



# ABHILASHI UNIVERSITY

## *THE FIRST ORDINANCES OF ABHILASHI UNIVERSITY*



**CHAILCHOWK, TEHSIL CHACHYOT, DISTT. MANDI (H.P.) - 175028**

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# ORDINANCE - I

## FACULTIES, COURSES & MINIMUM QUALIFICATION

As stipulated under Statues 26&42 of the Abhilashi University

- 1.1** Abhilashi University consists of the following Faculties:
1. Faculty of Ayurveda and Health Sciences
  2. Faculty of Pharmacy
  3. Faculty of Agriculture
  4. Faculty of Engineering & Management
  5. Faculty of Education, Basic Sciences and Humanities
- 1.2** For proper functioning the Faculties, they are further divided into various Schools where required. Various Certificates, Diploma, Graduate, Post Graduate and Ph.D. programs are running under different Faculties. The minimum qualifications prescribed for Admission to qualification courses and examinations leading to degrees and diplomas as prescribed for certificates of the University Qualifications shall be as under:

### 1.2.1 FACULTY OF AYURVEDA AND HEALTH SCIENCES

#### 1.2.1.1 Diploma in Pharmacy (Ayurveda)

**Duration:** 2 Years.

**Eligibility:** A candidate who has passed 10+2.

**Admission:** The admission will be made on the basis of marks in the qualifying examination

**Syllabus:** As per state government and AU norms.

#### 1.2.1.2 Bachelor of Ayurvedic Medicine and Surgery, B.A.M.S.

Abhilashi Ayurvedic College and Research Institute is running Bachelor of Ayurvedic Medicine and Surgery (BAMS) programme on the annual system of teaching and evaluation.

**Duration:** Five and half years including Compulsory Rotatory internship of one year.

**Eligibility & Admission Criteria:**

Admission in BAMS Course will be done on the basis of merit in NEET and qualifying examination with minimum 50% in 10+2 (Medical) with valid NEET score 05% relaxation for SC/ST or time to time relaxation of competent authority.

**Syllabus:** As per state government and CCI norms.

#### 1.2.1.3 Bachelor in Physiotherapy, B.P.T

**Duration:** 4 Years teaching and 6 months internship.

**Eligibility:** A candidate who has passed (10+2) examination (PCB) or equivalent from a recognized board of education with 50% marks (45% for SC/ST).

**Admission:** The eligible candidates have to appear in the Entrance Test conducted by Abhilashi University (AUCET). The admission will be made on the merit basis of the Entrance test.

**Syllabus:** As per state government and Physiotherapy Council of India norms.

#### 1.2.1.4 Bachelor of Science, M.L.T

**Duration:** 3Years

**Eligibility:** A candidate who has passed (10+2) examination (PCB) or equivalent from a recognized board of education with 50% marks (45% for SC/ST).

**Admission:** The eligible candidates have to appear in the Entrance Test conducted by Abhilashi University (AUCET). The admission will be made on the merit basis of the Entrance test.

**Syllabus:** As per state government and UGC/AU norms.

## 1.2.2 FACULTY OF PHARMACY

### 1.2.2.1 Diploma in Pharmacy (Allopathy)

**Duration:** 2 years.

**Eligibility:** Candidates having passed (10+2) with science examination/equivalent examination conducted by the recognized education Board/University. The eligible candidate should fulfil the minimum entry-level qualifications prescribed by PCI or any other qualification approved by the PCI.

**Syllabus:** As per state government and PCI norms.

### 1.2.2.2 Bachelor of Pharmacy, B. Pharm.

**Duration:** 4 Years

**Eligibility:** Admission in the course will done based on merit of HPCET/ AUCET or 45% in 10+2 (Science) for Gen. and 40% in 10+2 (Science) for SC/ST.

**Lateral Entry:** Passed Diploma in Pharmacy (Allopathy) examination from PCI approved institution with 45% marks for General and 40% for SC/ST category candidates.

**Syllabus:** As per state government and PCI norms.

### 1.2.2.3 Master in Pharmacy (Pharmaceutics, Pharmaceutical Chemistry & Pharmacognosy)

**Duration:** 2 years (4 semesters).

**Eligibility:** The admission to M Pharmacy degree course shall be made on the basis of merit of valid GPAT score. In case the seats remain vacant after exhausting the merit of GPAT, the vacant seats will be filled up on the basis of merit of HPCET/AUCET. In case the seats still remain vacant after exhausting the merit of National level test and HPCET/AUCET, the seats will be filled up on the basis of merit of B. Pharmacy degree awarded by the recognized University having minimum 55% for Gen and 50% for (SC/ST).

**Syllabus:** As per state government and PCI norms.

### 1.2.2.4 Ph.D. in Pharmacy (Pharmaceutical Sciences)

**Eligibility:** A candidate with 55% marks (50% for ST/SC) at Master level in concern specialization. The admission shall be through AUCET except those who have qualified UGC-NET/CSIR (JRF, NET)/SLET/GPAT/direct awardees of DST/ICMR/DRDO/INSPIRE and other state or central level fellowship.

**Syllabus:** As per state government and PCI norms.

## 1.2.3 FACULTY OF AGRICULTURE

### 1.2.3.1 SCHOOL OF AGRICULTURE

#### 1.2.3.1.1 Diploma course in Agriculture

**Duration:** One year

**Eligibility:** Candidates having passed (10+2)/ equivalent examination in any stream conducted by recognized Education Board/University/Council.

**Syllabus:** As per ICAR.

#### 1.2.3.1.2 B.Sc. (Hons.) Agriculture

**Duration:** Four years (8 semesters)

**Eligibility:** Candidates having passed 10+2 with science and secured not less than 50 % marks in aggregate for general category and 45 % for SC/ST who have qualified AUCET. Candidates securing 50% marks in aggregate for general category (40% for SC/ST categories) who have appeared in state level entrance test conducted by CSK Himachal Pradesh University,

Palampur or Dr.Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan) or ICAR also eligible for admission.

**Admission:** Admission will be made on the basis of merit of entrance examination conducted by Abhilashi University (AUCET) or CSKHPKV Palampur or Dr. Y. S. Parmar UHF Nauni (Solan), Himachal Pradesh or ICAR.

**Syllabus:** As per ICAR.

#### 1.2.3.1.3 M.Sc. Agriculture

**Duration:** Two years (4 semesters)

**Eligibility:** B.Sc. (Hons.)Agriculture/ Horticulture/ Forestry/ Sericulture/ B.Sc. Agriculture/ Horticulture/Forestry/ Sericulture (4/5/6 years programmers only) with minimum 50% marks.

**Admission:** Admission will be made on the basis of merit of entrance examination conducted by Abhilashi University (AUCET) or CSKHPKV Palampur or Dr.Y.S. Parmar UHF Nauni (Solan)or ICAR

**Syllabus:** As per ICAR.

### 1.2.3.2 SCHOOL OF VETERINARY SCIENCE

#### 1.2.3.2.1 Two Years Veterinary Pharmacist Training Course

**Duration:** 2 Years

**Eligibility& Admission:** Candidates having passed 10+2/equivalent examination in any stream conducted by recognized education board /university / council.12% seats of the total seats shall be filled up from amongst the Class-IV employees sponsored by Animal Husbandry Department of H.P., 78% seats shall be filled up on competitive basis in transparent manner based on the merit of 10+2 examination and the 10% Management quota seats be filled up from amongst the candidates having obtained at least 60% marks in the 10+2 examination.

**Syllabus:** As per CSKHPKV, Palampur.

### 1.2.4 FACULTY OF ENGINEERING AND MANAGEMENT

#### 1.2.4.1 SCHOOL OF ENGINEERING

##### 1.2.4.1.1 PGDCA (Post Graduate Diploma in Computer Application)

**Duration:** 1 Year (2 Semesters)

**Eligibility and Admission for PGDCA:**

The candidate must have passed Graduate Degree from a recognized University/ College in any stream.

**Syllabus:** As per state government and AU norms.

##### 1.2.4.1.2 Bachelor of Technology (B. Tech.) in Computer Science & Engineering

**Duration:** 4 Years (8 Semesters)

**Eligibility and Admission for Undergraduate Programmes:**

The candidate must have passed 10+2 (Non-Med) examination with JEE/HPCET or 45% marks for general category and 40% marks for SC/ST category (w/o HPCET) from a recognized Board of Education.

**Lateral Entry:**

For the candidates seeking admission in B. Tech. second year through Lateral Entry, they must have passed Diploma course in appropriate branch of Engineering with 45% marks for general category, 40%marks for SC/ST category. Alternatively, they have completed B.Sc. with 45% marks for general category, 40%marks for SC/ST category, having passed 10+2 examination with Mathematics as one of the subjects will be admitted on merit basis.

**Syllabus:** As per AICTE.

#### **1.2.4.1.3 Bachelor of Technology (B. Tech.) in Civil Engineering**

**Duration:** 4 Years (8 Semesters)

**Eligibility and Admission for Undergraduate Programmes:**

The candidate must have passed 10+2 (Non-Med) examination with JEE/HPCET or 45% marks for general category and 40% marks for SC/ST category (w/o HPCET) from a recognized Board of Education.

