from time to time.

WORKING HOURS

All the employees are required to comply with the University working hours. In addition, any employee may on occasions be required to work additional hours due to compelling work-related exigencies. Working hours may change from time to time depending on the nature of work. Working timings of the University shall not be a constraint for non-completion of an assigned responsibility. All assigned responsibilities must, however, be completed within the stipulated time.

MOVEMENT OUT OF OFFICE PREMISES

Employees, who are required to go out of office on official duty, shall obtain 'Outdoor Duty (OD) Slip' signed by the competent authority. The OD slip shall be handed over to the Registrar office before leaving the office. Employees leaving the office on personal accounts without approval/grant of leave shall be treated as absent without leave and shall be liable to disciplinary action including the deduction in salary.

7. ON WRITTEN CONTRACT OF APPOINTMENTS (U/S 39 (3) and 40 of the Statute)

The written contract between an employee and the University required to be entered into under Section 39(3) and 40 of Statute shall be in the format prescribed by the Ordinances.

CONTRACT

Every employee of the University shall be appointed on a written contract, the format of which is hereby prescribed.

SERVICE CONTRACT

*(To be typed on non-judicial stamp paper &
submit one original and two copies thereof.)*

ARTICLES OF AGREEMENT EXECUTED this Day of Year between S/O/D/O Aged years, residing at of the first party (hereinafter called 'the party of the first part') and the Chitkara University, Punjab (hereinafter called 'the party of the second part').

WHEREAS the Chitkara University (hereinafter referred to as "the University") has engaged the party of the first part as (Designation) in the School/Department/Section and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained.

Now these present witness and the parties here to respectively agree as follows:

1. That the party of first part shall submit to the orders of the University and of the authorities under whom he/she may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty..... (Date).
2. That the party of the first part is employed in the first instance on probation for a period of one year and shall be paid a monthly salary of Rs. The period of probation may be extended further by one year.
3. That the party of the first part shall devote his / her whole time and attention efficiently and diligently to his / her duties and at all time obey the rules including the University Code of

Conduct Rules and terms & conditions prescribed in the Statute/ Ordinances of the University and shall whenever required to perform such duties as may be assigned to him/ her from time to time.

4. That the First Party shall not take part in any activity which leads to indiscipline in the School/ Department/ Section.
5. That the party of the first part shall be eligible for increment on the basis of performance in his / her area.
6. That the party of the first shall, during the period of his / her agreement, earn leave according to the rules applicable to him/ her.
7. That if the party of the first part is required to travel in the interest of the University Service; he / she shall be entitled to traveling allowance as fixed by the Board of Management of the University.
8. That this agreement may be terminated at any time by University, by giving 30 days notice in writing to the first party or salary in lieu of notice period on account of non performance/ violation of the University Act/ Statutes/ Ordinances/ Regulations/ rules/ code of conducts.
9. That the party of the first part may relinquish his / her contract by giving the 30 days' notice in writing or on payment of 30 days' salary in lieu thereof to the University. But his/ her resignation may not be accepted during the running academic semester in the interest of the future of the students till the completion of that particular semester.
10. That the party of the first part shall be eligible to the benefit of the Contributory Provident Fund Scheme according to the rules applicable.
11. That the Party of the first part shall submit himself/ herself for Self-Appraisal methodology as prescribed by the Board of Management and amended from time to time.

12. That the party of the first part shall not take any part in, subscribe to or assist, in any way, any movement which tends to promote feelings of hatred or enmity between different classes or subjects, or to disturb public peace.
13. That the party of the first part shall not stand for election to Parliament/ State Legislature/ Local Bodies during service.
14. That the party of the first part shall not, except with the previous permission of the Managing Committee, own wholly or in part or conduct or participate in editing or managing of any newspaper or any periodical.
15. That the party of the first part shall not in any document publish anonymous or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or express an opinion involving adverse criticism of the actions and policy of the University.
16. That the party of the first part shall not, except in accordance with any general or special order of the University or in the performance, in good faith of the duties assigned to him, communicate, directly or indirectly, and official document or information to any employee or to any other person, to whom, he is not authorized to communicate such document or information.
17. That the party of the first part shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings shall report the full facts to the University.
18. That the First Party shall not bring or attempt to bring any outside influence to bear upon the authorities of the University to further his interest in respect of matters pertaining to his service in the University.
19. That the party of the first part shall not be a member representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession.

20. That the party of the first part shall not apply for any job, post or scholarship without the prior permission of the University.
21. That the First Party shall not absent himself from his duties without having obtained the permission of the Dean of the concerned School/ Department/ Section. Leave in all cases must be applied for and got sanctioned before it is taken.
22. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made or deemed to have been made under the provisions of the Act/ Statutes/ Ordinances/ Regulations shall be applicable to the first part under this agreement and the decision of the University as their applicability shall be final.

IN WITNESS WHEREOF(Name)..... the party of the first part and the Registrar acting for and on behalf of and by the order and direction of the Board of Management, have hereunto set their hands in the year..... .

SIGNED BY THE PARTY OF THE FIRST PART : _____

IN THE PRESENCE OF : _____

Witness: (1) _____ (2) _____

8. **ON LEAVE RULES (U/S 39(1) of the Statutes)**

- i Leave is a privilege and is not a right. It is earned and does not automatically become admissible as soon as one joins the service. No leave shall be availed till it has been sanctioned formally or approval taken verbally from the sanctioning authority.
- ii The leave admissibility in respect of all the staff members (except the casual employees) shall be governed by the rules framed as under:
 - (a) Earned Leave
 - (b) Casual Leave
 - (c) Maternity Leave

- (d) Paternity Leave
- (e) Academic Leave
- iii Leave year is the calendar year viz. 01st January to 31st December.
- iv. Leave cannot be availed in advance, except under special circumstances or in case of emergency. All the leaves thus availed shall be fully regularized through a written request.
- v. On severance of the services, if an individual has availed Earned Leave/ Casual Leave in excess of the entitlement, the same shall be recovered at the time of settlement of the accounts.
- vi. In the event of an individual resigning from the services of the University then, during the notice period, no leave of any kind shall be allowed.

EARNED LEAVE (EL)

- (a) Earned leave means the leave earned by an employee for the services rendered during the calendar year.
- (b) Earned leave to a maximum of 8 days shall be credited to an employee's account after he/ she completes one year. It shall be calculated proportionately for the duration of the service rendered during the calendar year.
- (c) Earned leave can be availed only after the completion of one year of continuous service after probation.
- (d) The immediate superior/departmental head shall recommend EL.
- (e) The request for EL shall be made well in advance (generally 1 month); and requests made less than 7 days in advance may not be entertained.
- (f) Saturdays/ Sundays and other holidays falling within the leave period shall be counted towards leave.
- (g) No other kind of leave/ holiday can be combined except in case of emergency with the prior approval of Vice-Chancellor/ Registrar.

- (h) EL shall not be admissible during the teaching classes of the academic session except in case of emergency.
- (i) EL can be accrued up to a maximum of 60 days and can be encashed only at the time of retirement from the University. No leave encashment will be done if an employee resigns from the services or his/her service is terminated by the University.

CASUAL LEAVE (CL)

- (a) Casual leave is catered to meet emergent/unforeseen requirements of an employee. However, an employee shall get it sanctioned in advance unless unavoidable. HODs/ Deans are the only authority to sanction leave over the telephone.
- (b) Casual leave cannot be availed in advance.
- (c) An employee is entitled to avail one Casual leave for every month of attendance in the University (Maximum Casual leave is 10 per year).
- (d) CL can be availed upto a number of CL earned or upto three days whichever is less.
- (e) Casual leave can be availed for even the half day or short leave (2 hrs). Three short leaves will be counted as one casual leave.
- (f) Saturdays/ Sundays and other holidays falling within the leave period shall be counted towards leave.
- (g) No other kind of leave/ holiday can be combined except in case of emergency.

MATERNITY LEAVE

The Vice Chancellor may grant maternity leave to a female employee for a period of 90 days on completion of one year of service in the University. Such leaves shall not be debited to the leave account of the employee and shall be granted for the first or second child only. The employee, who availed the leave once, will not be eligible for second time. In case of any further extension in leave shall be considered as leave without pay.

PATERNITY LEAVE

The Vice Chancellor may grant paternity leave to a male employee for a period of 07 days. This type of leave will be admissible only on completion of one year of service in the University. Such leave shall not be debited to the leave account of the employee and shall be granted for the first or second child only. The employee, who availed the leave once, will not be eligible for second time.

ACADEMIC LEAVE

- (a) Academic leave to a maximum of 10 days may be granted to the teaching faculty members only, including the Dean.
- (b) It may be granted for the following specific academic activities:
 - (i) An academic activity which brings laurels to the University.
 - (ii) Attending a national conference/seminar etc. (after one year of service.) or attending an international conference/seminar etc. (after three year of service.) - 05 days per year.
 - (iii) Attending short-term training programs (STTPs)-05 days per year after one year of service.
 - (iv) Delivering an invited talk to students/employees of an institute.
- (c) The request for leave shall be accompanied by the documentary evidence.
- (d) 50% of registration charges as fixed by Board of Management from time to time shall be borne by the University in case a faculty member is proceeding to attend symposium/conference/workshop, etc. In all other cases, the expenses shall be borne by the individual/host institution.
- (f) The said leave can be granted up to three times during an academic year.
- (g) The Dean in consultation with the Vice Chancellor may sanction this leave.

SUMMER AND WINTER VACATION

- (a) The minimum period of service to become eligible to avail vacation is one semester.
- (b) The employees shall be granted vacations as approved by the Vice-Chancellor from time to time.

9. ON SEXUAL HARASSEMENT (U/S 23(3) (h) of the Act)

The Supreme Court had held that sexual harassment of women at work-place is against the dignity of the woman and it violates Articles 14, 15(1), 19(1) (g) and 21 of the Constitution of India. The Ordinance on sexual harassment seeks to maintain and create an environment free of sexual harassment for students, academic and non-teaching staff of the University.

I. Explanation

‘Sexual harassment’ includes any unwelcome sexually determined behavior, whether directly or by implication, and includes physical contact and advances, an implied or direct request for sexual favours, sexually-colored remarks in any form, such as e-mails, letters, comments etc., showing pornography or any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

Explanation of ‘Sexual harassment’ shall include, but will not be confined to the following:

- a. When submitting to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extra-curricular activities, or entitlement to services or opportunities at the University.
- b. When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking sounds or display of a derogatory nature have the

purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile, or offensive environment.

- c. When a person uses, with a sexual purpose, his/her body or any part of it or any object as an extension of the body in relation to a woman without her consent or against her will, such conduct will amount to sexual assault.
- d. When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

II. SCOPE

This Ordinance shall be applicable to all complaints of sexual harassment made:

- a. by a member of the University against any other member of the University irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- b. by a resident against a member of the University or by a member against a resident irrespective of whether the sexual harassment is alleged to have taken place within or outside the campus.
- c. by an outsider against a member of the University or by a member of the University against an outsider if the sexual harassment is alleged to have taken place within the campus.
- d. by a member of the University, against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such case the Committee shall recommend that the University authorities initiate action by making a complaint with the appropriate authority. Further the Committee will actively assist and provide available resources to the complainant in pursuing the complaint.

III. ESTABLISHMENT OF COMMITTEE

The Vice-Chancellor shall constitute a Committee to check the menace of sexual harassment & violence against women at their workplace. The qualifications, tenure, terms and conditions of the Chairperson and members of the Committee shall be determined by the Vice-Chancellor. The Chairperson of the Committee shall be a woman appointed by the Vice-Chancellor from the Senior Professors of the University.

IV. COMPOSITION OF COMMITTEE

The composition of the Committee shall be as under:

- a. Chairperson
- b. Two teachers as members (out of them, one shall be a woman)
- c. The topper student of concerned faculty, if the case is related to a student
- d. Two members of Non-teaching staff (out of them, one shall be a woman)
- e. Head of the Department to which the case relates. In case involving the non-teaching employee, the Registrar or his nominee shall be the member.

At least half of the number of members of the Committee shall be the quorum for holding a meeting of the Committee.

V. JURISDICTION

The Committee at University shall have the jurisdiction to entertain the complaints of sexual harassment on the Campus.

VI. LIMITATIONS

The complaints may be entertained by the Committee within a period of ten days from the day of alleged event of sexual harassment.

VII. MANNER IN WHICH COMPLAINTS SHALL BE MADE

The complaints may be made by any member against any other member in writing before the Committee. The complaint shall contain the facts and specific allegations supported by evidence. A copy of the complaint is also to be submitted with the Chairperson of the Committee.

VIII. PROCEDURE

After receiving the complaint the meeting of the Committee shall be convened by the Chairperson at the earliest. The complaint shall be placed before the Committee. After considering the complaint the Committee shall follow the procedure as considered just and appropriate to meet the ends of justice. The burden of proving the allegation shall be on the complainant(s). No decision shall be taken by the Committee against any one without giving the opportunity of hearing.

IX. FINDINGS

The Committee shall decide the complaints at the earliest and recommend the punishment/ action to the Vice-Chancellor for approval/ decision/ consideration. The punishment/action shall be commensurate with the nature or gravity of incidents.

- A. In the case of university employees: disciplinary action may be in the form of :
 - i. Warning
 - ii. Written apology
 - iii. Bond of good behaviour
 - iv. Adverse remarks in the confidential report
 - v. Debarring from supervisory duties
 - vi. Denial of membership of statutory bodies
 - vii. Denial of re-employment
 - viii. Stopping of increments/promotion

- ix. Reverting, demotion
- x. Suspension
- xi. Dismissal
- xii. Any other punishment as may be warranted by the case.

B. In case of students: disciplinary action may be in the form of:

- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Debarring entry into a hostel/campus
- v. Suspension for a specified period of time
- vi. Withholding results
- vii. Debarring from exams
- viii. Debarring from holding posts
- ix. Expulsion
- x. Denial of admission
- xi. Declaring the harasser as “persona non-grata” for a stipulated period of time
- xii. Any other punishment as may be warranted by the case.

C. In the case of third party harassment :

The University authorities shall initiate action by making a complaint with the appropriate authority as per law.

The recommendation of the Committee on punishment/action shall be forwarded to the Vice-Chancellor, whose decision shall be final. The orders of the Vice-Chancellor shall be executed by the respective Head of Department.

X. APPEAL

Any person/member dissatisfied/aggrieved by the decision of the Committee may make an appeal to the Vice-Chancellor within 15 days from the date of notification of decision to him. The Vice-Chancellor may give opportunity to the concerned persons/ members and decide the matter accordingly. The decision of the Vice-Chancellor shall be final.

XI. ENFORCEMENT OF ORDERS

The enforcement of orders (decisions) passed above shall be the responsibility of concerned Head of the Department. In case of non-teaching employees the orders shall be implemented / enforced by the Registrar.

XII. ADMINISTRATIVE CONTROL

The Vice-Chancellor shall have the supervisory and administrative control over the Committee.

XIII. REMOVAL OF DIFFICULTIES

If any difficulty in giving effect to the provision of this Ordinance, the Chairperson may remove the difficulties.

XIV. SAVINGS

No officer / member shall be liable for any legal proceedings for anything done in good faith in discharging of duties under this Ordinance.

III. STUDENT SECTION

10. ON PROGRAMMES OF STUDY (U/S 23(3) (b) of the Act)

1. There shall be Programmes of study in the University for the Degrees, Diplomas and Certificates in various Schools as decided by the Academic Council of the University and approved by the Board of Management/ Governing Body from time to time.

2. The Regulations in respect of all the Programmes above shall be framed by the University. In addition to the above, the Governing Body shall have the power to introduce, modify or discontinue a programme on the recommendations of Dean of the School concerned and the Academic Council.
3. The minimum eligibility criteria and number of seats for each program shall be as approved by the Board of Management from time to time.
4. The Degrees/Diplomas/Certificates as required under minimum eligibility criteria shall be from those Universities/ Institutions/ Boards which have been recognised by the UGC /other regulatory bodies or declared equivalent by the Equivalence Committee appointed by the University.