**Lateral Entry:**

For the candidates seeking admission in B. Tech. second year through Lateral Entry, they must have passed Diploma course in appropriate branch of Engineering with 45% marks for general category, 40%marks for SC/ST category. Alternatively, they have completed B.Sc. with 45% marks for general category, 40%marks for SC/ST category, having passed 10+2 examination with Mathematics as one of the subjects will be admitted on merit basis.

**Syllabus:** As per AICTE.

#### **1.2.4.1.4 Bachelor of Technology (B. Tech.) in Mechanical Engineering**

**Duration:** 4 Years (8 Semesters)

**Eligibility and Admission for Undergraduate Programmes:**

The candidate must have passed 10+2 (Non-Med) examination with JEE/HPCET or 45% marks for general category and 40% marks for SC/ST category (w/o HPCET) from a recognized Board of Education.

**Lateral Entry:**

For the candidates seeking admission in B. Tech. second year through Lateral Entry, they must have passed Diploma course in appropriate branch of Engineering with 45% marks for general category, 40%marks for SC/ST category. Alternatively, they have completed B.Sc. with 45% marks for general category, 40%marks for SC/ST category, having passed 10+2 examination with Mathematics as one of the subjects will be admitted on merit basis.

**Syllabus:** As per AICTE.

#### **1.2.4.1.5 Bachelor of Technology (B. Tech.) in Electrical/ Electrical & Electronics Engineering**

**Duration:** 4 Years (8 Semesters)

**Eligibility and Admission for Undergraduate Programmes:**

The candidate must have passed 10+2 (Non-Med) examination with JEE/HPCET or 45% marks for general category and 40% marks for SC/ST category (w/o HPCET) from a recognized Board of Education.

**Lateral Entry:**

For the candidates seeking admission in B. Tech. second year through Lateral Entry, they must have passed Diploma course in appropriate branch of Engineering with 45% marks for general category, 40%marks for SC/ST category. Alternatively, they have completed B.Sc. with 45% marks for general category, 40%marks for SC/ST category, having passed 10+2 examination with Mathematics as one of the subjects will be admitted on merit basis.

**Syllabus:** As per AICTE.

#### **1.2.4.1.6 Master of Technology (M. Tech.) in Computer Science (Regular/ Part-Time)**

**Duration:** 2 Years (4 Semesters)/3 Years (6 Semesters)

**Eligibility and Admission Criteria for Postgraduate Programs:**

The candidate should have passed B. Tech. examination in the respective branch of engineering with minimum entry level qualification prescribed by AICTE.

**Admission:** Admission will be made on the basis of merit of GATE/Entrance Examination.

**Syllabus:** As per AICTE.

#### 1.2.4.1.7 Master of Technology (M. Tech.) in Civil Engineering (Regular/ Part-Time)

**Duration:** 2 Years (4 Semesters)

**Eligibility and Admission Criteria for Postgraduate Programs:**

The candidate should have passed B. Tech. examination in the respective branch of engineering with minimum entry level qualification prescribed by AICTE. For part time courses the eligibility is minimum 2 years work experience

**Admission:** Admission will be made on the basis of merit of GATE/Entrance Examination.

**Syllabus:** As per AICTE.

#### 1.2.4.1.8 Master of Technology (M. Tech.) in Mechanical Engineering (Regular/ Part-Time)

**Duration:** 2 Years (4 Semesters)

**Eligibility:** The candidate should have passed B. Tech. examination in the respective branch of engineering with minimum entry level qualification prescribed by AICTE. For part time courses the eligibility is minimum 2 years work experience

**Admission:** Admission will be made on the basis of merit of GATE/Entrance Examination.

**Syllabus:** As per AICTE.

#### 1.2.4.1.9 Master of Technology (M. Tech.) in Mechanical Engineering (Regular/ Part-Time)

**Duration:** 2 Years (4 Semesters)

**Eligibility:** The candidate should have passed B. Tech. examination in the respective branch of engineering with minimum entry level qualification prescribed by AICTE. For part time courses the eligibility is minimum 2 years work experience

**Admission:** Admission will be made on the basis of merit of GATE/Entrance Examination.

**Syllabus:** As per AICTE.

#### 1.2.4.1.10 Doctor of Philosophy (Ph.D) in Engineering

**Duration:** Minimum 3 Years

**Eligibility and Admission Criteria:** Ph.D. is a full time regular course of study pursued by regular attendance in classes and seminars. A candidate seeking admission to the Ph. D. course must have at least 55% marks in the subject concerned at Master's level.

**Syllabus:** As per UGC.

### 1.2.4.2 SCHOOL OF MANAGEMENT

#### 1.2.4.2.1 Master of Business Administration (MBA) (Regular/ Part –Time)

**Duration:** 2 years (4 semesters)/3 years (6 semesters)

**Eligibility and Admission:** The candidate must have passed graduation level examination in any discipline from a recognized University. The admission to the course shall be made on the basis of merit of National/State level entrance examination (HPCET) CAT, CMAT, MAT or 60% marks for general category (55% marks for SC/ST category) in the Bachelor Degree of examination conducted by the recognized University. For part time courses the eligibility is minimum 2 years work experience

**Syllabus:** As per UGC.

#### 1.2.4.2.2 Doctor of Philosophy (Ph.D) in Management

**Duration:** Three Years (6 Semesters)

**Eligibility and Admission:** The candidate must have passed MBA/M.Com. Examination from a recognized University with 55% marks for general category (50% marks for SC/ST category).

**Syllabus:** As per UGC.



## 1.2.5 FACULTY OF EDUCATION, BASIC SCIENCES AND HUMANITIES

### 1.2.5.1 SCHOOL OF EDUCATION

#### 1.2.5.1.1. Four Years Integrated B.A. B.Ed.

**Duration:** 4 Years

**Eligibility:** 10+2 any stream

**Admission:** Merit in the AUCET and as per the marks in qualifying examinations.

**Syllabus:** As per NCTE.

#### 1.2.5.1.2 Four Years Integrated B.Sc. B.Ed.

**Duration:** 4 Years

**Eligibility:** 10+2 (Science)

**Admission:** Merit in the AUCET and as per the marks in qualifying examinations.

**Syllabus:** As per NCTE.

#### 1.2.5.1.3 Master of Arts in Education

**Duration:** 2 Years

**Eligibility:** Graduation or equivalent in respective field

**Admission:** Merit in the AUCET and as per the marks in qualifying examinations.

**Syllabus:** As per UGC.

#### 1.2.5.1.4 Doctor of Philosophy (Ph.D) in Education

**Duration:** 3-5 Years

**Eligibility:** A candidate who has passed Master degree/ M.Phil. in Education from a recognized university with 55% marks (50% for SC/ST) or NET.

**Admission:** Merit in the AUCET.

**Syllabus:** As per UGC.

### 1.2.5.2 SCHOOL OF BASIC SCIENCES

#### 1.2.5.2.1 Master of Science in Zoology

**Duration:** 2 years (Four semesters)

**Eligibility:** A candidate who has passed Bachelor degree of a recognized university with Zoology as one of the subjects of study with 50% marks (45% for SC/ST)

**Admission:** Merit in the AUCET.

**Syllabus:** As per UGC.

#### 1.2.5.2.2 Master of Science in Mathematics/Master of Arts in Mathematics

**Duration:** 2 years (Four semesters)

**Eligibility:** A candidate who has passed Bachelor degree of a recognized university with Mathematics as one of the subjects of study with 50% marks (45% for SC/ST)

**Admission:** Merit in the AUCET.

**Syllabus:** As per UGC.

#### 1.2.5.2.3 Doctor of Philosophy (Ph.D) in Zoology

**Duration:** 3 years

**Eligibility:** A candidate who has passed Master degree/M.Phil. in Zoology from a recognized university with 55% marks (50% for SC/ST) or NET/ SLET.

**Admission:** Merit in the AUCET/ NET.

**Syllabus:** As per UGC.

### 1.2.5.3 SCHOOL OF HUMANITIES

#### 1.2.5.3.1 Diploma in Arts & Craft (Drawing Master)

**Duration:** 2 Years

**Eligibility:** 10+2 any stream

**Admission:** Merit in the AUCET and as per the marks in qualifying examinations.

**Syllabus:** As per state government/ AU.

#### 1.2.5.3.2 Master of Arts

**Duration:** 2 Years

**Eligibility:** Graduate any stream

**Admission:** Merit in the AUCET and as per the marks in qualifying examinations.

**Syllabus:** As per UGC/AU.

**ORDINANCE 02**  
**ADMISSION, REGISTRATION AND ATTENDANCE**

As stipulated under Statute 40 of the Abhilashi University

**2.1. Admission Committee**

There shall be **Admission Committee** for all the Programmes in each Faculty/School/ Department for regulating the admissions to all Courses/Programmes offered in the University comprising the following:

- i. The Dean of the Faculty concerned / Head of the Department- Chairman
- ii. One faculty member, not below the rank of an Associate Professor to be nominated by the Dean - Member
- iii. Three teachers, one each from Members amongst the Professors, Associate Professors and Assistant Professor by rotation
- iv. One person each representing Members SC / ST / OBC/ women and Minority candidates from the teaching community preferably if not already represented by the above members

**2.1.1 The Committee shall**

- i. Scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission as approved by the Academic Council from time to time;
- ii. Conduct the Admission Test(s) and/or Interview; or as otherwise provided.
- iii. However in case of Common Entrance test, the performance in such test will form the basis for subsequent admission process.
- iv. After the evaluation of the Admission test(s), a reasonable number of candidates from each category will be called, on the basis of merit, for admission to the course/Programme concerned subject to their scoring the minimum cut-off marks in the entrance test for admission to different courses as prescribed by the Academic Council:
- v. Prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or Interview;
- vi. Prepare a list of the candidates selected for admission to be submitted by the Chairman of the Committee to the Dean of the School concerned;
- vii. Suggest methods to improve reliability and standard of the entrance test(s).

**2.1.2** The members of the Committee other than ex-officio members shall hold office for a term of one academic year.

**2.1.3** In case of non-availability of any teacher from any of the aforesaid categories, the Head of the Department may appoint another teacher from the remaining categories of the teachers by rotation.

**2.1.4** The Chairman of Admission Committee may co-opt not more than three members of the Department/Centre representing different areas of specialization under intimation to the Vice-Chancellor.

**2.1.5** Not less than 50% of total number of members of the Committee shall form the quorum.

## **2.2 Admission criterion and other information:**

### **2.2.1 Minimum Eligibility for Admission:**

The minimum qualification for admission to various programmes shall be as laid down by the Academic Council from time to time which shall be reflected in the prospectus. However, admission to various programmes shall be guided by the following provisions:

- i)** Prescribed minimum marks in all programmes shall be relaxed by 5% in case of SC/ ST or as per govt./regulatory bodies)
- ii)** The candidate would be deemed to have passed the qualifying examination on or before the date of admission and duly supported by Provisional Degree Certificate (PDC) issued by the competent authority.
- iii)** A candidate having passed his qualifying examination from a foreign university with 'B' grade or its equivalent shall be eligible for admission subject to recognition of his degree by the Academic Council.
- iv)** The CGPA will be converted into percentage of marks by multiplying it by ten.
- v)** The CGPA of other universities following scale other than 10-point will be converted on percentage basis by using appropriate conversion formula.

### **2.2.2 Mode of Admission:**

- i)** The mode of admission for various programmes will be laid down by the Academic Council from time to time.
- ii)** Admission will be on the basis of Entrance Test conducted by Examination Branch of the University or merit in the qualifying examination if there is no entrance test for the course.
- iii)** While determining merit of eligible candidates, marks to the following extent shall be added to the result of the candidates who have distinguished themselves in sports and games recognized by the Indian Olympic Association/ NCC and any position/ prize won in other co-curricular activities like declamation, debate, quiz, essay competition, science seminars, at State/ National level programmes and youth festival.
- iv)** In case two or more candidates obtain the same percentage of marks/ CGPA, the merit shall be decided as under:
  - a)** Merit of previous examination.

If the merit cannot be decided on the basis of (a) above, the candidate, who is younger in age, shall be considered first. Any direction by the regulatory bodies (national/state) will be complied.

**2.2.3 Number of Seats:** The number of students to be admitted in various programmes shall be fixed by the **Academic Council** as per the provision of the Abhilashi University Statute section 42 from time to time.

**2.2.4 Provisional Admission:** A candidate whose result has not been declared by the Board/University can seek provisional admission provided he/she has appeared in the Entrance Test for the course as applicable from time to time. The provisional admission of such candidate stands automatically cancelled if he/she fails to submit his/her mark sheet or provisional certificate etc. of the qualifying examination and/or meeting the percentage of marks as fixed for the admission by the University within 2 months for last date of admission.

**2.2.5 Eligibility Criteria for Admission:** Eligibility criteria shall be notified in the prospectus of each current year.

**2.2.6 Time of Admission:** Admission to all the programmes will be made at the commencement of academic year.

**2.2.7 Application Procedure:** The application for admission shall be made to the **Registrar** on a prescribed form to be obtained on payment of stipulated fee. Application form complete in all respects and filled in by the applicant in his/ her own hand writing should reach the **Registrar** on or before the last date for submission of application.

**2.2.8 Academic Session:**

- i) The academic session will counted from July current year to June next year and shall comprise of two registered semesters. First registered semester of the year is from July to December and second from January to June. For annual system the session will be July to June or as per the last date fixed by Regulatory body (completion of 12 months).
- ii) The dates for advertisement, registration, commencement of classes and other details for the academic session shall be notified by the **Registrar**.

**2.2.9 Reservation of Seats:**

Admission to various programmes shall be open to all eligible persons subject to the reservation of seats as per Abhilashi University statute, section 40.

**2.2.10 Selection Procedure:**

To conduct the counseling and draw the merit for selection of the candidates for admission in various programmes of the University, the committee(s) shall be constituted by the **Registrar** with the prior approval of the **Vice-Chancellor**.

**2.2.11 Verification of Antecedents:**

Each applicant shall be required to submit a character certificate from the Head of the Institution last attended.

**2.2.12 Migration Certificate:**

The student passing his qualifying examination from other than this University shall have to submit the migration certificate in original within one year of his admission, failing which his admission shall be cancelled.

**2.2.13 Refusal of Admission:**

The past record of a candidate as to his/ her conduct shall also be considered for deciding admission. If it is found that the candidate has been indulging in acts of indiscipline or is guilty of having organized unlawful demonstration etc., he/she may be refused admission by the admission committee. The candidates who have been expelled/ rusticated/ debarred shall not be admitted during the period of disqualification.

**2.3 Student Central Registration Numbers:** Tables below give the format for the Student Central Registration Number.

<b>4 Digit Year</b>	<b>Abhilashi University initials</b>	<b>3 Digit Serial Number starting from 001</b>	<b>Example for Central registration number</b>
2020	AU	001	2020AU001
And so on		003	2020AU003

## 2.4 Normal Duration & Syllabus:

(A) The normal duration of different programmes shall be in accordance with University Grants Commission, New Delhi and other Regulatory Bodies.

### i) Undergraduate

a)	B.Sc. (Hons.) Agriculture	8 Semesters/ 4 Years
	BAMS Including one-year rotatory internship	5 $\frac{1}{2}$ Years (Annual System)
c)	B Tech	8 Semesters/ 4 Years
d)	BBA	6 Semesters/ 3 Years
e)	BCA	6 Semesters/ 3 Years
f)	B. Pharmacy	8 Semesters/ 4 Years
g)	Dip. Pharmacy	Two Years
h)	Diploma in Veterinary Pharmacy	Two Years
i)	BPT	Four Years
j)	B.Sc.	Three Years
k)	B.Com.	Three Years
l)	B.A./B.Sc. B. Ed.	8 Semesters/ 4 Years

### ii) Postgraduate

a)	MCA	6 Semesters/ 3 Years
b)	M. Tech.	4 Semesters/ 2 Years
c)	M. Pharmacy	4 Semesters/ 2 Years
d)	MBA	4 Semesters/ 2 Years
e)	M.A.	4 Semesters/ 2 Years
f)	M.Sc.	4 Semesters/ 2 Years
g)	Ph.D.	3 Years

*Note:- If a student does not complete a course in the normal duration he/she may be permitted to complete the programme in maximum of four semesters beyond the normal duration with the permission of Vice-Chancellor.*

## (B) Syllabus:

The subjects of study and the syllabi for different programmes will be as prescribed from time to time by the **Academic Council**.

## 2.5 Transfer of Students/ Exemption from Course:

- i) A student may be granted permission for transfer from a University to Abhilashi University up to fifth semester only following a comparable system of education to Abhilashi University with the consent of the Host University and the **Vice Chancellor** of this University on the recommendation of the concerned **Dean of Faculty** provided the seat is available and the student is academically on 'Good Standing'. Further, the student is not seeking transfer in the final year of a programme and fulfils the minimum educational requirements for enrolment in the programme at the University. The student shall be required to produce the transcript of courses from his/her previous University. No outward migration will be allowed. An Equivalence Committee constituted by the **Dean of Studies** shall examine the courses/ subjects already studied by the student, the syllabi thereof (minimum 80% syllabi should be same), the examination passed, and may also, if considered necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted. In such

a case, the credits shall be transferred. The cumulative grade point average (CGPA) of the student shall be determined entirely on the basis of the courses studied by him in the University.

- ii) A student of this University may be transferred from one constituent school to another up to the 1<sup>st</sup> semester only with the consent of **Dean of Studies** and the **Vice-Chancellor** within one month of the last date of admission.

In case where a student admitted to particular programme of the University is transferred to another constituent school before completing the former degree programme to which he was initially admitted, the grades earned shall also be transferred if the courses are identical. Where the courses are not identical but comparable, the credits earned thereof shall be accounted towards the degree requirement but the grades of such courses shall not be transferred.