11. ON ADMISSION OF STUDENTS TO THE UNIVERSITY (GENERAL RULE) (U/S 23(3) (a) of the Act and U/S 45(1) of the Statute)

- (1) Application Form for admission to the various programmes offered by the University shall be as prescribed by the office of the Registrar from time to time.
- (2) The last date for the receipt of application form for admission to various Departments of the University shall be fixed each year by the Registrar with the approval of the Vice Chancellor.
- (3) The last date for admission to the Departments of the University shall be fixed each year by the Registrar with the approval of the Vice Chancellor.
- (4) The number of students to be admitted in the Departments of the University shall be prescribed each year by the Board of Management.
- (5) Admissions to the Programmes shall be made by the Admission Committee. The Admission Committee will be constituted as per the directions of the Vice Chancellor.

- (6) The admission to Master of Philosophy (M.Phil.) Degree and Doctor of Philosophy (Ph.D.) Programme in all the Schools will be made as per the University Grants Commission's Regulations.
- (7) The minimum qualifications for admission to the programmes in various departments shall be prescribed by the Academic Council each year. Candidates shall be admitted to the various programmes in order of merit.
- (8) Such candidates who satisfy the requisite qualifications as mentioned in annexure – D may be considered for admission on the basis of the academic record, and/or performance of an applicant at national entrance test /viva-voce as may be prescribed in respect of each course from time to time.
- (9) Only such candidates who have passed an examination of an University incorporated by any law for the time being in force, or such other examinations as has been recognised equivalent there to by Chitkara University, shall be considered for admission. As far as foreign students are concerned, equivalence would be established by an Equivalence Committee to be appointed by the Vice-Chancellor. Provisional admission can be allowed subject to equivalence being established by the Equivalence Committee.
- (10) Notwithstanding anything contained in the provisions relating to admission, the University may make special provision for admission of students of the weaker sections of the society and, in particular, of the Scheduled Caste and Scheduled Tribe, OBC, Physically Challenged and such special provisions as may be prescribed by regulations from time to time, on the basis of directives from UGC/MHRD.
- (11) No student shall ordinarily be admitted to more than one full time programme at a time.

Note: However, student admitted to P.G. Diploma programmes are permitted to pursue any regular programmes in other institutions. Students admitted to a regular programme in the University

are also permitted to pursue part-time Certificate/Diploma programmes in Chitkara University or other institutions.

- (12) If a student, who has been admitted, is found medically unfit subsequently, his/her admission shall be cancelled.
- (13) A candidate shall be admitted to the programme in a Department on his/her enrolment as a student of the University after paying the fee prescribed by the University.
- (14) If at any time it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission, his/her name shall be removed from the rolls of the University.
- (15) Foreign Students
 - 1. Admission to foreign nationals shall be made if the minimum eligibility conditions for admission and the proficiency in English of the applicant are satisfied. The request, to Indian missions abroad to issue the visa to the students, may be forwarded after eligible students are admitted.
 - 2. Entrance test for foreign students will not be held abroad. They will be admitted on the basis of minimum eligibility conditions for admission being met so that necessary instructions for the issuance of visa, etc., could be issued by the University expeditiously.

12. ON MIGRATION AND TRANSFER OF STUDENTS (U/S 23(3) (a) of the Act)

No student shall be eligible for admission to any programme of study under Chitkara University on migration from any other University unless he/she has passed the equivalent examination. The student shall be considered for admission in a programme of this University whose pattern and syllabi are similar to that course studied by him in the former university.

Provided that the application for admission must be supported by:

submit its recommendations to the Academic Council;
and

- (d) to prepare a case of moving application for seeking recognition of Degrees / Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.
 - (e) The Committee may invite a domain expert, wherever necessary, to assist it in its functioning.
- iii. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

14. ON TRANSFER OF CREDITS (U/S 23(3) (a) of the Act)

This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad.

The credit transfer scheme involves

- (a) transfer of credits earned by students of the University to other Universities/educational institutions; and
- (b) acceptance of credits earned by students from other Universities.

Facilitation for Transfer of Credits to other Universities/educational institutions

- (a) The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.
- (b) A student of the University seeking transfer of credit to other Universities/ educational institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Dean of Exams.

- (c) The Dean of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the application of the students to the University/educational institution concerned.

Policy and Procedure for accepting Credits Transfer from other Universities

- (a) The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
- i. Universities established under Section 2(f) of the UGC Act.
 - ii. Universities that are members of the Association of Indian Universities.
 - iii. State Private Universities.
 - iv. Such foreign University whose Courses/Programmes are recognised as equivalent to those of Indian Universities by the Association of Indian Universities.
 - v. Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
 - vi. Any other University/educational institution/research institution that has been recognised and approved for the purpose of credits transfer by the Academic Council of the University.
- b) Request for acceptance of transfer of credits:
- i. shall be entertained only if received from such candidate who has been duly selected for admission in a Programme of study, as per the Rules and regulations governing admission in the University;

- ii. has to be made by the student concerned within 10 days from the date of his/her admission in the University.
 - iii. has to be made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
 - iv. has to be supported by such documents as may be prescribed by the Academic Council.
- (c) The Dean of the School concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a Committee comprising a senior faculty as Chairman and two to three faculty as members to process and finalise the request for acceptance of credits.
- (d) The maximum credits of the total credits required for the completion of the Programme of study in which a student has been admitted that can be accepted for transfer shall be as approved by the Board of Studies of the concerned School. Only such Courses may be considered for acceptance of credits transfer, in which the student has secured at least GPA of 4.5 or 40% marks, as the case may be.
- (e) The credit equivalence for accepting credit transfer shall be determined as under:
- i. for credits earned by students from Universities that have the credits system in place, a Course work requiring 10 hours of contact hours shall be considered as equivalent to 1 credit of the University;
 - ii. for Courses completed from Universities/ educational institutions/ research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 3 credits of the University;

- iii. for Courses completed from Universities / educational institutions / research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 3 hours per week it shall be considered as equivalent to 3 credits of the University.
- (f) The University may also permit its students to accumulate certain credits from other Universities/educational institutions/ research institutions in full or partial fulfillment of the required Course work. In such cases:
 - i. The student shall be required to obtain prior approval of the Dean of the School;
 - ii. The Courses can be undertaken only in the institutions specified in clause (a) above.

15. ON FEES PAYABLE BY STUDENTS OF THE UNIVERSITY (U/S 5(viii) and U/S 23(3) (f) of the Act)

- 1. The Governing Body/Board of Management on the recommendations of the Finance Committee shall, from time to time, prescribe the fees payable by students. The fee revision, if any, shall be notified by the University. The revised fee shall be applicable to all the students admitted to various programmes of study.
- 2. Students admitted to various programmes of studies shall pay the fees as prescribed by the University.
- 3. Due date and mode of payment:
 - i. The students shall deposit fees as prescribed by the University from time to time.
 - ii. Fees shall be paid on or before the date fixed by the University.
- 4. Delay or default in payment:

- i. If a student does not pay fee on time, a fine shall be levied as fixed by the University from time to time.
 - ii. The Vice-Chancellor/Registrar may on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases, provided the student concerned submits a written application explaining the reasons for late payment of fee. Such applications should be submitted well ahead of the due date, so that a decision may be taken.
 - iii. Names of the defaulters, which shall be put up on the Notice Board, shall be removed from the rolls of the University with effect from the first day of the following term.
 - iv. A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University. However, such re-admission shall be within the same semester and subject to fulfilling the minimum attendance criteria by the student.
 - v. Whenever a student proposes to withdraw from the University, he shall submit an application to the Registrar through the Dean of the School intimating the date of his/her withdrawal. He shall also be required to pay all fees/charges as decided by the University from time to time.
5. Refund of Fees, Security Deposit etc.:
- i. Security deposit or caution money is refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him.

- ii. If any student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to have been donated by him to the University.

Explanation: The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University.

- iii. If, after having paid the fees, a candidate desires his/her admission to be cancelled, he shall be refunded fees as per the rules of the University as promulgated from time to time.

- 6. The fees for the various University Programmes upon recommendation of Finance Committee shall be as decided by the Board of Management/Governing Body from time to time.

The fee structure as approved by the Governing Body is given in annexure – E.

- 7. Students shall not be allowed to appear at the Examinations unless they have cleared their dues and paid the semester fee.

- 8. Fees for re-checking/re-evaluation Examination results:

The fees for re-checking/re-evaluation examination results shall be fixed by the University from time to time.

- 9. Fee for Re-appear Examination

A student who intends to re-appear in any subject/paper will pay a fee fixed by the University from time to time.

- 10. Fees for the supply of Statement of Grade Card:

- i. Every candidate shall pay a fee as fixed by the University for the Supply of Grade Card for each examination.
- ii. The Grade Cards shall be sent to the candidates through the Dean of the School concerned.

- iii. Duplicate copies of Grade Cards shall be supplied on payment of a fee as fixed by the University for each Grade Card.
- 11. Fees for issuing transfer, provisional and other certificates:
 - i. The fees for issuing transfer, provisional and other certificates shall be fixed by the University from time to time.
 - a. Transfer Certificate
Duplicate copy of the Transfer Certificate
 - b. Provisional Grade Cards
Duplicate copy of the Grade Card (on production of FIR)
 - c. Degree Certificate (In-Person)
Degree Certificate (In-absentia)
Duplicate copy of Degree (on production of FIR)
 - d. Transcripts
 - e. Bonafide Certificate
 - f. Migration Certificate
 - g. Duplicate copy of any other certificate
 - h. Any other certificate
 - ii. A student or candidate, who wishes to add or to alter his/her name as originally recorded in the University Registers shall pay a fees fixed for the purpose by the University. Such addition or alteration shall be made to his/her original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities.
 - iii. A student who applies for alteration of the record of his/her date of birth as entered in the University Registers shall pay fees fixed for the purpose by the University. No change in the date of birth shall be made unless approved by the competent authority.

16. ON AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES (U/S 23(3) (d) of the Act and U/S 44 of the Statute)

1. In order to encourage meritorious and deserving students to pursue a programme of study and research in the University without financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, and Studentships for financial help, and also provide for award of Medals and Prizes.
2. There shall be Scholarships instituted in the University, subject to the availability of funds. Rules for award of the same will be laid down in the Regulations.
3. All types of Scholarships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
6. There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved by the Board of Management from time to time.
7. There shall be a scheme to award medals/ prizes to the meritorious students of the University for their best performance in various University Examinations.
8. There shall also be a Committee constituted by the Vice-Chancellor for administration of each endowment and to implement the objects of the endowment.
9. Detailed guidelines shall be framed from time to time by the Board of Management governing the administration of Scholarships, Fellowships, Medals and prizes.

17. ON GRANT OF FREESHIPS TO STUDENTS (U/S 44(4) of the Statutes)

- 1) The Vice Chancellor, on the recommendation of the Dean of the School, shall grant free-ships to students as fixed by the Finance Committee.

- 2) If number of applicants for free-ships is more than the number of free-ships available, then Dean of the School may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage.
- 3) Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School concerned by 31st August or by such other date as may be specified by the Dean . Applications received after that date shall not ordinarily be entertained.
- 4) The following factors shall be taken into account while making recommendation on the applications of students for grant of free-ships:
 - i) Academic record of the student;
 - ii) His progress in studies in the case of renewal of free-ships;
 - iii) His financial position; and
 - iv) Any other factor, which shall also be recorded.

NOTE : In order to prove the means criteria, the student is required to submit income certificate issued by the competent authority on the prescribed format, clearly indicating the annual income from all sources with separately indicating the sources of income of their parents/guardians. Any deliberate falsification in the income certificate and/or other enclosed documents with the application discovered at any stage will be considered as a grievous offence and may invite serious disciplinary action under the rules of the University.

- 5) Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.

- 6) A free-ship granted to a student may be cancelled if his conduct or progress in studies is found to be unsatisfactory or if his financial condition improves and he is no longer in need of fee concession.
- 7) The fee concession (free-ship/half-free-ship) is confined to tuition fees of that particular academic year only.
- 8) If a student, who has been sanctioned free-ship/half free-ship, has already paid the fees, the fee may be reimbursed. If, the student has not paid the fees, the fee concession shall be adjusted towards fees and any other dues.

18. ON CONDUCT OF EXAMINATIONS (U/S 5(ii) and U/S 23(3) (e) of the Act)

SCHEME OF EXAMINATIONS

- (a) There shall be two components of the University examinations:-
 - (i) Mid Term Examination (MTE)
 - (ii) End Term Examination (ETE)
- (b) Weightage for internal and external examinations in each course shall be decided by the Dean of respective School on the recommendations of the concerned Board of Studies as per the details given in the Academic Programme Guide.
- (c) All the students registered for the Term under all Programmes shall be eligible to appear for the ETE, except those who have been declared ineligible specifically by the office of the Dean of Examinations, through a notice, as mentioned below:-
 - (i) Where any payments due to the University are in arrears till 15 days prior to the commencement of ETE.
 - (ii) Where under a disciplinary action proceedings a student is barred from appearing in ETE.
 - (iii) Where a student is barred from appearing in ETE on account of a UMC case decided or pending to be decided.

- (iv) Where a student is falling short of required attendance.

All the Deans of Schools shall submit the list of ineligible candidates to the Dean of Examinations through Dean Academics at least fifteen days prior to the commencement of each Term examinations. List of students falling short of attendance would be given to the Dean of Examinations on the last day of the Term.

APPOINTMENT OF QUESTION PAPER SETTERS AND EXAMINERS

- (a) Appointment of question Paper Setters and Examiners relating to all Examinations except Ph.D. conducted by the University shall be made by the Dean Examinations from respective panels prepared on the basis of recommendation of the Board of Studies in the subject concerned. Every panel submitted to the Dean Examinations shall consist of sufficient number of Paper Setters or Examiners required. The Dean Examinations may appoint persons not included in the panel as Paper Setters/ Examiners with the permission of the Vice Chancellor.
- (b) The Dean Examinations may cancel the appointment(s) offered to any person as Paper Setter and Examiner for reasons to be recorded.
- (c) Only persons having the prescribed qualifications and teaching/ research experience of at least 3 years at the appropriate level shall be included in the panel. Seven years of practice as advocate in the Bar will be considered as equivalent to 3 years of teaching experience for appointing examiners under Law School. Persons having 7 years practical experience in industries could be considered for appointment as paper setter in Science and Technology subjects. The Board of Studies shall review the panel of examiners once in 3 years. In case any Paper Setter and Examiner is found inefficient or indulging in misconduct, mal-practice, negligence or disobedience, the Dean Examinations will report the names of such persons to the Vice Chancellor who may disqualify such persons from being Paper Setters/Examiners.

- (d) The period of Appointment of all Paper Setters and Examiners shall be limited to the date of publication of results of the examination for which he or she is appointed. However they are eligible for consideration for re-appointment in subsequent examinations.
- (e) Generally, paper setters can also be appointed as examiners in the subject for which they have set questions. In case paper setters are not available for evaluation, other persons from the panel shall be appointed as examiners.
- (f) The Dean Examinations shall constitute a Board of Question Paper Setters for each subject for which examinations are to be held. However it is not mandatory that Boards of Question Paper Setters shall be appointed for each subject every year if question papers set for the same examination by a previous Board is available with the Dean Examinations. The Board of Question Paper Setters shall be responsible for setting the question papers for courses allotted to them. The Dean of Examinations may scrutinize papers set, to ascertain whether prescribed standards have been kept and whether the scopes of questions are within the prescribed syllabus. The minutes of all Board meeting shall be recorded by the Dean Examinations.
- (g) The Dean Examinations shall constitute a Board of Examiners, for each examination. All examiners appointed to evaluate the answer books relating to the examinations coming under the Board will be the members of the board. Every Board constituted, as above, shall have a Head who will be appointed by the Dean Examinations. All examiners shall be required to attend various meetings, if any, convened by the University. In case a member does not turn up for the meeting(s) without sufficient reasons, the Dean Examinations may remove him from the Board.
- (h) It shall be the duty of the Convener of the Board of Question Paper Setters/Head Examiner, Board of Examiners to assign duties to the members of the Board and give such instruction that are necessary for the efficient conduct of work relating to the Board. He can, in case, of need, review the scripts evaluated by

the examiners and suggest ways and means to achieve objectivity in evaluation. The Head Examiner will also scrutinize the work done by the examiners and forward to the Dean Examinations all necessary documents such as question papers, marked answer books, remuneration bills of external members counter signed by him etc., as the case may be on or before the dates specified by the University.