- iii) The student of one branch of Engineering is allowed to change the stream to another only in the third semester subject to the availability of seats in the new branch.

## 2.6 Registration:

Registration is an important procedural part of the academic system. The registration procedure ensures that the student's name is on the roll list of each course that he/she wants to study. No credit is given if the student attends a course for which he has not been registered. Registration for courses to be taken in a particular semester will be done according to a specified schedule before the end of the previous semester. Each student is required to complete the registration form.

Various activities related to registration, the relevant dates are included in the semester schedule that is available before the start of the semester.

Registration shall consist of the following steps:

- i) Meeting with the course coordinator.
- ii) Enrolment of students in different courses with the concerned teacher.
- iii) Payment of University fee and other dues.
- iv) Depositing the prescribed registration forms duly filled in and signed by the course coordinator, teachers concerned and Dean of Faculty in the office of the Registrar.

## 2.7 Registration and student status:

Registration for the first semester of a programme is part of admission procedure and shall be governed by the admission rules. Registration of the students in the prescribed manner is compulsory and failure to do so by the prescribed dates shall lead to cancellation of selection. The seats so fallen vacant shall be offered to the candidates next in the list.

Every enrolled student shall be required to register in the last days of previous semester for each coming semester till the completion of degree requirements failing which his/her enrollment shall be cancelled. Readmission in such cases shall be by petition and not as a matter of right.

Registration by a student confirms his status as student at the University. Failure to do so will imply that the student has discontinued studies and his/her name will be struck-off the rolls.

**No fees will be charged for the registration**, but for re-registration, late registration, adding/dropping of courses, fees will be charged which will be notified from time to time by the University.

## 2.8 Registration validation:

Before the first day of classes, every student is required to be present on campus and validate his registration by consulting HOD/Dean of Faculty office. The updated **registration record will be available on the website** and the **hard copy** will be available with the **HOD/Dean of Faculty**. Students who do not register validation will not be permitted to add/drop courses.

## 2.9 Addition, Deletion, Audit and Withdrawal from Courses:

- i) **Add/Drop:** A student has the option to add a course(s) that he has not registered for, or drop a course(s) for which he has already registered. This facility is restricted in the **first week** of the semester. **Fees will be charged** for every addition and every dropping. The University will notify fees from time to time.
- ii) **Withdrawal:** A student who wants to withdraw from a course should apply before the last date of admission otherwise the refund will not be given within **First week** of the semester.
- iii) **Subsequent to the registration,** a student may add or withdraw course(s) in the manner prescribed below:
  - a) Application for addition or withdrawal shall be made in the prescribed '**Change of Course Form**' obtainable from the office of the Dean of Faculty.
  - b) The course coordinator of the student and the teacher of the course shall give their recommendations.
  - c) After completing above, the student shall obtain the approval of the Dean of Faculty and then **Dean of Studies** for the change.
  - d) In the event of permission for the change being granted by the **Dean of Studies**, the student will deposit prescribed **fee**.
  - e) After the **fee** has been deposited, the student will deposit the 'Change of Course Form' in the office of the **Registrar**. The **Dean of Faculty** shall inform within three days, the teacher about the addition or withdrawal of the course(s) by the student and also forward copy of the 'Change of Course Form' to the **Registrar**.
  - f) The change will become effective only when all the requirements mentioned above have been completed.
- iv) The student, normally, **will not be permitted** to withdraw from course(s) beyond a specified period.

## 2.10 Minimum student registration in a course:

A course will run if minimum of 20% students register for the course. Under special circumstances course may be allowed to run with the permission of **Vice Chancellor**.

## 2.11 Late Registration:

Late registration is permitted under the following conditions:

- i) A student, who was not in the campus during the period of registration in the previous semester, needs to complete the registration process on or before the **first day** of the semester before commencement of classes.
- ii) For reasons beyond his control, if a student is not able to register or send an authorized representative with a medical certificate, he may apply to the **Dean of Faculty** for late registration. Concerned **Dean** will consider and may **approve late registration** in genuine cases on payment of fee.

## 2.12 Registration and fees payment:

Every registered student must pay the stipulated fees as notified before the specified deadlines. In case a student does not make these payments, his/her name will be struck-off the rolls.

## 2.13 Registration record:

Entries related to registration are entered on the registration record. Queries related to registration will be considered only when accompanied by the original registration record. This record must be preserved until the semester grade card is received by the student.



#### 2.14 Continuous absence and registration status:

If a student remains absent from the University for more than **two weeks** without permission of the Head of Department/Dean of Faculty, his/her registration will be cancelled.

#### 2.15 Cancellation of Registration/ Admission:

The **Vice-Chancellor**, on the recommendation of the **Dean of Faculty & Dean of Studies**, may cancel the registration/ admission of any student who indulges in gross act of indiscipline, absents himself from classes without permission or without any valid reason or submits forged/ false documents or in whose case the **Vice-Chancellor** has reasons to believe that his/her continuance would not be in the interest of the University.

#### 2.16 Withdrawal from the University:

Any student who wants to withdraw from the University should obtain 'No Dues Certificate' on prescribed proforma from all sections and concerned Heads of Departments/ Dean of Faculty and deposit it in the office of the Dean of Studies. A student not following this procedure shall be liable to pay the University fee and other charges until '**No Dues Certificate**' has been duly submitted by him.

Permission to withdraw from the school for a semester shall be granted by the **Dean of Studies** on the recommendation of the Course **Coordinator / HOD / Dean of Faculty** on the following grounds:

- i. Student's confinement or his getting employment.
- ii. Provided further that no application for withdrawal shall be entertained from the day of commencement of major examination.

#### 2.17 Re-admission of student:

A student who withdraws from the University under regulation of registration or who has been dropped from the University may apply to the **Dean of Studies** for re-admission after the recommendation by Dean of Faculty. However, on re-admission such a student shall be treated as continuing student for meeting the academic requirements and shall not be required to **pay fee** for the discontinued period.

#### 2.18 Procedure for Leaving the University:

- i) A student shall leave the University on completion of his studies.
- ii) '**No Dues Certificate**' shall be obtained by a student after completion of the degree or at the time of being permitted to leave the University.
- iii) After successful completion of all the requirements for the award of degree, the **Dean of Studies** shall send the report to the **Registrar** for notification of result. The **Registrar** shall subsequently issue the provisional certificate and transcript record to the student.

Provided the issue of documents shall not be held up beyond three weeks from the date of submission of 'Clearance Certificate' in the office of the Registrar.

#### 2.19 Refund of Security:

The refund of security shall be made only after the student has obtained a 'No Dues Certificate' from the **Dean of Studies** if applicable. The refund of security shall be permitted within one year from the date the student leaves the University, where after it shall stand credited to the amalgamated fund of the University.

## 2.20 Attendance rule:

- i) A student is required to attend all the lectures, tutorials, guest lectures, practical's and presentations as per the time table and notices from time to time by the respective faculties and must have a minimum attendance of 75 percent (80 % in case of Pharmacy Course).
- ii) Each student will be required to attend at least 75% same as above for pharmacy of delivered lectures and practical's conducted in each course separately. The attendance of the student will be counted from the date of commencement of classes. The student whose attendance is falling short will not be eligible for appearing in End Term Examination.

Five marks are reserved for attendance in each course as given below:

**Table-4:- Reservation of marks for attendance**

Sr. No.	Attendance	Marks
1.	95 % and above	5 marks
2.	90% -94.9%	4 marks
3.	85%- 89.9%	3 marks
4.	80% -84.9%	2 marks
5.	75% -79.9%	1 mark

- iii) A relaxation of up to 15% by **Vice Chancellor** on the recommendation of Dean of Faculty and Dean of Studies. The Deans must specify the reason for waiver.
- iv) Benefit of scholarship / fee waiver concession will be withdrawn if the students are not fulfilling 75% (80 % in case of Pharmacy Course) attendance in any subject /course registered.
- v) If a student remains continuously absent from the University for more than **two weeks** without proper permission of the **Dean of Faculty**, his name will be removed from University rolls.
- vi) Dean of the Faculty will ensure the punctuality & regularity of teachers and students in the classes.
- vii) Mass absence, above 50% of class strength, shall be deemed as an **act of indiscipline** and will entail a fine specified by the authorities

## ORDINANCE 03

### COURSE STRUCTURE AND CREDIT SYSTEM

#### 3.1 Course numbering scheme:

At the beginning of the semester, a student registers for courses that he/she wants to study and at the end of the semester a grade is awarded. On obtaining a pass grade, the student earns all the credits associated with the course while a fail grade does not get any credit.

#### Codes for the nature of courses

Code	Description
L	Lecture courses (other than lecture hours, these courses can have Tutorial and Practical hours, e.g. L-T-P structures 3-0-0, 3-1-2-, 3-0-2, 2-0-0, etc.)
P	Laboratory based courses (Where performance is evaluated primarily on the basis of practical or laboratory work with LTP structures like 0-0-3, 0-0-4, 1-0-3, 0-1-3, etc.)
D	Project based courses leading to dissertation (e.g. Major, Minor, Mini Projects)
T	Training

#### 3.2. Credit System:

Education in the University is organized around the semester-based credit system of study. Annual system courses are percentage based. The prominent features of the credit system are a **process of continuous evaluation** of a student's performance/progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation. A student is allowed to attend classes in a course and earn credit for it, only if he/she has registered for that course.

A student's performance/progress is measured by the number of credits that he/she has earned, i.e. completed satisfactorily. Based on the course credits obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the programme. Also a minimum number of earned credits and a minimum grade point average should be acquired in order to qualify for the degree.

All programmes of semester system are defined by the total credit requirement and pattern of credit distribution over courses of different categories displayed on the result card.

Annual system courses are percentage based and norms of the regulatory bodies are followed in the curriculum and examination.

#### Course credits assignment

- Each course has a certain number of credits assigned to it depending upon its lecture, tutorial and laboratory contact hours in a week and all over the semester.
- Lectures and Tutorials: One lecture or tutorial hour per week per semester is assigned one credit.
- Practical/Laboratory Work: One laboratory hour per week per semester is assigned half credit.

#### Earning credits

- At the end of every course for which a student has registered, a letter grade is awarded in each course. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she earned and by the weighted grade point average.

- b) The credit requirement for students admitted through lateral entry in B Tech/Pharmacy programmes will be counted from 3<sup>rd</sup> semester onward.

### 3.3. Registration for Award of Grades:

- i. To get the awards in each course it shall be essential to register the course in the beginning of a semester in the prescribed registration form or at the time of addition of course within prescribed period as given in academic calendar.
- ii. In case a student studies a course without registration in the prescribed manner, he/she will not be awarded any grade in that course.

### 3.4. Semester Withdrawal

- i) Semester withdrawal and absence for a semester under different conditions viz. ;
  - a) medical and personal grounds
  - b) industrial internship
  - c) exchange / deputation to another academic institution in India or abroad, &
  - d) disciplinary action for students should be clearly identified.
- ii) Semester Withdrawal (SW) is proposed to reflect the condition in which a student is forced to withdraw from all courses in the semester on medical grounds. A student can apply for semester withdrawal if he has missed four weeks on this ground.
- iii) Semester Leave (SL) is proposed to indicate the situation in which a student is permitted to take one or more semester off for industrial internship or any other assignment with prior approval and planning. The application is to be routed through his course coordinator and HOD, Dean and the final authority will be Vice-Chancellor. All such applications must be processed before the beginning of the semester in which the leave will be taken.
- iv) When a student is suspended for one or more semesters on disciplinary grounds, the student status should be called disciplinary withdrawal period (DWP). Time spent in DWP status will be counted towards the total period permitted for completion of the degree.
- v) Normally, permission shall not be granted to a student to withdraw from the School of the University for more than one semester.
- vi) In special circumstances, on the recommendation of the course coordinator, Dean of faculty and Dean of Studies for reasons to be recorded **in writing**, the Vice-Chancellor may permit temporary discontinuance of studies for a longer period within the provisions of academic regulations. However, the withdrawn semester shall be counted towards meeting the academic requirements as laid in the academic regulations.
- vii) No student shall be permitted to withdraw from the University for more than two semesters during the degree programme. If a student remains unregistered for a total period of more than two semesters, he shall stand automatically dropped from the University.

### 3.5. Dropping from the University

A student shall be required to earn his degree within specified limit of admission of registered semesters. A student, who fails to obtain his degree within the above stipulated period, be dropped from the University and have no right to petition.

### 3.6. Maximum duration for completing degree requirements

- i) The maximum permitted duration of each programme will be determined in terms of number of registered regular semesters, hereinafter called registered semesters. Any semester in which a student has registered for a course will be called a registered semester subject to the following:
  - a) The semester when a student has been granted semester withdrawal (SW) or granted semester leave (SL) will not be considered as a registered semester.

- b) The semester when a student is suspended from the University on disciplinary grounds will not be counted towards the number of registered semesters.
- iii) The maximum permissible number of registered semesters for completing all degree requirements are given in Table below:

<b>Programme Name</b>	<b>Maximum number of registered semesters permitted for completing degree requirement</b>
B.Sc. (Hons.) Agriculture	12
BAMS	7 $\frac{1}{2}$ years (Annual System)
B. Tech	12
BBA	10
BCA	10
B. Pharmacy	12
MCA	10
M. Tech.(CE)	8
M. Tech.(ME)	8
M. Pharmacy	8
M.Sc.	8
M.A.	8
Diploma	8 (4 Years in Annual System)
BPT	12 (6 Years in Annual System)
Ph.D.	12

## **ORDINANCE 04**

### **MEDIUM OF INSTRUCTION AND EXAMINATIONS**

- 4.1** The medium of instruction in respect of all courses conducted in the Schools, Centres and Departments admitted to the privileges of the University shall be English, except in courses/Research where other languages can be used as per their regulations.

## ORDINANCE 05 EXAMINATION SYSTEM

- 5.1.** In assessing the students' in studies, the system of continuous assessment is adopted by the University. In conformity with this practice, following modes of assessment will be followed:
- i. The examination system will comprise of Class Tests, Assignments/Quizzes, I<sup>st</sup> Term, II<sup>nd</sup> Term, End Term Examinations, Practical, Project Work, Seminar etc.
  - ii. In all there will be two class tests, one-two assignments/quizzes in a semester (except BAMS programme where annual system is followed, two house tests will be conducted). These will be of one hour each within the class period. Students will be given three days for submission of assignment and the same be returned after checking and evaluation to the students within three days of submission.
  - iii. I<sup>st</sup> Term and II<sup>nd</sup> Term Examinations will be conducted by the Deans of the Faculties in consultation with COE for stationery and use of examination facilities of his/her branch for secrecy point of view. The Deans of Faculties will submit the award lists to COE after evaluation.
  - iv. End Term Examination will be conducted completely by the Controller of Examination (paper setting, preparation of date sheet, preparation of duty chart and evaluation process etc.)
  - v. Students who fail in a particular paper/ practical will re-appear only in the corresponding odd/even semester.

### 5.2. Evaluation / Assessment of Performance

There will be continuous assessment of student's performance throughout the semester on the following basis:

- i. In case of theoretical subjects, the evaluation will be based on attendance, quizzes, assignments, term examinations. For End Term Examination it is External/ Internal system.
- ii. For Laboratory/ Design / Drawings / Studio/ Workshop/Seminars etc. the evaluation will be on the basis of attendance, assessment of the task assigned and end semester test/viva voce etc. The system will be internal.
- iii. The evaluation of the project work will be based on work assigned by the supervisor, project report and project evaluation committee (to be constituted by Dean of Faculty).
- iv. The breakup of marks for assessment of performance of a student will be:

a)	Class Tests, Attitude & discussion, Quizzes	5%+3%+3% =11%
b)	Assignment	4%
c)	First Mid Term Examination	10%
d)	Second Mid Term Examination	10%
e)	Attendance	5%
f)	End Term Theory Examination	60%

The evaluation of Practical/ Laboratory work will be based on the following.

a)	Day to day Practicals	15%
b)	Assignments	5%
c)	Attendance	5%
d)	Attitude & Discussion	5%
e)	Note Book	10%
f)	Viva voce Examination	10%
g)	Practical End Term examination	50%

The examination will be External/Internal.

**Note:** The above scheme may vary for other Programmes and courses as per their affiliating body norms.

### 5.3. Pass percentage and result declaration of courses.

The pass percentage in theory as well as in practical is given below:

- i. Pass percentage in theory is 40%  
Pass percentage in practical is 50%.
- ii Result declaration
  - a) Less than 40% Course Incomplete
  - b) 40% and above Course Complete
  - c) System of SGPA, CGPA will be followed in the MARKS SHEET.

### 5.4. CCIM Examination pattern for BAMS Course

For BAMS Course the CCIM Examination pattern will be followed in which the pass percentage is 50% in theory & practical separately in each paper. For Diploma in Pharmacy and Master of Pharmacy courses the PCI Examination pattern will be followed.

### 5.5. PCI examination pattern

Examination pattern for B. Pharmacy and other courses in the School of Pharmacy will be in accordance with the PHARMACY COUNCIL OF INDIA guidelines/directions.

### 5.6 Agriculture Examination Pattern:

Examination pattern for BSc. Agriculture and other courses in the School of Agriculture will be in accordance with the concerned affiliating body guidelines/directions.

*Note: The above scheme may vary for other Programmes and courses as per their regulatory body norms.*

### 5.7. Attendance Eligibility for Examination: -

A student who has attended 75 % or more of the lectures and practical's delivered in a semester becomes eligible for appearing in the end semester examinations.