- (i) Remuneration and TA/DA will be paid to External examiners/ paper setters at the rates fixed by the University from time to time.
- (j) In case of examinations involving viva-voce, the Dean Examinations shall appoint the examiners with the approval of the Vice Chancellor.

CONDUCT OF EXAMINATIONS

- (a) The Dean Examinations will invite proposals from each Dean of the School in January and July of every year for examinations to be conducted at the respective School in the months of May and December respectively. After considering such proposals, the Dean Examinations will decide the conduct of each examination at such place(s) and time and on such date as are according to the regulations applicable to various courses.
- (b) The Dean Examinations may affect the change of date of any examination.
- (c) The date of commencement of examination and the last date for receipt of application forms (Reappear) from the candidates for registration for the examination without and with fine shall be notified at least one month before the date fixed for the commencement of the examination. For Regular Examinations no application form is required. The Dean of the School has to forward the list of eligible students to the Dean of the Examinations. The Dean Examinations shall notify the schedule for the conduct of examinations at least 15 days before the date fixed for the commencement of a particular examination. Generally examinations schedule once notified shall not be

changed. However, written requests by the Dean of the School giving specific reasons for any reschedule may be considered by the Vice Chancellor. Supplementary Examinations may be arranged by the Dean Examinations in consultation with the Dean of the School in accordance with the Regulations.

- (d) Subject to the rules framed by the University from time to time, the Dean Examinations shall make arrangements for the conduct of examinations at various centres.
- (e) If there are more than one centre of examination in a particular courses, question papers shall be made available to the Superintendents of all centres sufficiently in advance so that the same are distributed to candidates on the same day and at the same time in all the centres.
- (f) The Dean of Examinations may appoint Observer, Superintendent, Deputy Superintendent and such other staff as required for the conduct of examinations at each centre. The Dean of the School shall give all possible help for the smooth conduct of examinations. The Observer, Superintendent, Deputy Superintendent and other officers will act according to the instructions issued by the University regarding their duties and responsibilities as mentioned below:-

Duties of the Observer

- (i) The Observer should reach the examination centre atleast thirty minutes before the start of ETE to ensure that the packet of question papers opened in his presence is sealed.
- (ii) The Observer will remain present at the examination centre throughout the duration of the examination and may take round during the examination.
- (iii) The answer books will be sealed in the presence of the observer at the end of every ETE.
- (iv) The Observer will submit confidential report to Dean Examinations after the completion of the examination.

Duties of Centre Superintendent

- (i) The Centre Superintendent will, one day prior to examination, ensure that the entire infrastructure and stationery are in order and available in sufficient quantity for smooth conduct of the examination.
- (ii) The Centre Superintendent will open the sealed packets containing question papers just 20 minutes before the start of the examination and distribute the same to the invigilators as per the seating plan and will cross check the details and will maintain the records.
- (iii) If the number of copies of the question paper falls short, the Centre Superintendent will get the required number photocopied. The examination must be conducted as per schedule, but the shortage should be reported to the Dean of Examinations immediately.
- (iv) The Dean of Examinations will appoint one invigilator for every 30 examinees. The Centre Superintendent will maintain a record of the invigilators assigned to each room and for each session as per the prescribed format.
- (v) The Invigilators are to be appointed from the present, regular staff of the School.
- (vi) The Invigilators should not be below the level of Assistant Professor.
- (vii) The Centre Superintendent will ensure that adequate watermen / peons (1 per 100 students or part thereof) are deputed on duty.
- (viii) The Centre Superintendent will ensure that examination begins and ends at the scheduled time.
- (ix) The Centre Superintendent will ensure that strength of the students matches with the total number of question papers consumed and entry to this effect be recorded on the envelope containing the question papers, indicating balance and consumed, to be submitted at the end of ETE. Similar procedure to be followed in the case of answer scripts used and unused.

- (x) The Centre Superintendent will ensure that attendance of a student is recorded on an attendance sheet for the examinations he/she has appeared.
- (xi) The Centre Superintendent will ensure that Answer books are sealed within 30 minutes of the close of the examination, along with the secrecy memo.
- (xii) It will be the responsibility of the Centre Superintendent to ensure that the examination is conducted and records are maintained as per the norms of the University.
- (xiii) Any change, of any kind, during the conduct should be intimated to the DOE before the lapse of half time of the examination.
- (xiv) All necessary instructions will be made available to the students in the form of notice prior to the commencement of the examinations.
- (xv) The Centre Superintendent will ensure deposit of used and unused answer books and parcels and sub-packets at the end of the ETE.
- (xvi) The Centre Superintendent will report the following activities to the DOE on the date of occurrence:-
 - Opening of wrong question paper
 - Discrepancies in the question paper
 - Late arrival cases
 - Any untoward incident happened
 - Unfair means cases
 - Infringement of Regulations
 - Record of cancelled Answer Books

The Invigilators will ensure that:-

- (i) only those students who are in possession of their identity cards/ admit cards are allowed to appear in the examination.
- (ii) cheating, copying in any form is not permitted.

- (iii) no candidate is in the possession of mobiles, laptops, pen drives or any other data storage means.
- (iv) no bags/purses should be kept in the examination hall. In case bags, etc are there; they should be kept outside the examination hall. In case of non- availability of secured place, bags may be allowed to be kept near the board, but away from the reach of any candidate appearing in the examination.
- (v) no student should be permitted to enter the examination hall after prescribed time for start of the examination.
- (vi) no student should be permitted to leave the examination hall before the laid down time for the end of examination.
- (vii) all attendance sheets should be filled and signed by the students within first thirty minutes of the start of the examination.
- (viii) all answer books should be signed by the invigilator after verifying all the components of the answer book filled in by each candidate.
- (ix) at no time the examination hall should be left unattended.
- (x) no candidate should be permitted to go out of the examination hall without submitting the answer book.
- (xi) once a candidate leaves the examination hall after submitting the answer book; he should not be permitted to re-enter the examination hall again.
- (xii) attendance sheets and the answer books of the candidates to be tallied and verified by the invigilator. Answer books to be arranged student ID number wise before submission to the centre superintendent.
- (xiii) student ID in question paper is filled.
- (xiv) the stamp indicating 'Space Below Cancelled' with Date and DOE's sign impression is to be put at the end of the space used by the candidate in the answer book.

- (xv) all academic misconduct cases and use of unfair means to be dealt with as per the guidelines given below in this Ordinance..
- (g) The Dean Examinations may cancel the hall ticket issued to any candidate if it is found that he/she has indulged in misconduct or has adopted malpractices in the examination hall or if it is found that he/she is ineligible to take the examination under the regulations of the course.
- (h) All candidates shall produce their identity cards/admit cards when demanded for inspection by the Superintendent, Deputy Superintendent or any other officer authorized by the University.
- (i) Candidates taking examinations shall be under the disciplinary control of the Superintendent and shall obey all his instructions. In case a candidate disobeys the instructions given by the Superintendent, Deputy Superintendent or behaves insolently with the officials appointed by the University, the candidate may be debarred from the day's examination, by the Dean of the Examination. Further, if he continues the misbehaviour, he may be debarred from the remaining days of examination by the Dean Examination. In all such cases, the Dean Examination shall send a report to the Vice Chancellor explaining the nature of misbehaviour on the part of the candidate, for further action in the matter by the University, and the Vice Chancellor may take appropriate action including debarring the candidate from appearing in the examination.

REAPPEAR EXAMINATIONS

- (a) Reappear examination will be conducted along with the regular ETE at the end of the term only.
- (b) The syllabus of reappear examination will be same as that for the regular course at the time re-appear examination is held.
- (c) Student who could not take the scheduled ETE/have been awarded 'I' Grade/not allowed to take the scheduled ETE due to shortage

of attendance/unfair means case/due to any disciplinary action, will be allowed to appear in reappear examination.

- (d) Reappear examination will not be conducted for the Sessional Test.

EVALUATION OF ANSWER BOOKS OF EXAMINATIONS

- (a) The answer books shall generally be evaluated by the internal examiners appointed for the purpose by the Dean Examinations from teachers in the concerned Departments but can also be got evaluated by the outside experts with the permission of the Vice Chancellor.
- (b) The list of internal examiners will be provided to the Head Examiner by the Dean of Examinations. The Superintendent shall hand over the answer books directly to the Dean of the Examination, immediately after the completion of the examination in sealed packets along with the necessary forms required for entering the marks etc. and a copy of the question paper.

The Head Examiners are required to re-evaluate 10% of the answer books assigned to the examiners under him/her. It shall be the duty of the Head Examiner to see that proper standards and uniformity in marking are maintained by the examiners. The Head Examiner may arrange for re-evaluation of the entire lot, if found necessary.

It shall be the duty of the Checking Assistants to verify the marks entered in the award lists and enter the marks in the Tabulation Register.

- (c) After the evaluation, all answer scripts and original marks lists addressed to the Dean Examinations are to be handed over to the Head Examiners.
- (d) The Head Examiner shall forward all the answer books and the cover containing the original mark lists to the Dean of Examinations after completion of evaluation.

- (e) It shall be the concern of the Dean of Examinations to ensure that both internal and external examiners complete the work assigned to them within the time schedule fixed by the University. In case there is undue delay or non-co-operation from an examiner to complete the work within the stipulated time, the Dean of Examinations shall in writing inform the matter to the Vice Chancellor.
- (f) After the completion of both evaluations and other processes like viva-voce, practical, etc., the Dean of Examinations shall inform the Vice Chancellor for further action.
- (g) The Vice Chancellor may order the conduct of centralized evaluation for any examination and Dean Examinations shall arrange the Evaluation.

ACADEMIC MISCONDUCT AND USE OF UNFAIR MEANS

- (a) Academic misconduct and use of unfair means may be classified in relation to Continuous Assessment and in relation to Examination (MTE and ETE).
- (b) In relation to Continuous Assessment
 - (i) Plagiarism, collusion and cheating are all forms of academic misconduct and use of unfair means.
 - (ii) In case of misconduct during Sessional Tests
 - 1) The instructor/examiner will communicate the infringement to the student and report the same to the Dean of the respective School with his remarks, all related evidence and documents.
 - 2) The Dean of the respective School may discuss with the instructor or any other person making the allegation and the student concerned. After the preliminary investigations, the Dean of the respective School will forward the case to the DOE with all related evidence, documents, findings of his investigation and his remarks.

- 3) Based on the recommendation of the Dean of the respective School, DOE will decide if the case is to be put up to the UMC Committee or dealt with, in some other manner.
- (c) Types of Unfair Means and Academic Misconduct in relation to Examination.
- If a student
- (i) is found talking to another student/some other person, within or outside the examination hall during the examination period.
 - (ii) changes the seat without the permission of the supervisory staff or occupies the seat not allotted to him.
 - (iii) is found copying or attempting to copy or has copied from another candidate.
 - (iv) receives help or attempts to receive help for answering the question paper from any source in any manner, inside or outside the examination hall.
 - (v) is found to be writing either the questions set in the paper or solution thereof on any piece of paper other than answer sheet.
 - (vi) does not comply with the instructions of the Examination Superintendent/ member of examination committee or any of the invigilators in the examination hall.
 - (vii) is found communicating or attempting to communicate, directly or through other person, with an examiner with the object of influencing him/her in the award of marks.
 - (viii) makes any kind of request or proposition for financial deal to the examiner on the answer sheet.
 - (ix) uses abusive or obscene language in the answer book.

- (x) is suspected by the examiner evaluating the answer sheet to have received help from any source and in any manner, or of giving help to another candidate in any manner.
- (xi) being in possession of a mobile phone, even in switched off condition, or any other electronic device that can be used to store data.
- (xii) involved in any other case of Unfair means and Academic misconduct as may be established from time to time.
- (xiii) being in possession in the examination hall, of papers, books, notes or writing (if not allowed in the concerned paper) on any part of the candidate's clothes or any writing on his/her body or table or desk or chair or on any instruments like set squares, protractors, or any other material with notes or hints written thereon, or any such material accessible to him/her which may be, or intended to be of possible help to the candidate in the examination.
- (xiv) being in possession of unauthorized instruments like electronic diary or any other electronic gadget that directly or indirectly helps towards the solution of examination, or any other material that are not allowed to be carried in the examination hall.
- (xv) assisting or getting assistance from another candidate to copy from the objectionable material in his/her possession or from his/her answer book.
- (xvi) consulting notes or books during the examination session while outside the examination hall (i.e. in library, urinals etc.).
- (xvii) passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or part thereof, or a solution to a question set in the question paper.

- (xviii) possessing a solution to a question set in the question paper with or without the connivance of any person including a member of the supervisory staff.
- (xix) to be guilty of swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.
- (xx) leaving the examination hall without delivering the answer-book or any part thereof to the supervisor concerned or taking away the same or tearing it or otherwise disposing it, or tearing the answer-book of another candidate or otherwise disposes it off.
- (xxi) coming to the examination hall under the influence of alcoholic drink or drugs.
- (xxii) smuggling or attempting to smuggle an answer-book, or a continuation sheet, or any part thereof in or outside the place of examination.
- (xxiii) replacing or getting a replaced answer books or any of its leaves or a continuation sheet during or after the examination.
- (xxiv) writing deliberately another student's roll number in his/her answer book or on a continuation sheet.
- (xxv) being found in possession of an answer book not his/her own.
- (xxvi) getting oneself impersonated by someone in the examination or impersonating another candidate.
- (xxvii) misbehaving or threatening the superintendent or any other member of the supervisory staff or any member of the inspection team or the flying squad, or another candidate inside the examination hall or outside, before, during or after the examination.
- (xxviii) organizing a walk out or instigating others to walk out.

- (xxix) committing serious misconduct outside the examination hall during the period of examination or creating disturbance in the examination hall or in its vicinity or disrupting the examination in any manner.
 - (xxx) carrying into examination hall any licensed or unlicensed weapon.
 - (xxxi) writing on an answer book outside the examination hall for another candidate.
 - (xxxii) any other case of unfair means and academic misconduct as decided from time to time.
- (d) Process to be followed during the Examination Session
- (i) The Examination supervisory staff is authorized to search the persons/pockets, of a student for any paper, books, notes, mobile phones, etc..
 - (ii) When an invigilator or any authorized person suspects a student to have resorted to academic misconduct and use of unfair means, his answer book will be seized.
 - (iii) The papers/ material etc. found in possession of the student duly signed by the student, invigilator and superintendent should be attached with the student's answer book in student's presence.
 - (iv) In case the student has written something objectionable on his hands or other parts of body or any other place, then:
 - I) Immediate arrangement shall be made for getting the photograph of that part of body; or
 - II) Candidate or someone from the supervisory staff shall be asked to copy all written things on paper; and

- III) The person who has copied the written material onto paper shall verify and attest the same in the presence of any other member of the supervisory staff.
- (v) In case the student has come to examination under the influence of any intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes or any other sedative materials, arrangement shall be made to get the student medically checked up immediately, and required certificate shall be received from the doctor/hospital.
- (vi) In case the student misbehaves with one or more members of the supervisory staff or threatens or intimidates them, or interferes with their work in any manner, the same shall be reported to the Superintendent and the behaviour of the student shall be recorded on the prescribed UMC proforma and the same shall be attested by one more supervisory staff on duty.
- (vii) In any of the above cases, the Examination Superintendent shall ask the candidate to make a statement in writing, explaining his conduct on the prescribed form.
- (viii) In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Examination Superintendent, in the presence of at least one other invigilator/official on duty.
- (ix) After completing all above formalities, a fresh answer-book shall be offered to the student for completing the examination. In case the student refuses to accept the fresh answer book, the same should be recorded by the Examination Superintendent in the presence of at least one other invigilator/official on duty. Endorsed by both.
- (x) After a particular test/examination session is over, these answer-books, (duly marked I, II) along with the report on a prescribed form, shall be sent/ delivered to the DOE without delay.