A relaxation of up to 15% by **Vice Chancellor** on the recommendation of Dean of Faculty and Dean of Studies on the following grounds:

- i. Any serious illness up to one week by Dean of Faculty / two weeks by Dean of Studies / four weeks by Vice Chancellor supported by a proper medical certificate.
- ii. The student being deputed to represent the University with the prior approval of the Dean of Faculty/Dean Students Welfare.
- iii. Any special genuine reason such (a) Demise of close blood relation (b) Natural calamity at home/ village /town supported by documentary proof (c) Own marriage (d) Maternity case.

The attendance relaxation by the Vice Chancellor is subject to the condition that student has to submit four assignments up to the satisfaction of the course instructor. There will be no relaxation of attendance to students with less than 60%.

### 5.8. Evaluation of Projects (major/minor) or Industrial Training

Students are required to register for the minor/major projects or industrial training as per the approved curriculum. The following evaluation scheme shall be followed for awarding marks:

Sr. No.	Items	Marks
i	Day to day work	35 % awarded by Instructor
ii	Mid-Term Seminars at least for 20 minutes	15% awarded by Panel of three members Committee Constituted by Dean Faculty
iii	Project Report	15 % awarded by Instructor
iv	Final Viva-Voce on Project Report/Industrial training.	35% awarded by a panel of three teachers including Instructor appointed by Dean Faculty.

The project will be evaluated by external/internal examiner.



### **5.9. End-Term Examination**

The end semester examination shall be conducted by Controller of Examination in consultation with Dean of Faculty. The Dean of Faculty shall recommend the names of External/Internal examiners along with their addresses and phone number to Controller of Examinations for paper setting and evaluation. COE will submit the names of paper setter for the approval of Vice Chancellor. The evaluation of answer sheets shall be done by the external/internal examiners on the spot in the University. The setting of question papers and their evaluation for Class Tests and Mid Term Examinations will be Internal. The results of all the examinations will be submitted to the Controller of Examinations

### **5.10. Examination Schedule**

The schedule for End Term Examination shall be prepared by the Controller of Examinations in consultation with Dean of Faculty concerned. The date sheet and Invigilation duty chart will be notified by Controller of Examinations after getting the approval from Vice Chancellor at least 20 days before the commencement of End Term Examination. However, if the conditions so warrant, the Controller of Examinations may change the date of examination on short notice after getting the approval from Hon'ble Vice Chancellor.

The dates for End Term Examinations will be announced in the Academic Calendar and the Controller of Examination will fix the examination during that period.

### **5.11. Conduct of End Term Examination**

For the conduct of End Term and Annual Examinations, a Centre Superintendent and Deputy Superintendent will be appointed by the Controller of Examination after the approval of the Vice-Chancellor for conducting the Examination. The Superintendent will appoint the Invigilators to conduct the examinations after consultation with the Dean of Faculty if necessary. The Controller of Examinations will get the papers set and printed for each course from the list of examiners as approved by Vice Chancellor. Strict secrecy shall be maintained in the receiving, printing and supply of question papers by Controller of Examination. Evaluation of answer books will be External / Internal The final result will be compiled and finalized in the office of Controller of Examination.

#### **A. Question Papers: Opening of the question paper – envelopes**

The envelope containing question papers shall be opened at least 30 minutes before the commencement of the examination by the Centre Superintendent in the presence of at least two invigilators and clerk on duty after carefully examining the conditions and joints of envelope and seals and verifying the subject by a reference to the date sheet. Centre Superintendent should confirm before distributing them that it is the right question paper as per the date-sheet.

If a wrong paper is found in the envelope it should be sealed immediately without reading the question paper. The Controller of Examinations should be approached immediately for further instruction.

#### **Insufficient copies of Question Papers**

In case insufficient copies of question papers are supplied by the Controller of Examinations, Centre Superintendent either dictates the question paper or gets the photocopies of the question paper. The candidates shall be given extra time equal to the time spent in dictation/Photostat. The matter be brought into the notice of Controller of Examinations.

#### **Seating Arrangement**

One day before the commencement of the examination, the Centre Superintendent shall make satisfactory arrangements of seats according to the roll numbers supplied by the Controller of Examinations. The candidates should keep reasonable distance between the vertical and

horizontal rows so that all communications between the candidates are impossible. The Centre Superintendent shall get plans of seating arrangement typed showing the order of seats allotted to candidates and the directions they face. It should be pasted on a right place outside the on hall/room at least one hour before the commencement of examination.

#### **Admission on Production of Roll Number Slip**

- a) The students shall be issued roll numbers by the Controller of Examinations through his office at least 15 days before the commencement of examination who fulfills minimum requirements for appearing in the examination.
- b) Each registered student shall carry Roll Number Slip and Identity Card regularly during the examination.
- c) Any student who is unable to produce his or her roll number slip or identity card on demand, but his/her name exists in the list of candidates appearing in the examination duly supplied by the Controller of Examinations, the Centre Superintendent may allow the student to appear in the examination with a penalty decided from time to time by Academic Council .
- d) If a candidate is in possession of roll number slip but his/her name does not exist in the list supplied by Controller of Examinations, the Centre Superintendent should allow the candidate in the paper and inform the authority concerned on the same day.

#### **Discrepancy in the Subject Offered**

No candidate can appear in subject examination not originally registered by him/her at the time of registration in the beginning of the semester.

#### **Late Arrival**

No candidate will be allowed to appear in the End Term Examination if he/she is late by more than 20 minutes. Examinee so admitted (late arrival) shall have no claim for extra time in lieu of late arrival.

#### **Attendance Sheets**

- a) Examinees present shall sign the attendance sheet against their roll numbers.
- b) Centre Superintendent shall compare it with the cut list supplied by Controller of Examinations. In case, there is some discrepancy it should be settled before the candidate is allowed to leave the examination hall/room and the matter should be informed to the Controller of Examinations for rectification.

#### **Appointment of Amanuensis**

- a) An amanuensis will be appointed for the examinee under the following cases:
  - Blind candidate (permanently)
  - Candidate completely disabled from writing with his own hand
  - Temporary disablement such as fracture of writing hand, fore arm, shoulder, elbow, wrist, etc.

In all the above-mentioned conditions, medical certificate from the University Doctor/CMO of the district hospital has to be submitted by the examinee.

- b) Controller of Examinations will appoint an amanuensis and inform the Centre Superintendent
  - The appointment of amanuensis should be the student of lower class.
  - Controller of Examinations can also authorize Centre Superintendent for appointment of amanuensis.

### **B. Disciplinary Control of Examination Centre**

A candidate shall be under the disciplinary control of Centre Superintendent and he shall obey his instructions. If a candidate disobeys his instructions or misbehaves with any member of supervisory staff or any other examinee at that centre, he may be expelled from the examination of that session.

**C. Use of Unfair Means**

Any use of unfair material etc. is not allowed in any examination. Any student found using any kind of unfair means will be punished as per the recommendation of the committee constituted for the purpose.

**D. Medium of Examination**

The medium of examination is English in all the courses for all kinds of examination unless specified by any regulatory body.

**E. Tabulation of Result and Issue of Transcript**

All the results will be finally tabulated by the Office of the Controller of Examinations for individual student and copy of this transcript will be sent to the Registrar.

**F. Course Credit System**

A course is a part of subject-matter to be covered in a semester. Each course has definite credit hours; one credit hour represents one-hour lecture in theory or two hours practical in laboratory/ field during a week and extended to the period of the semester. A student will attend classes in a course and earn credit for it, only if he/she has registered for that course.

**G. Registration of Courses**

Following is the procedure for Registration of courses:

- i. The Dean of Faculty should notify the courses to be offered in the ensuing semester along with the teachers' name.
- ii. The Dean of Faculty should constitute a team of teachers for guidance of registration procedure to the students.
- iii. The faculty must ensure that the registration is done by the student within a stipulated period. After the due date, as notified by Registrar, registration is allowed with fine as decided by University from time to time
- iv. Any student who has not been registered for the course should not be allowed to sit in the class. Only registered students be permitted. Teachers should prepare the list of students as they register the course.
- v. Each course will have periodical examinations consisting of 1<sup>st</sup> Term, II<sup>nd</sup> Term, Practical and End Term etc. The course shall also have Quiz / Class Tests/ Assignment(s). Evaluation will be done for each of these components and marks so obtained will be added and converted to percentage of marks for further conversion to 10.0 scale system proportionally

**H. Grading System and Grade Point Average**

- i. Grade point in a course shall be on a ten-point scale. The grade point in a course multiplied by credit hours of that course of the student shall be the credit point of the course. Total marks and marks obtained in each paper and maximum marks will be put on the detailed marks card.
- ii. The cumulative credit points by a student in all the courses during a semester divided by total credit hours of those courses shall be credit point average in a semester and should be expressed to two decimal places. It is known as Semester Grade Point Average (SGPA).
- iii. The cumulative credit point average in all the courses for all the semesters divided by cumulative credit hours in those courses studied shall be Cumulative Grade Point Average (CGPA) and should be expressed up to two decimal places. No rounding off shall be done.
- iv. Letter grading system of UGC, New Delhi Shall be followed.

## Grading System

A student is required to complete the academic requirement as per the curriculum components.