- (xi) No extra time for the completion of paper shall be given to the student.
- (e) Where a case of misconduct or UMC is detected during the ETE, it will be reported to the
 - (i) DOE along with the following documents:-
 1. Report of the invigilator as per Performa.
 2. Statement of the student.
 3. Answer script and Question Paper of the student.
 4. Evidence in the form of paper-slips or mobile phone or any other device etc from which the student was copying.
 - (ii) the DOE shall convene a meeting of the UMC Committee and call upon the student to appear before the Committee to represent his case personally, if he so desires at his own expense.
 - (iii) If, in spite of the notice sent to the student personally or by registered post at the last known address, the candidate fails to appear before the UMC Committee, case will be proceeded against *ex parte*.
 - (iv) If the UMC Committee finds the student guilty, one or more of the following actions may be recommended by it:
 1. The student may be disqualified for one or more terms, or
 2. The student may be rusticated for one or more terms, or
 3. The academic programme of the student may be terminated.
 4. Any other action as deemed fit by the UMC Committee.

- (v) The decision of the UMC Committee will be put up to the VC with the recommendations of the DOE and the Registrar.
- (vi) The Vice-Chancellor, based on recommendations received as given above, will prescribe the punishment.
- (vii) While calculating the maximum duration of Programme permissible under the Regulations, the period of exclusion as a penalty for academic misconduct and use of unfair means may be counted towards the length of time taken by the student to complete the Programme. However, Vice-Chancellor, on representation from the candidate, may relax at his discretion, the condition specified above to the maximum extent of one year. The reasons for the decision shall be recorded.

DECLARATION OF RESULT

- (a) The Vice Chancellor shall constitute a committee consisting of Dean of the Schools, Dean Examinations, Registrar and other officers as deemed fit.
- (b) The Committee can award marks in the written papers as moderation while finalizing the results of an Examination. The marks so awarded can be distributed among all written subjects or can be given in such manner, as the committee considers necessary so that the marks so given shall not exceed the minimum marks required to pass the examination.
- (c) The decision of the committee while finalizing the results of the Examination shall be recorded as minutes in the Tabulation Register and the Chairman and Members shall put their signature there-under.
- (d) The decision taken by the committee with regard to the finalization of results shall be forwarded to Vice Chancellor for approval.

- (e) After the approval of the Vice Chancellor the decision of the committee shall be forwarded to the Dean of the Examination for the publication of result in the official gazette of the University.
- (f) The Committee shall cease to exist after the date of publications of the results of the Examination.

GRACE MARKS

A candidate who fails in one or more than one paper can be awarded grace marks as prescribed by the University, provided after awarding the grace marks candidate becomes pass in that paper.

GENERAL

- (a) The Vice-Chancellor shall have power to cancel or modify any of the decisions taken by the Dean Examinations relating to the Examinations.
- (b) The Vice-Chancellor is competent to assign any or all powers vested with the Dean Examinations in the above rules to any other Officer of the University chosen by him for the purpose, and cancel such powers assigned to and reassign such powers from time to time as he may deem necessary in the interest of the University.
- (c) A Tabulation Register shall be maintained in the University in which the marks secured by each candidate shall be entered in figures. Any correction in the mark book shall be recorded in the Register and supported by the initials of the Dean Examinations and with the seal.
- (d) A Grade Card under the seal of the University and signed by the Registrar and Dean of the Examinations shall be issued to each successful candidate. The Grade Card shall include the month and year of examination, the subject in which the candidate was examined and the Semester. The University shall be competent to issue a provisional certificate to the candidate on payment of the prescribed fees during the period after the publication of the results and before the issue of the original Grade Card.

- (e) Notwithstanding the publication of the results of any examination, the Board of Management may correct / amend the result of an examination for reasons to be indicated.
- (f) A candidate who has appeared in an examination may apply to the Dean Examinations for scrutiny of his marks, i.e., for checking whether any answer had not been valued/given marks and whether there are any mistakes in totaling. Such application shall be made within 10 days after the publication of the results in the University Office and shall be accompanied by receipt for the payment of the prescribed fee. The result of the scrutiny will be intimated to the candidate and in case the result is affected by the scrutiny, the corrected result shall be published by the University. In no case the fee remitted by the candidate for scrutiny shall be refunded.
- (g) If at any time during the course of the Examination or after the publication of the results it is found that a candidate was not eligible for taking the examination or has secured admission to the course/examination on production of false information in the application form or used unfair means at an examination, the Board of Management shall have power to quash the results of the examination and/or debar him/her from appearing for the examination of the University permanently or for a specified period of time
- (h) The Board of Management shall be competent to frame necessary guidelines or issue directions for efficient conduct of the examination and timely publication of the results.
- (i) All Dean of the Schools shall submit to the Dean of Examinations the sessional marks relating to all examinations conducted by the Schools at least five days before the date of commencement of the concerned examination. Adequate care should be taken to prepare the sessional marks by the concerned teachers and the Deans. No change of sessional marks will be permitted once it is received.

In case a particular teacher has not submitted the internal assessment and the Dean of the School concerned is not in a position to furnish such marks, the Examination Committee

may finalise the same after following the prescribed procedures regarding the internal assessment to each student.

- (j) Any work assigned to the teaching / non-teaching staff of the University by the competent authority in connection with the examination shall be treated as part of duty and the concerned Officer shall carry out the assignment as per instructions given thereof. Failure to discharge any responsibility assigned thus shall invite disciplinary action. If a teacher declines invigilation work the matter shall be reported to the Dean Examinations for initiation of disciplinary proceedings for insubordination of duty.
- (k) The Dean Examinations shall report to the Board of Management all cases of non-compliance of the rules including refusal, negligence or delay on the part of any Employee/Teacher of the University to carry out the instructions issued to him from time to time. The Board of Management is empowered to take disciplinary action based on such reports, if it is satisfied that the Employee/Teacher has committed irregularities or has delayed the execution of any responsibility assigned to him without giving a satisfactory explanation for the delay thus caused.

CENTRALISED EVALUATION OF ANSWER BOOKS

- (a) Centralised Evaluation of answer books may be organized by the University to speed up the evaluation of answer scripts and timely publication of the results.
- (b) The Deputy Dean Examination will be responsible for maintenance of appropriate registers, records relating to the evaluation and conduct of the University examinations.

He will render necessary assistance to the examiners and ensure that all rules and regulations of the University are observed by all concerned. His duties shall include:

- i. Arrangement of evaluation hall and adequate number of Security Personnel.

- ii. Arrangement of accommodation to evaluators in the University Guest House, if required.
 - iii. Receiving answer books from the concerned section for evaluation, ensuring its safe custody until the evaluation is over and returning them to the section after the results are finalized. He shall supervise the distribution of answer books under his command and maintain an issue register to record the particulars of scripts issued to the examiners. The register should contain on the face page, the register number (from-to) of all papers received by him, total number of candidates, register number and total number of absentees in the respective examination(s).
 - iv. Entrusting the cover containing original marks received from the Head Examiner to the Dean Examination after it is properly packed and sealed.
 - v. Packing answer books after evaluation is over, in sealed covers, with superscription name and date of examination, date of evaluation, subject and paper, number of scripts in each cover.
 - vi. to ensure that proper discipline and secrecy is maintained and the work is completed in time.
 - vii. to prepare schemes of evaluation of all papers and distribute it to the examiners.
 - viii. to ensure uniformity in standard of evaluation by scrutinizing the work done by others.
 - ix. to keep the attendance register for examiners and to distribute and take back answer scripts from Head Examiners.
 - x. to verify the correctness of the award lists.
- (c) There shall be a Head Examiner, for each branch of study in a centralized Evaluation. He will be assisted by Examiners to carry out the evaluation work.

The Head Examiner will be responsible for –

- i. Supervise the work of the examiners.
 - ii. Re-valuing 10% of answer books valued by the examiners.
 - iii. Distribution of answer books and award lists to the examiners under him.
 - iv. Checking up the total marks in all answer books with help of Checking Assistants.
 - v. Returning the answer scripts to the Dy. Dean.
- (d) The Checking Assistant will be responsible for –
- i. Checking Assistant will ensure that all the answers are awarded.
 - ii. Checking Assistant will ensure that sum total of all the awards is correct.

REEVALUATION OF ANSWER BOOKS OF UNIVERSITY EXAMINATIONS

- (a) Application for reevaluation of answer scripts will be considered only for Examinations other than Practical/Viva voce Examinations, field work, sessional work.
- (b) Application for reevaluation shall be made in the prescribed form available with the University.
- (c) Application for reevaluation should reach the office of the Dean of Examinations within 10 days from the date of declaration of result.
- (d) Application received after the last date prescribed will not be considered under any circumstances.
- (e) Fee once remitted for reevaluation of answer scripts will not be refunded.

PROCEDURE FOR PROCESSING THE REEVALUATION APPLICATIONS

- (a) The marks originally awarded by the examiner who valued the answer script will be blotted out before the script is given to the examiner for reevaluation. The re-examiner will be provided with scheme of evaluation (including value points) and the instructions supplied to the original Examiner. The marks awarded after reevaluation will be recorded separately on sheets other than answer books to be supplied by the University.
- (b) After the reevaluation, results will be finalized as follows:
 - i. The original marks secured by the candidate will not be changed in the case if the revalued marks are less than the mark secured in the original evaluation.
 - ii. If the revalued mark exceeds the marks secured in the original evaluation upto 10% of the maximum marks of the paper, the revalued marks will be taken as the final marks, and the marks secured by the Candidates in the original evaluation will be changed accordingly.
 - iii. If the revalued marks are higher than the original marks by more than 10% of the maximum marks of the paper, a second reevaluation is to be done and the average of the two marks awarded by two of the examiners, original examiner and two evaluators of reevaluation, which are nearest to each other is to be awarded to the candidate.
 - iv. The recommendation of the committee already constituted for finalizing the original results of the examination will be applicable for finalizing the marks obtained on reevaluation, treating the reevaluation marks as equivalent to original marks.
 - v. The case of examiners who were found guilty of improper evaluation/reevaluation shall be reported to the Vice Chancellor for appropriate action.

- vi. The Dy. Dean (Exams.) shall maintain a list of teachers against whom action has been taken under these guidelines.

Such teachers shall not be considered for appointments in connection with examination work in future.

- (c) The reevaluation result should be released as soon as it is ready and as far as possible the maximum time should be 10 days from the date of receipt of the application for reevaluation.
- (d) In cases where the candidate has applied for reevaluation of more than one paper, the result of individual papers may be intimated as and when they are ready.
- (e) The candidate applying for reevaluation will be permitted to identify their answer scripts after the reevaluation results are finalized and communicated to them. Only the candidate will be given the chance to identify the papers. No complains will be entertained thereafter.
- (f) All works relating to reevaluation will be treated as extremely confidential and therefore interim enquiries will not be entertained.
- (g) The marks obtained after reevaluation as per rules given above will be treated as original marks while issuing Grade Card.

RECORD KEEPING

- (a) One file, per batch per examination, is to be maintained. Contents of the file should be, but not limited to:
 - (i) Attendance list of students.
 - (ii) Absentees List.
 - (iii) Invigilators on duty.
 - (iv) Award List (filled by examiner).
 - (v) Component Weightage.
 - (vi) Histograms.
 - (vii) Ranges of Grades.

- (b) Answer books are to be maintained, per course per batch per examination. These will be packed neatly and retained for six months. A slip on the packet should have following details:-

- (i) Course Name
- (ii) Course Code
- (iii) Batch with Degree
- (iv) Number of students
- (v) Date of examination

Photocopy of the award list should be kept inside the packet, on the top of answer books.

- (c) Answer scripts will be destroyed by shredding after one year. A record of the destruction will be maintained.

19. ON STUDENTS' DISCIPLINE (U/S 23(3) (h) of the Act)

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University;
2. The following and such other Rules as framed by the University from time to time shall strictly be observed by the students of the University;
 - a. Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
 - b. No student shall visit places or areas declared by the University as 'Restricted Area' for the students;
 - c. Every student shall always carry on his/her Identity Card issued by the competent authority;
 - d. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
 - e. Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;

- f. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority; and
- g. If a student is found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off from the rolls.

He/she may, however, be readmitted by the Registrar on payment of the prescribed re-admission fee subject to the condition that student shall meet attendance requirement.

3. INDISCIPLINE SHALL INCLUDE

- a. Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
- b. Causing disturbance in a Class or Laboratory or in the Office or the Library, the Auditorium and the Play Ground etc;
- c. Disobeying the instructions of teachers or the authorities;
- d. Misconduct or mis-behaviour of any nature during curricular or extra-curricular activities of the University;
- e. Misconduct or mis-behaviour of any nature at the Examination Centre;
- f. Misconduct or mis-behaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
- g. Causing damage, spoiling or disfiguring of the property/ equipment of the University;
- h. Inciting others to do any of the aforesaid acts;
- i. Giving publicity to misleading accounts or rumour amongst the students;

- j. Mischief, mis-behaviour and/or nuisance committed by the residents of the hostels;
 - k. Visiting places or areas declared as 'Restricted Area' for the students;
 - l. Not carrying the Identity cards issued by the University;
 - m. Refusing to produce or surrender the Identity Card as and when required by the Dean and other Staff of the University;
 - n. Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race, etc;
 - o. Misusing the mobile phone or wi-fi/internet or social media like Facebook, Twitter, etc. or any other electronic gadget in the Campus premises including classroom, examination hall, library, lab., seminar room, hostel, canteen, ground or any where in any manner or in any situation that may cause embarrassment or harassment or discomfort to other students, staff or visitors to the University.
 - p. Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and
 - q. Any other conduct anywhere which is considered to be unbecoming of a student.
4. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
- (1) Fine;
 - (2) Campus Ban;
 - (3) Expulsion; and
 - (4) Rustication.

However, no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself/herself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him/her.

5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his/her powers as he/she deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.
6. There shall be a Discipline Committee comprising of the following members:
 - (1) Vice-Chancellor's nominee
 - (2) Dean Students' Welfare
 - (3) Deans of the Schools
 - (4) Warden, who shall be invited, when the matter concerning his/ her Hall of Residence is required to be placed before the Committee for consideration
 - (5) Dean Administration (Member Secretary)

Powers and functions of the Discipline Committee

- (i) Subject to any powers conferred by the Act and the Statutes on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
- (ii) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under

them shall be binding on all the students of the University.

- (iii) The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he/she is of the opinion that the case merits review, may refer the case back to the Discipline Committee for reconsideration.
- (iv) Appeal against the decision of the Vice-Chancellor will be dealt in accordance with the provisions of Section 42 of the Chitkara University Statutes.
- (v) One-third of the total members shall constitute the quorum for a meeting of the said Committee.

20. ON PROHIBITION OF AND PUNISHMENT FOR RAGGING (U/S 23(3) (h) of the Act)

Ragging means any conduct whether by words spoken or written or by an act which has the effect of teaching, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student(s) to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psych of a fresher or a junior student.

PROHIBITION OF RAGGING

1. Ragging in all its forms is totally banned in the entire University, including its institutions/departments, Hostels and all its premises (academic, residential, sports, canteen, etc.) whether located within campus or outside and in all means of transportation of students.

2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practice which :-
 - (a) Involve physical assault or threat to use of physical force;
 - (b) Violate the status, dignity and honour of women students;
 - (c) Violate the status, dignity and honour of students belonging to the Schedules Castes and Tribes;
 - (d) expose students to ridicule and contempt and affect their self esteem;
 - (e) entail verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Dean/Head of the Department or Dean Administration, Warden of University Hostel or Hostels in consultation with the Vice-Chancellor shall take immediate action on any information of the occurrence of ragging.

PUNISHMENT FOR RAGGING

1. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
 - (1) Fine;
 - (2) Campus Ban;
 - (3) Expulsion; and
 - (4) Rustication.

However, no such punishment shall be imposed on an erring student unless he /she is given a fair chance to defend

himself /herself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him / her.

2. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his/her powers as he/she deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.

ANTI-RAGGING COMMITTEE

1. There shall be an Anti-ragging Committee comprising of the following members:
 - (i) Vice-Chancellor's nominee
 - (ii) Dean Students' Welfare
 - (iii) Deans of the Schools
 - (iv) Warden, who shall be invited, when the matter concerning his/her Hall of Residence is required to be placed before the Committee for consideration.
 - (v) Dean Administration (Member Secretary)
2. Powers and functions of the Anti-ragging Committee
 - (i) Subject to any powers conferred by the Act and the Statutes on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to ragging activities in the University and shall have the powers to punish the guilty as it deems appropriate.
 - (ii) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.

- (iii) The recommendations of the Anti-Ragging Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he/she is of the opinion that the case merits review, may refer the case back to the Anti-Ragging Committee for reconsideration.
- (iv) Appeal against the decision of the Vice-Chancellor will be dealt in accordance with the provisions of Section 42 of the Chitkara University Statutes.

3. Punishable acts of Ragging:-

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortions;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Physical or psychological humiliation;
- xvii. All other offences following from the meaning of 'Ragging'.

4. An Anti-Ragging Squad, consisting of Dean Administration, Dean of Students' Welfare and Warden/Deputy Warden, shall have vigil, oversight and patrolling functions. It shall remain mobile, alert and active at all times and have the power to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.
5. Notwithstanding anything in Clause (4) above, the Dean of the concerned School may also suo- moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Dean Administration may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Dean/Head of the Department or Institution or the Dean Administration is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so intimate the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. Punishments

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:-

- i. Suspension from attending classes and academic privileges;
- ii. Withholding/ withdrawing scholarship and other benefits
- iii. Debarring from appearing in any test/examination or other evaluation process

- iv. Withholding results
 - v. Debarring from representing the University in any State, Regional, National or International meet tournament, youth festival, etc.
 - vi. Suspension/expulsion from the Hall of Residence
 - vii. Cancellation of admission
 - viii. Rustication from the University for period ranging from 1 to 4 semesters
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
 - x. Fine ranging from Rs. 25,000/- to Rs. 1,00,000/-.
 - xi. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the Anti-Ragging Committee shall resort to collective punishment.
10. The decision of the Anti-Ragging Committee shall be forwarded to the Vice-Chancellor and the decision of the Vice Chancellor will be final.

21. ON CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY (U/S 23(3) (g) of the Act)

The objectives of the Halls of Residence (Hostels) are as follows:

- (a) to provide to the students of the University a congenial place to live so that they can devote themselves to pursuit of higher learning;
- (b) to provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
- (c) to ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co-operation and goodwill and acquire broader societal frame;

- (d) to provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
- (e) to develop in students the capacity to govern their own affairs.

RESIDENCE IN CAMPUS

- (a) The students residing in the Halls of Residence shall pay such fee as may be prescribed by the University from time to time.
- (b) The University shall maintain such Halls of Residence as may be necessary to fulfill the objectives of residence.
- (c) Every Hall of Residence shall have a name.
- (d) A Hall of Residence may accommodate reasonable number of students in a room.
- (e) Each Hall of Residence shall be under the charge of a Warden.

SUPERVISION AND CONTROL - COMMITTEE ON RESIDENCE

- (a) The supervision and control of the Hall of Residence is vested in the Dean Administration. The Warden will assist the Dean Administration in performing his function with the help of a Committee on Residence.
- (b) The Committee shall be appointed by the Vice-Chancellor or by such person he/she may specify on his/her behalf and shall comprise the following:
 - (i) Vice –Chancellor’s nominee (Chairperson)
 - (i) Deans of Schools
 - (ii) Dean Students’ Welfare
 - (iii) Wardens
 - (iv) Sports Teacher
 - (v) Dean Administration (Member Secretary)

- (c) The functions of the Committee shall be as follows:
 - (i) Management, selection and admission of students to the University's Halls of Residence.
 - (ii) Supervision of the Halls of Residence and to advise the University authorities on matters of policy, etc; relating to their management;
 - (iii) Maintenance of discipline amongst the resident students;
 - (iv) Such other duties as may be assigned by the Vice-Chancellor.
- (d) The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student or may remove a student from the Hall of Residence.
- (e) The Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the Pro-Vice Chancellor or nominee of Vice Chancellor and 1/3 of its members shall form the quorum.
- (f) The Dean Administration shall submit the decision of the Committee to the Vice-Chancellor who will, wherever necessary, place it before the Board of Management for consideration and further action.

ELIGIBILITY AND PROCEDURE

Admissions to Halls of Residence

- a. All students registered for full-time Programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence of the University and will be given first preference.
 - i. As soon as a student ceases to satisfy any one of the conditions in (a) above, he will become ineligible for accommodation in the Hall of Residence.

- ii. Students desirous of residing in University Hall may apply in the prescribed form after admission to the Course.
 - iii. All applications shall be scrutinized by the Committee which will allot a room in the Hall of Residence to each applicant on first come first basis.
 - iv. Students joining the University for the first time and those from distant places will be given preference for accommodation in the Hall of Residence.
 - v. The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study. The applications should reach the Warden of the Hall of Residence concerned at least 30 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a Programme of study and after furnishing proof of having paid the fees and all Hostel dues.
- b. Research personnel on projects sponsored by recognized funding agencies will be accommodated in a Hall of Residence during the tenure of the project subject to availability.

APPOINTMENT, POWERS AND FUNCTIONS OF WARDENS

1. Wardens of Halls of Residence shall be appointed by the Vice-Chancellor.
2. The Wardens of the Halls of Residence shall perform such duties as are assigned to them by the Vice-Chancellor from time to time and they shall function in consultation with the Dean Administration.
3. Subject to the guidelines of the Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.

4. In addition to the specific duties assigned by the Vice-Chancellor the Wardens shall perform the following duties:
 - (i) Welfare of and discipline amongst the residents in the Halls of Residence and to maintain daily record of the resident students such as students present each day by taking student attendance in the night, students absent from the Halls of Residence together with reasons for absence.
 - (ii) Oversee health, hygiene and general life of the students in the Halls of Residence and to ensure that the students obey the Regulations and observe discipline in accordance with the Rules framed thereof.
 - (iii) Report to the Dean Administration all cases of misbehavior, indiscipline and illness of students residing in his Hall of Residence.
 - (iv) Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.
5. The Warden shall have the right to inspect rooms.
6. The Wardens shall have administrative control over the staff assigned to the Hall of Residence.
7. The Warden be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
8. The Warden shall be responsible for proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under his/her charge.
9. The Warden shall allot and supervise the Hostel Rooms and Guest Room.

10. The Warden shall check the Resident Student's Register and the Guest Room Register.
11. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.
12. The Warden shall order double-locking of rooms of resident students and their re-opening, when required.
13. The Warden shall take action for the eviction of resident students in consultation with the Dean Administration.
14. The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
15. In case of misuse /damage of the property in the Hall of Residence by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount.

Unfurnished residential accommodation will be provided to a Warden on rent-free basis.

The hostel rules and regulations may be amended from time to time as required by University.

22. ON AWARD OF UNDERGRADUATE/ POSTGRADUATE DEGREE AND DIPLOMA/ POSTGRADUATE DIPLOMA/ CERTIFICATE BY THE UNIVERSITY (U/S 23(3)(c) of the Act)

1. All the Courses of study leading to award of respective Degrees/ Diplomas/ Certificates shall be conducted by the Schools/ Departments/ Centres established by the University.
2. Duration of the Course
 - i. The duration of the Undergraduate Degree (UG) Course shall be as per the norms of the UGC and for integrated programmes the duration shall be n-1, where n is the sum

of course duration at undergraduate and postgraduate level.

- ii. The duration of Post-Graduate (PG) Course shall be two / three years (four/ six semesters).
- iii. M.Phil. and Ph.D. Programmes shall be governed by the UGC norms/ regulations (2009) as issued and amended from time to time.
- iv. The duration of the Certificate/Diploma Programmes shall be as determined by the university and approved by the Academic Council from time to time.

3. Eligibility for admission

The eligibility criteria for admission to various Courses offered by the University shall be approved by the Academic Council or any other body authorized for the purpose from time to time.

4. Attendance Criteria

The university expects its students to be regular in attending the classes. 75% attendance of all held sessions – lectures, tutorials, lab (25% exemption is for medical, co-curricular or other contingencies) is compulsory in a course in order to be eligible to appear for end term comprehensive examination. 10% concession in this mandatory requirement is possible only in extreme circumstances and at the sole discretion of the Vice Chancellor.

In case of postgraduate programs the mandatory requirement of attendance is 70%. 5% concession is possible only in case of extreme circumstances and at the sole discretion of the Vice Chancellor.

Students are encouraged for participating in co-curricular activities conducted by prestigious institutions at national/International level. Such students would be eligible for grant of special Duty Leaves (limited by a cap decided by the Vice Chancellor) to make up for the attendance, in case any class work is missed during this

period. This privilege extended to students will not be termed as right and is limited to just the attendance benefit.

5. Programmes of study and framing of the Syllabi

- i) The subjects in a course of study shall be those approved by the Academic Council, on the recommendations of the Board of Studies of the Department/Centre concerned.
- ii) The Syllabi/Course structure for the Programme of study shall be as approved by the Academic Council on the recommendations of the Board of Studies of the Department/Centre concerned.

6. Removal of Students from the Programmes

The Dean of the School on a reference from a Department or Centre may recommend to the Vice-Chancellor the removal of a student from a Programme on the basis of unsatisfactory academic performance and/or misconduct (as defined in the Regulations / Rules).

7. Award of Degree/Diploma/Certificate:

The University will follow the credit based evaluation system. A student is eligible to be awarded the Degree/Diploma/Certificate, if he/she satisfies all the requirements of program as prescribed in the Academic Regulations.

8. Conferment of Honorary Degrees

The Governing Body may, on the recommendation of the Board of Management / Academic Council and by resolution passed by a majority of not less than two-third of the members present and voting, approve the Conferment of Honorary Degrees.

Provided that in case of emergency, the Governing Body may on its own, decide for award of Conferment of Honorary Degrees.

The Honorary Degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive Honorary Degree.

Degrees, including Honorary Degrees, shall be conferred at Convocation/special Convocation and may be taken in person or in absentia.

23. ON AWARD OF DOCTOR OF PHILOSOPHY (Ph.D) DEGREE BY THE UNIVERSITY (U/S 23(3)(c) of the Act)

1.0 Introduction

We value creation of knowledge for the potential benefits of society and for the ways it enriches higher learning. At the heart of our research work is our belief in openness and the highest standards of integrity. The University encourages the dissemination of research results as widely as possible, especially to those who can benefit most from them. We encourage the open exchange of ideas within.

2.0 Objectives

2.1 The objectives of the Ph. D. programs at the Chitkara University are:

- To develop academic and professional manpower of the highest quality, to cater to the needs of the industry, R & D organizations and educational institutions.
- To develop a thorough understanding in the area of their specialization.
- To develop inquisitive nature and independent thinking minds.

2.2 With these broad objectives in view, the Ph.D programs are designed so that a student may develop his/her concepts and intellectual skills for the welfare and for the benefit of the society.

3.0 Categories of Ph.D. Scholars

- Full-time Research Scholars
- Part-time Research Scholars (Internal)
- Part-time Research Scholars (External)

3.1 Full-time Research Scholars

Research Scholars who pursue their full time doctoral research under the guidance of a Research Supervisor in the University Campus come under this category.

3.2 Part-time Research Scholars (Internal)

Research Scholars who are presently employed with the University and pursue their doctoral research under the guidance of a Research Supervisor in the University Campus come under this category.

3.3 Part-time Research Scholars (External)

Research Scholars who are working in the Industrial Units, R&D Labs, other institutes/colleges and Sponsored candidates come under this category.

4.0 Conversion of Full time registration to Part-time and Vice-Versa

4.1 The University may permit the scholars for conversion from full time to part time basis and vice versa for valid reasons with approval of the Vice Chancellor.

4.2 The duration of research for these candidates will be decided on pro rata basis.

5.0 Doctoral Research Committee

5.1 All research leading to award of Ph. D. degree will be overseen by a Doctoral Research Committee (DRC).

5.2 The Doctoral Research Committee (DRC) shall comprise of the following:-

Dean Research and Development
Dean Examination
Deans of respective Schools
Concerned Heads of Departments
Research Supervisor of the candidate
One External Expert nominated by the Vice Chancellor

6.0 Admission Calendar

6.1 The admission to the Ph.D. programs may be made in the beginning of each semester (twice in a year).

6.2 In addition to this, the University may process applications for admission to Ph.D. programme on a continuous basis throughout the year, although the registration for theory courses, where ever required, will be made only at the beginning of next semester.

7.0 Eligibility

Master's degree in the concerned discipline or equivalent in a relevant discipline with minimum of 55% marks or CGPA of 5.5 on a 10 point scale or equivalent.

8.0 Admission Procedure

8.1 The number of seats in the various specializations under different disciplines will be determined well in advance and will be notified on the University website/advertisement.

8.2 The candidates desirous of pursuing Ph.D. shall submit the application form through proper channel, wherever applicable. The application form will be available on the University website.

8.3 Incomplete applications submitted without enclosing any necessary documents will not be accepted. No interim correspondence will be made.

- 8.4 The applications received should be sent to the Chairman, Doctoral Research Committee (DRC).The DRC shall screen the applications and conduct the written and oral examinations.
- 8.5 The DRC shall forward the list of the selected candidates to the Vice Chancellor for approval and subsequently to the concerned Dean of the School.
- 8.6 The University may withhold the admissions in any discipline due to non availability of the research guides in a particular year.
- 9.0 Allotment of Research Guides/Supervisors
- 9.1 All the candidates are required to work under the recognized guide (supervisor) from the University.
- 9.2 A guide in the position of Professor, Associate Professor and Assistant Professor shall not have more than eight, six and four candidates respectively at any time. However a research supervisor may guide three candidates as co-guide.
- 9.3 The allocation of the Research guide (supervisor) for a selected candidate will be decided by the DRC in consultation with the Dean of the concerned School depending upon the vacancy based on the number of students per faculty member, permitted by the University, the available specializations among the faculty supervisors and chosen topic of research by the student.
- 9.4 The part time (external) candidates shall be required to have a co-guide from the institution, where he is employed, who is responsible to provide all necessary guidance/support to complete the research work in a time bound manner.
- 9.5 The part time (internal) candidates may choose a co-guide from outside the University with the approval of the Vice Chancellor.
- 9.6 Change/Addition of Supervisor
- A student can have a co-supervisor from outside the University, if necessary.

- A student shall not normally have more than three supervisors at any given time.
- In case there has been a change/addition in the supervisor(s), the Ph.D. thesis will not be submitted earlier than six months from the date of such change.
- If a student's supervisor proceeds on long leave, the DRC shall appoint a supervisor or a co-supervisor in consultation with the supervisor and the student.
- If all research work and related analysis is complete except writing of the thesis, and the supervisor proposes to go on long leave, the DRC may appoint a program coordinator, to take care of the formalities.
- In case a supervisor resigns/retires or otherwise ceases to be a faculty member of the University, the DRC will appoint a new supervisor or co-supervisor.

10.0 Recognition of Research Supervisors

10.1 Recognition of the research supervisor for guiding research work shall be accorded by the Vice Chancellor on the recommendations of DRC on the prescribed format.

10.2 Conditions for recognition:

A research supervisor should

- possess Ph.D degree in relevant discipline.
- have minimum five years of research/industry experience.
- have made significant contribution in research as is evident from research publications in journals of repute.
- not have at any given point of time more than eight, six or four Ph.D students if the supervisor is holding the position of a Professor, Associate Professor or Assistant Professor respectively, including students of other universities (if any) being guided by that faculty member.

- 11.0 Duration of the Programme
- 11.1 The duration of the programme and submission of the thesis are counted from the date of provisional registration.
- 11.2 Full-Time:- The minimum duration shall be three years and maximum duration shall be five years. The reduction in the minimum duration may be considered, if the research work is in continuation to M.Phil. Degree.
- 11.3 Part-Time:- The minimum duration shall be four years and maximum duration shall be Six years. The reduction in the minimum duration may be considered, if the research work is in continuation to M.Phil. Degree.
- 11.4 The Extension of maximum duration may be granted not exceeding two years by the Vice-Chancellor after the completion of the maximum duration on the recommendation of the DRC.
- 12.0 Pre-Ph.D/Provisional Registration: The Candidates selected for the Ph.D degree course are allowed for provisional registration to pursue the course work in the prescribed registration form.
- 13.0 Course work
- 13.1 The research scholars should successfully complete the minimum two courses prescribed by the DRC out of which one should be a course on Research Methodology and other should be a domain specific course.
- 13.2 The course on Research Methodology may be exempted to the research scholars, who have passed the course while pursuing the PG/M.Phil. degree course.
- 13.3 The duration of the course work will be six months.
- 14.0 Comprehensive Examination
- 14.1 A research scholar shall take a comprehensive examination after the completion of the course work.

- 14.2 The Comprehensive examination shall be in the form of written and oral as recommended by the DRC.
- 14.3 The Comprehensive examination shall be conducted by a panel which consists of the members of DRC and one external expert as recommended by the guide with the approval of the Vice Chancellor.
- 14.4 The guide shall inform the research scholar sufficiently well in advance the scope of examination and other relevant details.
- 14.5 If the performance of the research scholar is satisfactory his/her provisional registration shall be confirmed.
- 14.6 If the performance is unsatisfactory, then he/she shall be given one more chance.
- 14.7 In case the research scholar fails to complete the comprehensive examination successfully within the time limit then his/her registration shall be cancelled.
- 15.0 Submission of Synopsis
- 15.1 The research scholar is permitted to submit the synopsis of the Ph.D. work to the Doctoral Research Committee through the Guide within six months after the completion of the course work.
- 15.2 Prior to submission of the synopsis, the student will be required to make a pre-Ph.D. presentation and deliver seminar about the research proposal to the DRC including at least one external subject expert, for getting feedback and comments, which may be suitably incorporated into the synopsis and thesis under the advice of the supervisor.
- 15.3 After the approval of the research work reported in the synopsis by the Doctoral Research Committee, the student is allowed for registration in the Ph. D.
- 16.0 Registration: Upon satisfactory completion of the course work and approval of the synopsis by DRC, the research scholar is

permitted to register for Ph.D degree by the Doctoral Research Committee in the prescribed registration form.

17.0 Semester Registration

All Research scholars whose registration for research degree is in force, are required to report in person to the guide each semester on the stipulated date till their submission of thesis, in the prescribed registration form and the same shall be forwarded to the Dean (R& D) through the Head of the department and the Dean of the respective School.

18.0 Cancellation of Registration

18.1 The registration of a research scholar, who fails to submit the synopsis within 12 months after the completion of course works, is liable to be cancelled.

18.2 The registration of a research scholar whose progress is not satisfactory or who has not reported in person to the guide for any one semester is liable to be cancelled by the University.

18.3 The registration of a research scholar who has not submitted his/her thesis by the end of the prescribed / extended period as provided in the Regulations will be cancelled by the University.

19.0 Monitoring of Progress of Thesis work

19.1 Every six months commencing from the date of provisional registration, the candidate shall submit progress report in the prescribed format to the Guide who shall forward it to the Chairman DRC for information and documentation. The Candidate will also make a progress-presentation seminar to DRC. The DRC will give an assessment about the progress of the candidate.

19.2 The Doctoral Research Committee must meet at least once in a year for each scholar until the scholar submits the synopsis of his/her thesis and the report of the DRC shall be forwarded to the Dean (R& D) through the Head of the department and the Dean of the respective School.

20.0 Submission of Thesis and Thesis Examination

20.1 Open Pre-Submission Seminar

On completion of research work by the student to the satisfaction of his/her thesis supervisor, there will be an open presentation of the work done by the candidate before the thesis is bound and submitted for evaluation. Each Ph.D. student must deliver a seminar open to faculty and students in which the research work will be presented to obtain comments and criticism which may be incorporated in his/her thesis, wherever required. The DRC may recommend modifications/additions before the thesis is submitted.

20.2 Submission of Thesis

Ph. D. thesis can be submitted after intimation of the satisfactory completion of the open pre-submission seminar has been received from the thesis Supervisor/DRC. A brief synopsis of the thesis (not less than 1000 words and not more than 2000 words) must accompany the thesis. The thesis must strictly fulfill the requirements of the format prescribed by the DRC. The candidate should submit four hardbound copies of the thesis along with six copies of the synopsis for evaluation by the Thesis Examiners. Soft copy of synopsis as well as soft copy of thesis must accompany the hard copies at the time of submission of thesis.

20.3 Panel of Thesis Examiners

To evaluate the Ph.D. thesis submitted by a Ph.D. candidate, a panel of 4 examiners will be proposed by the supervisor of the candidate preferably from reputed institutions like IISc., IITs, NITs or other Indian Universities and out of these 4 examiners two should be from other regions. A panel of 4 examiners will be proposed by the Dean of the concerned School and two members of the panel should be from the other regions. The panel should be duly recommended by the DRC.

20.4 Constitution of Committee/Board for Thesis Evaluation/ Examination

The thesis board shall consist of three members in addition to the thesis supervisor(s) approved by the Vice Chancellor from the panel of thesis examiners. At least one member of the thesis board (other than the supervisor(s)) must be from the separate region consisted of different states/union territories as decided by the university for the purpose. The names of the members of the thesis board shall be kept confidential till successful completion of the oral examination.

20.6 Evaluation of Thesis

The Dean R & D will send a letter/e-mail/fax to three thesis evaluators approved by the Vice Chancellor for obtaining their willingness to evaluate the thesis enclosing a copy of the synopsis. If the examiner sends refusal or no response is received for four weeks (with a reminder being sent after two weeks), then steps will be taken to appoint another examiner. On receiving their acceptance, the copies of the thesis along with a thesis evaluation form for the examiner's report will be sent to each examiner. In case of a refusal, the next evaluator in the list will be approached. The evaluators will be required to submit detailed reports and make recommendation whether:

- (a) Thesis is acceptable as it is (or with minor corrections)
- (b) Thesis is acceptable but requires significant modifications
- (c) Thesis is rejected outright.

Only the theses which are found acceptable by all the evaluators (after incorporation of modifications, if required) will be processed further. In case one of the evaluators recommends that thesis is not acceptable even after the modifications are incorporated whereas the reports of other two evaluators say that thesis is acceptable, the reports of all the evaluators will be sent to an independent referee for final verdict about the acceptability of the thesis.

20.7 Ph. D. Oral Board

The Dean (R & D) will constitute the Oral Board. The composition of the Oral Board will be as follows:

- a. Dean (R & D)
- b. One of the Evaluators of the thesis.
- c. Three faculty members with Ph.D. degrees, at least one from outside University.
- d. Research supervisor

Based on reports from the thesis evaluators, the Ph.D. oral board will examine the candidate through an oral examination for the award of the Ph. D degree.

20.8 Ph. D. Oral Examination

The Ph. D. oral examination will be an open examination. Dean R & D will fix the date of the oral examination in consultation with supervisor(s).

1. If a member of the oral board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Dean R & D may appoint a substitute in consultation with the thesis supervisor(s) and Head of the concerned department
2. The Oral Board shall examine the thesis reports and evaluate :
 - (i) whether necessary modifications suggested by the thesis examiners have been incorporated
 - (ii) The candidate's replies to the questions raised by the thesis examiners are satisfactory.
 - (iii) whether the presentation of the work by the student and the answers to the questions asked have been satisfactory.
3. If the performance of the candidate is not satisfactory in the oral examination, the Oral Board will specify whether:

- (i) The candidate may be given another chance to appear in the oral examination and, if yes, will specify the approximate date for re-examination.
 - (ii) The candidate is declared to have failed
- 4. If performance of the candidate is satisfactory, the Ph.D. Oral Board will send its recommendation for the award of Ph.D. degree for the approval by the DRC. On receipt of the report that the student has passed the oral examination, the Vice-Chancellor will approve the award of the Ph.D. degree.
- 5. If the candidate has failed, the matter will be brought to the attention of the DRC for further action.

20.9 Requirements for Award of Ph. D. degree

A student shall be deemed to have completed the requirements for the award of a degree of Ph.D. if the student has:

- (a) passed all the prescribed courses
- (b) satisfied the minimum academic and residence requirements
- (c) must publish at least one research paper in refereed journal and make two paper presentations in conferences/seminars.
- (d) Thesis evaluators have accepted the thesis for the award of the Ph.D. degree
- (e) Ph.D. Oral Board has recommended the award of the degree

In addition, the student should have paid all the dues to the University and, should have no case of indiscipline pending.

21.0 Publication of thesis

- 21.1 After the viva voce examination the candidate shall submit a copy of the thesis in CD ROM/Pen drive duly certified by the guide that all the corrections have been duly carried out as suggested by the examiners, if any, for University Archives.
- 21.2 Papers arising out of the thesis may be published by the candidate. However, the thesis as a whole shall not be published by the candidate without the specific approval of the University.
- 22.0 The Act of Plagiarism
- 22.1 A certificate from the candidate countersigned by the supervisor, to the effect that no act of plagiarism in the thesis has been done, may be obtained at the time of submission of the thesis.
- 22.2 In the case of act of plagiarism by any research scholar who has copied a research work/ dissertation/ thesis of M.Phil./Ph.D degrees, as confirmed by a Committee, his/her thesis shall be rejected and his/her research registration shall be terminated and he/she shall also be debarred from registering for any other programme in this University.
- 23.0 Amendments

The Academic Council of the University may revise, amend or change the regulations from time to time.

24. ON CONVOCATION (U/S 31 of the Act)

Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Vice-Chancellor in consultation with Chancellor.

The Visitor/Chancellor/Vice-Chancellor shall preside over at the Convocations of the University held for conferring Degrees.

The Registrar shall issue detailed programme of the Convocation to each member.

The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise successful candidates in that particular year to receive their Degrees in absentia on payment of prescribed fee.

SPECIAL CONVOCATION

A special Convocation may be held at such time as may be decided by the Vice Chancellor with the approval of Chancellor , for the purpose of conferring Honorary Degrees .

APPLICATION

A candidate for the Degree must submit to the Officer concerned his / her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.

Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Vice Chancellor and their Degrees shall be given by the Dean Examinations on application and payment of the prescribed fee.

FEES

The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.

HONORARY DEGREE

Honorary Degree shall be conferred at Convocation / Special Convocation and may be taken in person or in absentia.

The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice -Chancellor or by a person nominated by him.

Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

ACADEMIC DRESS

The Academic Dress of the University for the Convocation shall be as prescribed by the University.

CONVOCATION PROCEDURE

The Convocation Procedure shall be as laid down in the Regulations.

IV. OTHERS

25. ON GAMES AND SPORTS COMMITTEE (U/S 21 and U/S 23(3)(i) of the Act)

- I.
 - i. There shall be a Games and Sports Committee consisting of the following members, namely:
 - (a) Chairman (to be appointed by the Vice-Chancellor)
 - (b) Head, Office of Student Affairs (OSA)
 - (c) Presidents of various Games and Sports Clubs
 - (d) One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year
 - (e) Teacher of Physical Education, who shall be the Ex-Officio Secretary of the Games and Sports Committee
 - ii. The Chairman of the Committee shall hold office for a term of two years.
- II. The Committee shall:
 - (a) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
 - (b) frame the budget for games and sports;
 - (c) allocate finances to the various Clubs;

- (d) maintain the play-grounds, gymnasias, indoor stadium of the University;
- (e) hold contests, competitions, tournaments, athletic meets etc;
- (f) organize NSS activities
- (g) take measures to attract the sports talent available in the University.
- (h) perform such other functions, as may be assigned to it by the Academic Council from time to time; and

The OSA will operate the budget under the supervision of Registrar. The Committee shall hold its meetings at least once in six months under the supervision of the OSA. One-third of the total members shall form the quorum for a meeting of the Committee.

26. ON COOPERATION / COLLABORATION WITH OTHER UNIVERSITIES/ INSTITUTIONS OF HIGHER STUDIES AND RESEARCH (U/S 5(xxii) and U/S 23(3)(j) of the Act)

PREAMBLE

- i. Section 5(xxii) of the Chitkara University Act (2010) empowers the University to recognize an institution of higher learning for such purposes that the University may determine and to withdraw such recognition.
- ii. Section 5 (vi) of the Chitkara University Act 2010 empowers the University to co-operate or collaborate or associate with any University or authority or institution of higher learning, including those located outside the country in such manner and for the purpose of dual courses as the University may determine from time to time.
- iii. Section 23(3)(j) of the Act makes provision for framing of Ordinance to provide for “the manner of co-operation and collaboration with other Universities and institutions of higher education”.

- iv. In the context of the above, the Chitkara University proposes to recognize and collaborate with other institutions of higher learning and industries that have core competence in various branches of knowledge to enrich and strengthen instruction and research in such areas as are beneficial to the University in furtherance of its objectives.

ELIGIBILITY FOR RECOGNITION

- (a) The institutions that have a proven excellence and academic competence in instruction and research with a proven track record of competence will be eligible for the purpose of recognition to collaborate with the University.

PROCEDURE FOR RECOGNITION AND RENEWAL OF RECOGNITION

- (a) Any such institution that desires to be associated with the University shall express its intention to do so in writing to the University .
- (b) All such requests shall be received by the Registrar and placed before a Committee of the University which shall be composed of the following and shall normally meet twice in a year:

Vice-Chancellor or

Chairman

Nominee of the Vice Chancellor

All Deans of Schools

Members

Head and all Professors of Department / Centre Members concerned in whose area of instruction the proposed collaboration is to be carried out

Registrar

Member-Secretary

One-half of the members shall constitute a quorum.

- (c) The above Committee shall consider the requests received and recommend a case for recognition to the Vice Chancellor who shall nominate a three-member committee to evaluate the proposal.

- (d) The Committee shall carry out physical verification of the institution to assess its case for recognition. After doing so, it shall submit its report to the Committee who then make appropriate recommendation to the Vice-Chancellor who, along with his/her opinion, place it before the Governing Body for decision in the matter.
- (e) The University shall sign a Memorandum of Understanding (MOU)/Memorandum of Association (MOA) with the institutions of higher learning/research and industry.
- (e) Recognition granted will be subject to annual review the manner and timing of which shall be as decided by the University.
- (f) The University shall reserve the right to withdraw such recognition with immediate effect if any falsification of facts is found at a later stage or any fact comes to light that is damaging to the credibility or conduct of the institution in terms of academic credentials.
- (g) All legal disputes shall be subject to the jurisdiction of the courts at Chandigarh.

MANNER OF COLLABORATION / COOPERATION AND OTHER DETAILS

- (a) The University may choose to collaborate with an institution for the purposes of either instruction or research or both.
- (b) Provided that in case of either of the above, the students shall be admitted and examined by the University as per rules and guidelines.
- (c) Fees shall be prescribed and collected by the University which may be shared as per mutual agreement.
- (d) Guides / research supervisors shall be appointed / recognized by the University as per its rules and regulations as amended from time to time.

ANNEXURE-A

ESSENTIAL QUALIFICATIONS

1. PROFESSOR

- A.
 - i. An eminent scholar with Ph. D. degree in the concerned discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/ policy papers.
 - ii. A minimum of ten years of teaching experience in university/college, and/or experience in research at the university/national level institutions/industries, including experience of guiding candidates for research at doctoral level.
 - iii. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
 - iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) as set out by UGC.

OR

- B. An outstanding professional with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

2. ASSOCIATE PROFESSOR

- i. Good academic record with a Ph.D. Degree in the concerned/ allied/relevant disciplines.

- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale whatever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to the Assistant Professor in a university, college or accredited research institution/industry, excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) as set out by UGC.