A student is awarded with Grade points and Credit points in each course registered indicating the performance of that course. The grade point structure with corresponding grade is as shown in table below:

GradePoint	10	9	8	7	6	5	0
Awards percentage	=100 & ≥90	<90&≥80	<80&≥70	<70&≥60	<60&≥50	<50&≥40	<40

*Note: The above scheme may vary for other Programmes and courses as per their affiliating body norms.*

The SGPA (Semester Grade Point Average) is an indicator of the overall academic performance of a student in the semester registered. For example, if the grade points awarded to a student are G1, G2..., Gm in courses (say, 1, 2,...m) with corresponding credits C1, C2,..., Cm, the SGPA is given by

$$SGPA = \frac{C_1 G_1 + C_2 G_2 + \dots + C_m G_m}{C_1 + C_2 + \dots + C_m}$$

Similarly, the CGPA (Cumulative Grade Point Average) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/supplementary term. It is computed in the same manner as the SGPA, considering all the courses (say, n), and is given by

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

The non credit courses of respective semester is not accounted for SGPA or CGPA conversion and marked either satisfactory or Unsatisfactory.

### Promotion and Progression:

A student is required to complete all prescribed courses successfully in scheme & syllabi of concerned programme and attain a minimum SGPA/CGPA of 5.0. An undergraduate student securing a grade point less than 5.0 shall be declared Lack of Success (LS) in that course. A student with LS in a course is permitted to reappear in the end semester examination of that course offered next. The minimum pass requirement thus obtained after reappearance is represented with symbol □ along with grade point in the score card. The score card would be issued to student only after scoring the minimum pass requirement in all the prescribed courses of that respective semester.

Significance of Letters		
S -Satisfactory	W-Withdrawn	LS-Lack of Success
US-Unsatisfactory	I -Incomplete	IG- incomplete Grade
NC - Non-Credit Course	R -Repeat	
Overall grades ,CGPA points and CLASS		
10	O	Outstanding
9	A+	Excellent
8	A	Very Good
7	B+	Good
6	B	Above Average
5	C	Average
0	F	Fail
0	Ab	Absent

## **I. Rechecking of End Term Examination**

- i. Teachers to show the answer sheets of Class Tests, First and Second Mid Term Examinations conducted by them to the students and to make corrections, if any, to the satisfaction of the students. Rechecking will be only for End Term Examination of the students on payment decided by the University time to time.
- ii. In case a candidate feels that in End Term Examination, one or more of the answer(s) in his answer sheet has/ have not been evaluated or that there is an error in totaling the marks awarded to him by the examiner, he within 21 days of the issue of detailed semester mark sheet/ semester report, will apply along with the fee of Rs. 500/-per paper to the Controller of Examinations for rechecking of his/her answer sheets. If on rechecking an error is discovered, the same shall be rectified. The rechecking fee once deposited with the university will not be refunded.

## **J. Announcement of results**

Result will be declared in marks obtained while on the backside of DMC towards the lower part the CGPA will be placed. The DMC will give the details of the minimum and maximum marks and the marks obtained by the candidate for each subject/ paper. The result of the candidate will be displayed towards the lower part of DMC.

Distinction	(75%)	CGPA 7.5 or above
First Class	(60% to 75%)	CGPA 6.0 to 7.5
Second Class	(50% to 60%)	CGPA 5.0 to 6.0

## **K. Unfair Means Cases (UMC)**

The UMC cases found during the Examinations will be forwarded to the UMC committee set up by the Hon'ble Vice-Chancellor of the university. The Committee will fix a date for hearing the part of the student and will take a decision as per the UMC policy. The decision of the committee will be communicated to students after the approval of the Vice Chancellor.

## **L. Special Examination:**

The Vice-Chancellor of the University will have a discretion for directing the COE with the approval of the Chancellor of the University to conduct Special Examination for the students who apply for the same in certain circumstances which may be affecting their carrier or future growth. The said may be held in Sept/Oct.

## **M. Grace Marks Policy:**

The student can be awarded grace marks as per the policy of the University in case the students are failing in the class or remaining short for securing 1<sup>st</sup> or 2<sup>nd</sup> division.

## **N. Improvement in Division /class**

Keeping the interests of students who have completed their Bachelor's / Master's Degree programme, but falling short of for securing 1<sup>st</sup> and 2<sup>nd</sup> Division, the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the students will have to apply for improvement of their performance on the prescribed format to the Controller of Examination within 2 years of their completion of course.

## **O. Nomenclature of Degree/Diploma**

The nomenclature of degree/diploma will be in accordance with Gazette of India notification of July 05-11, 2014 for specification of degrees and amended from time to time.

### **5.12. Record of Examination**

After the conduct of End Term and Annual Examinations the record of the Examinations conducted will be preserved for the period as per the under stated policy and will be destroyed afterward with the prior sanction of the competent authority by the COE office under the supervision of a responsible officer of the level of AR/DR either by burning or auctioning the same.

- 1) Attendance sheets: After one year of completion of examination.
- 2) Award lists of theory /Internal/External: After two year of examination.
- 3) Answer sheets: After 1 year of completion of examination except for BAMS Course where it will be 1 year of completion of Internship by the students

### **5.13. Appointment of Superintendent/ Deputy Superintendent to Conduct End Term Examination**

To conduct the end term examinations, the Superintendent/ Deputy Superintendent appointed should be either minimum at the level of Associate Professor or Assistant Professor with Ph.D. having an experience of not less than three years.

**ORDINANCE 06**  
**APPOINTMENT OF EXAMINERS**

**6.1 For University Continuous And End Semester Examinations**

The University continuous and end semester examinations shall be conducted by the faculty member concerned who will also decide the format of the examination after consultation and approval of the Head of the Department / Dean of School concerned.

**6.2 For Award of M.Phil. and Ph.D. Degree**

Examiners for M.Phil. and Ph.D. shall be appointed by the Vice-Chancellor from amongst a panel of names recommended by the School Board and considered and approved by the Academic and Board of Managements.

**6.3 For University Entrance Examinations**

The examiners for entrance examinations (if conducted by the University) for admission to various Programmes of the University shall be appointed by the Vice-Chancellor on the basis of the recommendations of the Deans of the Schools concerned who will also recommend the syllabus and format for the same.

However, wherever common entrance exam is conducted, the participating Universities will decide the norms of evaluation.

**ORDINANCE 07**  
**EQUIVALENCE COMMITTEE FOR RECOGNITION OF**  
**EXAMINATIONS/DEGREES**

**7.1 Composition**

There shall be an Equivalence Committee consisting of the following members:

- (1) Pro-Vice-Chancellor or senior most Dean - Chairman
- (2) Deans of the Schools Members
- (3) One person nominated by the Academic Council from amongst its members for a period of three years Member
- (4) Controller of Examinations - Member
- (5) Registrar - Secretary/Member

The Committee may invite a domain expert, wherever necessary to assist it in its functioning.

**7.2 Functions**

The functions of this Committee shall be:

1. To examine and recommend to the Academic Council equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign Universities.
2. To examine and recommend to the Academic Council the withholding, suspension or cancellation/ recognition to any examination/degree for such reasons and such time as it may deem fit.
3. To report to the Academic Council on all matters, which are referred to it;
4. To consider requests for recognition of Examinations received from other Universities and Institutions and submit its recommendations to the Academic Council; and
5. 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.

Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

**Rules of Business**

The Committee shall frame the Rules of Business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.



## **ORDINANCE 8**

### **TRANSFER OF CREDIT**

This Ordinance aim at providing a framework for promoting and facilitating the Inter- university transfer and mobility of students across different Universities of India and abroad can work well. A fully evolved credit transfer scheme involves (a) transfer of credits by students of the University to other Universities/ educational institutions; and (b) acceptance of credits earned by a students from other Universities.

In the absence of a national qualification framework and credit transfer scheme, Abhilashi University can create a facilitative mechanism for transfer of credit to other Universities/educational institution by prescribing a procedure for the issue of transcript to students seeking transfer of credit.

As regards acceptance of credit transfer from other Universities, an individual University can, even in the absence of a national policy, put in place a framework and procedure for accepting transfer of credits earned by their students from other Universities. However, due safeguards will have to be put in place to ensure that the credit transfer does not lead to dilution in the quality.

This Ordinance is aimed at prescribing:

- (a) Procedure for facilitating and promoting transfer of credits earned by the students of the University to other Universities/educational institutions; and
- (b) Policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.

Facilitation for Transfer of Credits to other Universities/educational institutions

1. The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.
2. 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 Controller of Examination.
3. The Controller of Examination, 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 Credit Transfer from other Universities

4. The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
  - a) Universities recognized under Section 12(b) of the UGC Act.
  - b) Universities that are members of the Association of Indian Universities.
  - c) Such foreign University, the Courses/Programmes of which are recognized as equivalent to those of Indian Universities by the Association of Indian Universities.
  - d) Indian Institutes of Technology (IIT)
  - e) Indian Institutes of Management (IIM)
  - i) National Institutes of Technology (NIT)
  - f) Indian Institutes of Science Education and Research (IISER)
  - g) Indian Institutes of Information Technology (IIIT)
  - h) Schools of Planning and Architecture (SPA)
  - i) All India Institute of Medical Sciences (AIIMS)
  - j) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
  - k) Any other University/ educational institution/ research institution that have been recognized and approved for the purpose of credit transfer by the Academic Council of the University.