3. ASSISTANT PROFESSOR

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. The candidate must have cleared the National Eligibility Test(NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained above in (i) and (ii), candidates, who are, or have been awarded a Ph.D. Degree in accordance with UGC Regulations, 2009, shall be exempted from the requirement of the minimum eligibility of NET/SLET/SET for recruitment and appointment of Assistant Professor.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

ANNEXURE-B

ESSENTIAL QUALIFICATIONS

1. VICE-CHANCELLOR

- i. A person of the highest level of competence, integrity, morals and institutional commitment will be appointed as a Vice-Chancellor of the University.
- ii. The Vice-Chancellor to be selected should be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization.

2. REGISTRAR

- i. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale.
- ii. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.

or

Comparative experience in research establishments and/or other institutions of higher education.

or

15 years of administrative experience, of which 8 years should be as Deputy Registrar or equivalent.

3. CHIEF FINANCE AND ACCOUNTS OFFICER

- i. A person who is a Chartered Accountant by profession.

- ii. having minimum experience of 10 years as Chartered Accountant in a reputed institution/organization.

4. LIBRARIAN

- i. A Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of "B" in the UGC seven points scale and consistently good academic record.
- ii. At least 13 years as a Deputy Librarian in a university library or 18 years experience as a College librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable: A M. Phil./Ph. D. Degree in library science/information science/documentation/archives and manuscript-keeping.

5. DEPUTY LIBRARIAN

Minimum Qualifications

- (a) Master's Degree in Library Science / Information Science / Documentation with at least 55% marks or its equivalent grade of B in the UGC seven-point scale plus a consistently good academic record.
- (b) Five years experience as an Assistant University Librarian / College Librarian.
- (c) Evidence of Innovative Library Service, published work and professional commitment. Experience in computerization of Library.

6. DEPUTY REGISTRAR

Minimum Qualifications

- (a) Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale from any recognized University.

- (b) At least 5 years of experience as a Lecturer / Assistant Professor in a College or a University with experience in educational administration.

OR

Comparable experience in a Research establishment and / or other Institutions of higher education.

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post in a University or similar institution.

- (c) Good working knowledge of computer applications.

7. ASSISTANT REGISTRAR

Minimum Qualifications

- (a) Good Academic record plus Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale from any recognized University.
- (b) Five years of experience as Section Officer / Superintendent or an equivalent position in Central / State University / Government Department / Educational or Research Institution.
- (c) Good working knowledge of computer applications.

ANNEXURE-C

1. SECTION OFFICER

Minimum Qualifications

- (a) Graduate with at least 55% marks in any stream from a recognized University.
- (b) Knowledge of computer applications.
- (c) Five years of experience as Superintendent / Senior Assistant or equivalent in a State / Central / University or in similar other Teaching/ Research Institution.

OR

Five years experience as Superintendent or equivalent in handling Educational Administration / Purchase / Accounts & Finance in a University / Research Institution / Government Department / PSU.

2. OFFICE ASSISTANT

Minimum Qualifications

- (a) Graduate in any discipline with at least 55% marks from a recognized University.
- (b) Five years of experience as UDC / Office Assistant or equivalent in a State / Central University, or in similar Teaching / Research Institution.
- (c) Working knowledge of computer applications.

3. LAB ASSISTANT

Minimum Qualifications

- (a) Bachelor's Degree in Science / Electronics / Computer Applications with at least 50% marks from a recognized University / Research Institution.
- (b) At least three years experience of working in a Laboratory.

ANNEXURE – D

ELIGIBILITY CRITERIA FOR ADMISSIONS

S. NO.	PROGRAMS	COURSE DURATION	ELIGIBILITY
1	Bachelor of Engineering (Computer Science Engineering)	4 Years	XII passed with a minimum aggregate of 60% or secures 60% in Physics, Chemistry and Mathematics in Class XII, JEE-Mains 2018 mandatory.
2	Bachelor of Engineering (Electronics & Communication Engineering)	4 Years	XII passed with a minimum aggregate of 60% or secures 60% in Physics, Chemistry and Mathematics in Class XII, JEE-Mains 2018 mandatory.
3	Bachelor of Engineering (Electronics & Computer Engineering)	4 Years	XII passed with a minimum aggregate of 60% or secures 60% in Physics, Chemistry and Mathematics in Class XII, JEE-Mains 2018 mandatory.
4	Bachelor of Engineering (Electrical Engineering)	4 Years	XII passed with a minimum aggregate of 60% or secures 60% in Physics, Chemistry and Mathematics in Class XII, JEE-Mains 2018 mandatory.
5	Bachelor of Engineering (Mechanical Engineering)	4 Years	XII passed with a minimum aggregate of 60% or secures 60% in Physics, Chemistry and Mathematics in Class XII, JEE-Mains 2018 mandatory.
6	Bachelor of Engineering (Mechatronics Engineering)	4 Years	XII passed with a minimum aggregate of 60% or secures 60% in Physics, Chemistry and Mathematics in Class XII, JEE-Mains 2018 mandatory.
7	Bachelor of Engineering (Civil Engineering)	4 Years	XII passed with a minimum aggregate of 60% or secures 60% in Physics, Chemistry and Mathematics in Class XII, JEE-Mains 2018 mandatory.

8	Master of Engineering (Computer Science Engineering)	2 Years	BE/BTech (Electronics/Electrical/CSE/IT) or M. Sc. [CS]/M.Sc. [IT] or MCA with 60% marks
9	Master of Engineering (Electronics & Computer Engineering)	2 Years	BE/BTech (Electronics/Electrical/CSE/IT) or M.Sc. [CS]/M.Sc. [IT] or MCA with 60% marks
10	Master of Engineering (Mechanical Engineering)	2 Years	BE/BTech (ME) with 60% marks
11	Bachelor of Computer Applications	3 Years	XII with a minimum aggregate of 50% (Any stream) Personal Interview
12	Master of Computer Applications	2 Years	Graduation in BCA / B. Sc.-IT / B.Sc. Computer Science with a minimum aggregate of 55% and should have passed in Mathematics as compulsory subject in Class XII/Graduation
13	Doctor of Philosophy (Engineering & Technology)	3-6 Years	Master's Degree of any recognized University/other qualification in a relevant discipline. The minimum qualifying marks are 55% at Post Graduation level
14	Doctor of Philosophy -Applied Sciences	3-6 Years	Master's Degree of any recognized University/other qualification in a relevant discipline. The minimum qualifying marks are 55% at Post Graduation level
15	Bachelor of Pharmacy	4 Years	XII with a minimum aggregate of 50% (Physics, Chemistry, Biology/Maths as compulsory subjects) Personal interview.
16	Master of Pharmacy (Pharmaceutics)	2 Years	B. Pharmacy from a recognized University with a minimum aggregate of 50%. A candidate must appear for the Entrance exam followed by a personal interview.

17	Master of Pharmacy (Pharmacology)	2 Years	B. Pharmacy from a recognized University with a minimum aggregate of 50%. A candidate has to appear for the Entrance exam followed by a personal interview.
18	Master of Pharmacy (Pharmacy Practice)	2 Years	B. Pharmacy from a recognized University with a minimum aggregate of 50%. A candidate has to appear for the Entrance exam followed by a personal interview.
19	Pharm-D	6 Years	XII with a minimum aggregate of 50% (Physics, Chemistry, Biology/Maths as compulsory subjects) Personal interview
20	Pharm D (Post Baccalaureate)	3 Years	B. Pharm with a minimum aggregate of 50%. The candidate will join the program in the 4th year of Pharm D and will subsequently complete the course.
21	Doctor of Philosophy - Pharmaceutical Sciences	3-6 Years	Master's Degree of any recognized University/other qualification in a relevant discipline. The minimum qualifying marks are 55% at Post Graduation level
22	Bachelor of Architecture	5 Years	XII with a minimum aggregate of 50% (English & Mathematics as compulsory subjects). Admissions shall be carried out on MERIT based on the valid NATA or JEE MAINS Paper 2 Score 10+3 Diploma (any stream) recognized by Central/State Government with 50% aggregate marks
23	B.Des (Interior Design)	4 Years	XII passed (Any stream) CUDAT Personal Interview

24	Ph.D (AUDD)	3-6 Years	Master's Degree of any recognized University/other qualification in a relevant discipline. The minimum qualifying marks are 55% at Post Graduation level
25	Bachelor of Business Administration (Professional)	3 Years	XII with a minimum aggregate of 50% (Any stream) Personal Interview
26	Bachelor of Commerce (Hons.)	3 Years	XII with a minimum aggregate of 50% (Any stream) Personal Interview
27	Master of Business Administration (MBA)	2 Years	Bachelor's Degree with minimum of 50 % aggregate marks in any stream from a recognized university
28	Doctor of Philosophy - Business Management	3-6 Years	Master's Degree of any recognized University/other qualification in a relevant discipline. The minimum qualifying marks are 55% at Post Graduation level
29	Master of Business Administration - Sales & Marketing	2 Years	Bachelor's Degree with minimum of 50 % aggregate marks in any stream from a recognized university
30	Bachelor of Arts - Journalism and Mass Communication	3 Years	XII passed (Any stream) Personal Interview
31	Master of Arts -Journalism and Mass Communication	2 Years	Graduation passed Personal interview
32	Doctor of Philosophy - Media Studies	3-6 Years	Master's Degree of any recognized University/other qualification in a relevant discipline. The minimum qualifying marks are 55% at Post Graduation level
33	Bachelor of Science- Hospitality Administration	3 Years	XII Passed (Any Stream) Personal Interview

34	Bachelor of Science - Culinary Arts	3 Years	XII passed (Any stream)
35	Bachelor of Education	2 Years	Graduate/Post Graduate with a minimum aggregate of 50%
36	Doctor of Philosophy - Education	3-6 Years	Master's Degree of any recognized University/other qualification in a relevant discipline. The minimum qualifying marks are 55% at Post Graduation level
37	Bachelor of Fine Arts (Applied Arts)	4 Years	XII passed (Any stream) CUDAT Personal Interview
38	Bachelor of Science (Animation)	3 Years	XII passed (Any stream) CUDAT Personal Interview
39	B.Des (Animation)	4 Years	Passed XII (any stream) CUDAT Personal Interview Valid UCEED scores
40	M.Des(UX)	2 Years	Aggregate marks of 60% in B.Sc MIT
41	Doctor of Philosophy (AD)	3-6 Years	Master's Degree of any recognized University/other qualification in a relevant discipline. The minimum qualifying marks are 55% at Post Graduation level
42	Bachelor of Science (Allied Health Sciences)	3 Years	XII passed (Physics, Chemistry, Biology/Maths as compulsory subjects) Personal Interview
43	Doctor of Philosophy - Health Sciences	3-6 Years	Master's Degree with minimum 60% marks at Entrance Examination conducted by the University at the national level on the pattern of UGC followed by interview.
44	Bachelor of Optometry	4 Years	XII passed (Physics, Chemistry, Biology/Maths as compulsory subjects) Personal Interview
45	Master of Optometry	2 Years	Bachelor's degree in Optometry B.Optom/B.Sc Optometry program

46	Bachelor of Physiotherapy	4 Years	XII passed (Physics, Chemistry, Biology as compulsory subjects) Personal Interview
47	Master of Physiotherapy	2 Years	Passed BPT degree from institutions where the mode of study is a full time program, with minimum 4 ½ years duration from this university or any other university in India or abroad as equivalent with not less than 50% of marks in aggregate and have completed 6 months of compulsory rotatory internship.
48	B.Sc.Nursing (Basic)	4 Years	XII passed (Physics, Chemistry, Biology as compulsory subjects) Personal Interview
49	B.Sc.Nursing (PostBasic)	2 Years	XII passed along with certificate in General Nursing and midwifery (GNM) and registered as R.N.R.M. with the State Nurses Registration Council. Personal Interview

ANNEXURE – E

SEMESTER WISE FEE STRUCTURE

S.NO.	PROGRAMS	COURSE DURATION	FEE STRUCTURE
1	Bachelor of Engineering (Computer Science Engineering)	4 Years	80000
2	Bachelor of Engineering (Electronics & Communication Engineering)	4 Years	80000
3	Bachelor of Engineering (Electronics & Computer Engineering)	4 Years	80000
4	Bachelor of Engineering (Electrical Engineering)	4 Years	80000
5	Bachelor of Engineering (Mechanical Engineering)	4 Years	80000
6	Bachelor of Engineering (Mechatronics Engineering)	4 Years	80000
7	Bachelor of Engineering (Civil Engineering)	4 Years	80000
8	Master of Engineering (Computer Science Engineering)	2 Years	30000
9	Master of Engineering (Electronics & Computer Engineering)	2 Years	30000
10	Master of Engineering (Mechanical Engineering)	2 Years	30000
11	Bachelor of Computer Applications	3 Years	40000
12	Master of Computer Applications	2 Years	75000
13	Doctor of Philosophy (Engineering & Technology)	3-6 Years	50k - 4.20k
14	Doctor of Philosophy -Applied Sciences	3-6 Years	50k - 4.20k

15	Bachelor of Pharmacy	4 Years	70000
16	Master of Pharmacy (Pharmaceutics)	2 Years	75000
17	Master of Pharmacy (Pharmacology)	2 Years	75000
18	Master of Pharmacy (Pharmacy Practice)	2 Years	75000
19	Pharm-D	6 Years	115000
20	Pharm D (Post Baccalaureate)	3 Years	115000
21	Doctor of Philosophy - Pharmaceutical Sciences	3-6 Years	50k - 4.20k
22	Bachelor of Architecture	5 Years	80000
23	B. Des (Interior Design)	4 Years	60000
24	Ph.D (AUDD)	3-6 Years	50k - 4.20k
25	Bachelor of Business Administration (Professional)	3 Years	55000
26	Bachelor of Commerce (Hons.)	3 Years	55000
27	Master of Business Administration (MBA)	2 Years	125000
28	Doctor of Philosophy - Business Management	3-6 Years	50k - 4.20k
29	Master of Business Administration - Sales & Marketing	2 Years	125000
30	Bachelor of Arts - Journalism and Mass Communication	3 Years	60000
31	Master of Arts -Journalism and Mass Communication	2 Years	60000
32	Doctor of Philosophy - Media Studies	3-6 Years	50k - 4.20k
33	Bachelor of Science-Hospitality Administration	3 Years	60000
34	Bachelor of Science - Culinary Arts	3 Years	100000
35	Bachelor of Education	2 Years	30000
36	Doctor of Philosophy - Education	3-6 Years	50k - 4.20k
37	Bachelor of Fine Arts (Applied Arts)	4 Years	60000

38	Bachelor of Science (Animation)	3 Years	60000
39	B.Des (Animation)	4 Years	60000
40	M.Des(UX)	2 Years	50000
41	Doctor of Philosophy (AD)	3-6 Years	50k - 4.20k
42	Bachelor of Science (Allied Health Sciences)	3 Years	50000
43	Doctor of Philosophy - Health Sciences	3-6 Years	50k - 4.20k
44	Bachelor of Optometry	4 Years	55000
45	Master of Optometry	2 Years	50000
46	Bachelor of Physiotherapy	4 Years	55000
47	Master of Physiotherapy	2 Years	50000
48	B.Sc.Nursing (Basic)	4 Years	60000
49	B.Sc.Nursing (PostBasic)	2 Years	40000

PART 4

ACADEMIC REGULATIONS

(Approved by Punjab Government vide Memo No.
8/47/2010-3 Sec1/1356165/1,dated 20.11.2018)

ACADEMIC REGULATIONS

CHITKARA UNIVERSITY, PUNJAB

1. Short Title and Commencement

- I. “Academic Regulations” means the Academic Regulations for Chitkara University, Punjab.
- II. The Academic Regulations has been framed under the section 23 of the Chitkara University Act, 2010.

2. Definitions

- I. Academic Year: Consists of two consecutive (one odd + one even) semesters
- II. Course: Also referred to, as ‘papers/subject’ is a component of the programme. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/field work/ outreach activities / project work / vocational Training / viva / seminars / assignments / presentations/ self-study/Rural camps/Study Tours etc. or a combination of some of these.
- III. Semester: Semester consists of 15-18 weeks of academic work with a minimum of 90 teaching days
- IV. Candidate/Student: Any student who has registered for any semester of the programme.
- V. Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of lecture / 2 hours lab / 3 hours field work per week.
- VI. Grade Point: It is determined by dividing the total marks obtained by a student (out of 100) by 10 and expressed upto two decimal places.

- VII. Credits: It is the product of grade point and number of credits for a course
- VIII. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- IX. Grade Card: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

ACADEMIC REGULATIONS

1. GENERAL

These regulations are applicable in general to all the programs at the UG and PG level in the Chitkara University.

2. DURATION

- 2.01 Every academic year shall be divided into regular semesters/ trimesters (known as term) for all the programs. The program of studies leading to a degree consists of required number of terms as approved by the Academic council.
- 2.02 The maximum duration permissible for completion of any program will be as follows: -

Normal duration of the degree program	Maximum time allowed for completion of program
1 Year	1 + 1 years
2 years	2 +1 years
3 years	3 + 2 years
4 years	4 + 2 years
5 years	5 +2 years

3. ELIGIBILITY FOR ADMISSION

- 3.1 The admission in the course will be based on the merit of entrance exams or merit of the qualifying exams provided the candidate is eligible for admissions as per the eligibility criteria fixed by the Academic Council from time to time. Detailed criteria for the same will be as mentioned in the Prospectus released every year from time to time.
- 3.2 The candidate should have good moral character and must be in good mental and physical conditions.

4. COURSE STRUCTURE/ STRUCTURAL FEATURES

- 4.01 The various courses prescribed for a Program may be **categorized** in terms of their academic affinity or their functional objectives as Core Courses and Elective Courses.

Core Courses:- Core courses are compulsory set of papers which also includes those offered for specialization in the branch/ discipline.

Electives courses:- The category called Electives is conceptually different and operationally wider. For each program there may be a specified number of electives classified as Program Electives or Open Electives.

A faculty advisor may be appointed to guide the students to opt for the elective courses those are relevant to the subject in which student is registered for the Degree.

Audit Courses:- In the case of Audit courses, a student may register for Courses in addition to those stipulated for the term of the program being pursued by him/her course to the following conditions:

- (a) There should be no clash of examination dates.
- (b) Approval of the Dean of School and the concerned HoD.
- (c) Regarding the availability of capacity for accommodating the student.

The details are elaborated in the schemes and curriculum of the program. The schemes and curriculum of the program is approved by the respective board of studies of the course.

Special Courses:- To give a special educational flavor and goals of the various programs the structures provide for certain courses which must be pursued only after certain academic base has been achieved. There are various types of special courses available in multitude of programs in the University, viz. IP (Integrated Project), IOHT (Industry Oriented Hands on Training), IOHC (Industry Oriented hands on Courses), IOHE (Industry Oriented Hands on Experience, Thesis, Dissertation, and Seminar. The details of such special courses are given in respective Academic Program Guides (APGs).

- 4.02 A credit is a convenient device to anticipate the number of hours per week of total effort including the class work of a student, as the system recognizes only the formal contact hours in the class room/ studio and laboratory apart from self-study.

The term-wise program consists of a prescribed set of Courses described in the course scheme, adding to a certain total number of credits in each term.

The academic objectives of a program require a proper sequencing of not only individual courses but also of a cluster of Courses. For each program, the term-wise pattern presented in the course scheme conveys a sense of what comes first and what comes later.

5. REGISTRATION

- 5.01 All students are eligible to register for next semester irrespective of number of backlogs unless a criterion is specified for any particular course.
- 5.02 A student is not permitted to register in a term if
- (i) He/ She has dues outstanding to the University, hostel, or any recognized authority or body of the University, or
 - (ii) His/ Her grade sheet in his immediately preceding term is withheld, or
 - (iii) He/ She has been specifically debarred or asked to stay away from that term.
- 5.03 Late registration may be granted in case a student fails to register on the stipulated date. Students failing to register on the specified day of registration will be allowed to register only after permission from Dean of School and after paying the stipulated late fee. Any student who has not registered will not be allowed to attend classes.
- 5.04 The registration of the student may be cancelled, if at the later stage, it is found that the student is not eligible for registration due to following reasons:

- (a) If the registration of a student in a Course is not found to be in accordance with the regulations, his/her registration in that Course will be cancelled and the grade obtained, if any, will be rejected.
- (b) The registration of a student in a Course or complete set of Courses in a term can be cancelled by the concerned authority when he is found guilty in cases of unfair means, breach of discipline, etc. or when he/she persistently and deliberately does not pay his dues.
- (c) Absence for a period of four or more weeks at a stretch during a term shall result in automatic cancellation of the registration of a student from all the Courses in that term.

5.05 A student who is duly registered in a term is considered to be on the rolls of the university. After registration, if he withdraws from the term, or has been given prior permission to temporarily withdraw from the University for the term, or has been asked to stay away by an appropriate authority of the University will be considered to be on the rolls of the University for that term. While such a student retains the nominal advantage of being on the rolls of the University the loss of time from studies and its consequences cannot be helped by the University.

5.06 If for any valid reason a student is unable to register in a term, he must seek prior permission of Dean of School to drop the term. If such permission has not been requested or after a request the permission has been denied, his name would be struck off the rolls of the University and he would no longer be a student of the University. His case will be automatically processed and the file will be closed. However, if such a student, after his name has been struck off the rolls of the University, is permitted to come back, his case can be considered at the sole discretion of the competent authority of the University with the provision that all his previous records as a former student are revived under the current academic and administrative structure, regulations and schedule of fees.

6. TEACHING

6.01 Every Course, whether taught in a single section or multi-section class, is conducted by a member of the faculty, called Course coordinator.

Wherever necessary, viz. in a multi-section course, a team of teachers are his partners in meeting the full academic requirements of the course.

6.02 The Course coordinator makes a comprehensive plan for conducting the course before the term begins and in a multi-section course remain in continuous interaction in order to ensure a smooth operation of the Course. The Course coordinator is responsible to smoothen out the differences in personal attitudes and teaching styles of other teachers working with him.

6.03 At the start of classes of each course, the Course coordinator distributes a Course hand-out, containing information pertaining to:

- (i) The operations of the Course (its pace, coverage and level of treatment, textbooks and other reading assignments, home tasks etc.);
- (ii) Various components of evaluation, such as tutorials, laboratory exercises, group exercises, home assignments, quiz tests/ examinations (announced or unannounced) regularity of attendance, class participation etc.,
- (iii) The frequency, duration, tentative schedule, relative weightage etc. of various components;
- (iv) Other matters found desirable and relevant.

During and at the end of term, the Course coordinator is responsible for all pre-comprehensive components of evaluation, collating the results of these and forwarding these to the Dean of School, through the HoD.

7. ATTENDANCE REQUIREMENTS

7.01 The university expects its students to be regular in attending the classes. 75% attendance (of all held sessions – lectures, tutorials, lab) is compulsory in a course in order to be eligible to appear for end term comprehensive examination. 10% concession in this mandatory requirement is possible only in extreme circumstances and at the sole discretion of the Vice Chancellor.

- 7.02 In case of PG programs the mandatory requirement of attendance is 70%. 5% concession is possible only in case of extreme circumstances and at the sole discretion of the Vice Chancellor.
- 7.03 Students are encouraged for participating in co-curricular activities conducted by prestigious institutions at national/International level. Such students would be eligible for grant of special Duty Leaves (limited by a cap decided by the Vice Chancellor) to make up for the attendance, in case any class work is missed during this period. This privilege extended to students will not be termed as right and is limited to just the attendance benefit.

8. EVALUATIONS

- 8.01 In case of theoretical courses/subjects, the evaluations will be based on teacher assessment, quizzes, sessional tests and end term examinations.
- 8.02 In case of the practical subjects (Laboratory/workshops/field works), the evaluation will be based on continuous assessments and end term exams/ viva.
- 8.03 The evaluation of the project work/training will be based on the seminars, projects reports and end term viva by the expert committee.

9. EXAMINATIONS

- 9.01 To assess the students attainments in the subjects (Theory, Laboratory, sessionals), Seminars, project work etc., the system of continuous assessment is adopted by the University. In conformity to this there will be Sessional exams, Quizzes, Assignments, Seminars and end term exams, in addition to other continuous evaluation components.
- 9.02 A student may be debarred from appearing in the end term examinations due to the following reasons:
- (a) Disciplinary action taken against him/her.
 - (b) Attendance criteria is not fulfilled.

9.03 In case any student appears in the examinations by default, who has been debarred by the University, his/her results will be treated as null and void.

9.04 REAPPEAR EXAMINATIONS

If a student(s) fails to secure pass grades in a subject(s), he/she shall be allowed to reappear according to the following regulations:-

- (a) A student detained from appearing in end semester examination of a subject(s) due to shortage of attendance will have to attend the extra classes as offered by the concerned School in the next Semester during the non teaching days. They may appear in the University examination in the reappear subject(s) in the subsequent semester whenever the examination of the concerned subject(s) is held.
- (b) Those students who secured “F” or “I” grade in any subject(s) shall be placed under reappear. They may appear in the University examination in the reappear subject(s) in the subsequent semester whenever the examination of the concerned subject(s) is held.
- (c) In case a candidate is able to pass the program but fails to attain the minimum CGPA for the award of degree then he/she will be given a chance to attain the required aggregate by reappearing in the University examination in the course/subjects of his/her choice.
- (d) The components of evaluations, weightage and syllabus for reappear subject (s) are described in the respective “Academic Program Guide (APG)”.

9.05 ACADEMIC PROGRESSION

Any bonafide student, who appears for the examination conducted by the University, shall be promoted to the next higher semester and shall carry forward all course(s) / subject(s) in which he/she is declared fail. The student shall have to pass all papers within stipulated maximum duration as prescribed by the University to qualify for the award of degree. Further, any specific condition stipulated for a particular course, by the concerned regulatory body ,shall be enforced.

10. METHODS FOR AWARDING LETTER AND NON-LETTER GRADES

10.01 The list of letter and non-letter grades, their applicability and connotation are given below:

(a) Letter Grades (2011 – 2014)

Grade	Qualitative Meaning	Grade Points
A+	Distinguished	10
A	Excellent	9
A-	Excellent	8.5
B+	Very Good	8
B	Very Good	7.5
B-	Good	7
C+	Good	6.5
C	Fair	6
C-	Fair	5.5
D+	Satisfactory	5
D	Satisfactory	4.5
E	Exposed	0
I	Incomplete	0

Letter Grades (2015 onwards)

% Marks Range of Total	Grade	Qualitative Meaning	Grade Point
80 – 100	O	Outstanding	10
70 - 79	A+	Excellent	9
60 - 69	A	Very Good	8
55 – 59	B+	Good	7
50 – 54	B	Above Average	6
45 – 49	C	Average	5
40 - 44	P	Pass	4
0 - 39	F	Fail	0
	I	Incomplete	0

(b) Non-letter Grades

Audit Courses will be graded as Excellent, Good, Fair or Poor.

10.02 The grade I (Incomplete) may be awarded in the following conditions:

- (i) Where a case of unfair means is pending, a ‘Grade I’ is awarded till the case is finalized
- (ii) Where a case of indiscipline is pending, a ‘Grade I’ is awarded till the case is finalized
- (iii) In cases of unfair means and indiscipline where the results for a particular examination are declared null and void
- (iv) In cases, where the student does not complete his course work because of some reason viz, shortage of attendance/ is absent in the end term examination

- 10.03 In case the grades are not received by the University as per the time schedule, the Dean of School may make a specific authorization for the Course coordinator to report GA (Grade Awaited). The concerned Head of Department will also simultaneously advise Dean Examination about the estimated time by which the grades will be received. Whenever the report GA appears in the grade sheet, permission for further registration of such a student will be decided by Dean of School.
- 10.04 In case Dissertation is offered in more than one term, then the student may be given an interim report, (AC- Allowed to Continue), in terms other than the final one. When there is satisfactory progress the student will be allowed to continue the dissertation for the remaining credits in the subsequent terms. For operational purpose the report AC will be same as I or GA. When the final grade in dissertation emerges, it will replace AC report in the previous terms.
- 10.05 The Cumulative Grade Point Average (CGPA) denotes the overall performance of a student in all courses in which he is awarded letter grades. It is the weighted average of the grade points of all the letter grades received by the student from the time of his entry into the University.

Calculation of CGPA:

The CGPA (calculated on a 10 point scale) would be used to describe the overall performance of a student (from the trimester of admission till the point of reckoning) in all courses for which LETTER GRADES will be awarded. GPA will indicate the performance of student for any particular semester/trimester. Formulas for calculation of GPA and CGPA have been provided as below:

$$GPA_i = \frac{\sum_{j=1}^n C_{ij} G_j}{\sum_{j=1}^n C_{ij}}$$

$$CGPA = \frac{\sum_{i=1}^N \left(GPA_i * \sum_{j=1}^n C_{ij} \right)}{\sum_{i=1}^N \left(\sum_{j=1}^n C_{ij} \right)}$$

Where n = number of subjects in the trimester; N = number of trimesters;
 GPA_i = GPA for the i th trimester; C_{ij} = number of credits for the j th course
in i th trimester; and G_j = Grade point corresponding to the grade obtained
in the j th course.

Example to Understand the Calculation of GPA

Suppose a student is registered in four courses ‘W’, ‘X’, ‘Y’ and ‘Z’ in a particular trimester as mentioned below in the Column - I of the table. Column - II in the table below depicts the number of credits, which those courses carried. At the end of the trimester, student was awarded with the grades as mentioned in Column – III in the table given below. Column – IV indicates the corresponding grade weight. Column – V and Column – VI indicate essentially the Credit value and Grade Points for every course completed by a student in that particular trimester.

Courses in which student registered (Col. I)	Credits (Col. II)	Letter Grade (Col. III)	Grade Value (Col. IV)	Credit Value (Col. V)	Grade Points (Col. VI)
Course W	3	B-	6	3 x 6	18
Course X	3	A-	8	3 x 8	24
Course Y	3	A+	10	3 x 10	30
Course Z	2	A+	10	2 x 10	20
Total	11			Total	92

Thus, the total GPA of the student would be =

$$GPA = \frac{\text{Total grade pts.}}{\text{Total no. of credits}} = \frac{92}{11} = 8.36$$

Suppose the GPA of the student in two successive terms is 7.0 and 8.0 with respective course credits being 12 and 11, then the

$$CGPA = \frac{7 \times 12 + 8 \times 11}{12 + 11} = \frac{84 + 88}{23} = 7.48$$

11. GRADUATION AND ELIGIBILITY:

11.01 A student is deemed to have fulfilled the requirement of graduation for a degree (single or dual degree) or a higher level degree when he has:

- (i) Cleared all Courses prescribed for the program
- (ii) Cleared the total credit requirements of Thesis, Seminar and Dissertation as applicable
- (iii) Earned the minimum credits required for the program as described in the “APG”
- (iv) Obtained the minimum CGPA 4.5 for the award of degree in the UG programs except for B. Arch the minimum CGPA would be 5.0. The minimum CGPA 5.5 for the award of degree in PG programs; and
- (v) Satisfied all requirements of these regulations.

11.02 A student is deemed to have become eligible for the degree if, in addition to satisfying the requirements of clause 9.01 he has:

- (i) Satisfied all rules of evaluation
- (ii) No case of indiscipline or unfair means is pending against him.

However, in case of a student having outstanding dues against him to be paid to the University, Hostel or any other recognized organ of the University, his degree will be withheld until the said dues are cleared.

11.03 Under extreme exceptional circumstances where gross violation of graduation is detected at a later stage the Academic Council may recommend to the Governing Body the recall of a degree already awarded.

12. REVISION:

These regulations would be course to modification and revision by the Academic Council from time to time.



CHITKARA UNIVERSITY

University Campus

Chandigarh-Patiala National Highway (NH-7)
Punjab - 140 401 | India
T +91.1762.507084
Fax +91.1762.507085

Administrative Office

Saraswati Kendra, SCO 160-161
Sector 9 C | Chandigarh - 160 009
T +91.172.4090900