5. Request for acceptance of transfer of credits shall:
  - a) be entertained only if received from such candidates who have been duly selected for admission in a Programme of study, as per the Rules and regulations governing admission in a the University;
  - b) have to be made by the student concerned within 10 days from the date of his/her admission in the University.
  - c) have 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.
  - d) have to be supported by such documents as may be prescribed by the Academic Council.
6. Dean of the School concerned shall be the Nodal Office for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a comprising a senior faculty as chairman and two to three faculty members to process and finalise the request for acceptance of credit.
7. The maximum credits that can be accepted for transfer shall not exceed 20% of the total credits required for the completion of the Programme of study in which a student has been admitted. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade or GPA of 2 or 50% marks, as the case may be. In case if a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the School concerned in this regard shall be considered as final.
8. The credit equivalence for accepting credit transfer shall be determined as under:
  - a) for credit earned by students from Universities that have the credit system in place, a Course work requiring 10 hours of contact hours shall be considered as equivalent to 1 credit of the University; and
  - b) 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; and
  - c) 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.
9. The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions in full or partial fulfilment of the required Course work. In such cases:
  - a) the student shall be required to obtain prior approval of the Dean of the School;
  - b) the Courses can be undertaken only in the institutions specified in para 4 above; and
  - c) the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 20% of the total credits prescribed for the successful completion of the programme of study.

**ORDINANCE 09**  
**ADVISORY SYSTEM FOR STUDENTS**

- 9.1. At the time of admission, the Dean of the Faculty of Abhilashi University shall assign an Advisor/ Mentor to each student.
- 9.2. The Advisor/ Mentor shall help the student in planning the programme of his study and in the choice of courses. He shall also help the student in determining the load, which he can safely carry and advise him in the matter of addition or withdrawal of courses, wherever necessary.
- 9.3. Every student shall be expected to keep constantly in touch with his Advisor/ Mentor, particularly so during the early days of session and after the announcement of the result of the mid-term/mid-trimester examinations.
- 9.4. If an Advisor/ Mentor finds that the student is not making satisfactory progress in any course, it shall be his/ her duty to advise the student in consultation with the teacher teaching the course concerned. On the lines the student should work to make up the deficiency and if that be not possible, to advise the student to withdraw from that particular course.
- 9.5. The Advisor/ Mentor from time to time, inform the parent/guardian about the conduct, the progress or otherwise of the student in his programme of studies and the interest taken by the student in other activities in which he may be participating.

**ORDINANCE 10**  
**CONDUCT, DISCIPLINE AND PUNISHMENT**

As stipulated under Statue 37 of the Abhilashi University

**10.1** All students will abide by the rules made by the University with regard to their conduct within and outside the University. The student will not indulge in any undesirable activity and act of indiscipline during his/ her entire stay in the University.

**10.2** Following activities will be considered as an act of indiscipline:

- i)** Possessing, use or threat of use of any weapon.
- ii)** Keeping or using intoxicants in any form.
- iii)** Gambling in any form.
- iv)** Strike of any kind.
- v)** Boycotting of University function, programmes or activity.
- vi)** Using intemperate language.
- vii)** Recourse to violence, assault, intimidation, rioting.
- viii)** Showing any disrespect to any staff member of the University inside or outside the campus.
- ix)** Incitement to commit any act of indiscipline.
- x)** Any breach of Law of the Country/State or the Statutes/ Regulations/Rules of the University or Orders of Vice Chancellor.
- xi)** Disturbing other students in their studies in the class room/ hostel.
- xii)** Damaging any University/ Public/Private property.
- xiii)** Disorderly behavior in any form.
- xiv)** Attending, organizing meetings other than those authorized by the competent authority and participation in such meetings.
- xv)** Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other inmate of the hostel, employee of the University or a resident of the campus, or guest and visitors to the University or member of the faculty of the University.
- xvi)** Adoption of unfair means in an examination.
- xvii)** Molestation/ eve-teasing/ abusing.
- xviii)** Hostility towards University employees.
- xix)** Misconduct inside or outside the campus of the University
- xx)** Instigation/ organization/ demonstration or disturbance of any kind including *gheraos*, lock-outs which may disrupt the convocation, examination, workshops, conferences and other functions of the University.
- xxi)** Any violation of the provisions of the Civil Rights Protection Act 1976.

**10.3** For a breach of discipline, a student may be awarded one or more of the following punishments, depending on the nature and gravity of crime, by the competent authority.

- i)** The University Discipline Committee will have the power to withdraw free ship or any other concession and/or impose a fine up to Rs. 10,000/- on a student. The Discipline Committee comprises of
  - (a) Dean of Studies (Chairman)
  - (b) Dean of Student Welfare (Member)
  - (c) Dean of Faculty (Member by rotation for two years).
  - (d) Any person nominated by Vice-Chancellor.
- ii)** A group fine, up to ten times of the prevalent market rate of the value of the damage caused or Rs.20,000/- whichever is higher, to the University property by a group of students' may

- be imposed, when the Discipline Committee is of the opinion that it is not possible to fix the responsibility on an individual student. Provided that this fine may be imposed by the Vice-Chancellor on the recommendation of the Discipline Committee when members of the group are from different Faculties of the University.
- iii)** An official warning to the student not to repeat any act of indiscipline shall be imposed by the Discipline Committee. This will be kept in the student's personal file but not on outgoing 'Transcript'. Third official warning to a student not to repeat act of indiscipline shall automatically place the student on 'Conduct Probation'.
  - iv)** A student involved in the violation of the rules and regulations of the University or in an act of indiscipline may be placed on 'Conduct Probation' by the Discipline Committee for a specified period. During the period of 'Conduct Probation' the student shall stand debarred from representing the University in academic, sports and cultural competition etc. He will also remain suspended from any office that he/she may be holding and will not be entitled to receive any financial assistance. Another act of indiscipline during the pendency of 'Conduct Probation' may lead to 'Rustication' to be effected by the Vice-Chancellor. The act of placing a student on 'Conduct Probation' shall be recorded in the personal file and incorporated in the semester report so long as he is on 'Conduct Probation'.
  - v)** A student involved in any act of gross indiscipline or any other act likely to bring disrepute to the University may be expelled from the University by the Vice-Chancellor on the recommendation of the Discipline Committee and shall be debarred from re-admission to the University. This punishment shall be entered in the 'Record File' and 'Transcript of Academic Record' of the student and shall be notified by the Registrar to all the Faculties of the University and other universities depending upon the seriousness of the matter.
  - vi)** Before awarding the punishment as laid down above, the student shall be given an opportunity to be heard in person and to explain his conduct in writing. During the pendency of enquiry, the student may be suspended from attending the classes and appearing in the examination by the Discipline Committee. In case the student does not cooperate in the conduct of the inquiry, a notice of ten days effective from the date of its issue shall be treated as sufficient opportunity given to him/ her. If the student fails to respond to this notice, expert decision shall be taken.
  - vii)** A copy of the order imposing any of the above punishment shall be sent to the parents of the student.

## ORDINANCE 11

### AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS AND PRIZES

As stipulated under Statue 39 of the Abhilashi University

- 11.1 In order to encourage meritorious and deserving students to pursue Courses/ Programmes of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
- 11.2 There shall be instituted Scholarships in every subject to be awarded to the students of the University subject to availability of funds. Rules for award of the same will be laid down in the Academic Regulations.
- 11.3 There shall be fee concession in the form of half and full Free-ships of tuition fee in each School and teaching Departments and the same will be laid down in the Academic Regulations.
- 11.4 There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every subject will be awarded Scholarship the quantum of which shall be decided by the University from time to time.
- 11.5 All types of Scholarships and Free ships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
- 11.6 There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding agencies from time to time.
- 11.7 There shall be a scheme to award medals/prizes to the meritorious students of the University and Affiliated Colleges/Institutions (wherever applicable) for their best performance in various University Examinations.
- 11.8 The University shall have power to institute endowments from time to time in accordance with the Abhilashi University Act 2014.
- 11.9 There shall also be a Committee constituted by the Vice Chancellor for administration of each endowment and to implement the objects of the endowment.
- 11.10 Detailed guidelines shall be framed from time to time by the Board of Management/ Board of Management governing the administration of Scholarships, Free-ships, Fellowships and other such endowments created in the University.

## ORDINANCE 12

### AWARD OF DEGREES, CERTIFICATES AND MEDALS

As stipulated under Statue 39 of the Abhilashi University

#### 12.1 Admission to Degree Certificate and Medals

The University will award degrees under the seal of the University to the students who have successfully completed their requirements.

#### 12.2 Approval of Degree

- i) The Vice-Chancellor shall approve the final results of the students and the Registrar shall issue PDC and Transcript of academic record on the prescribed format. It shall be open to the Vice-Chancellor to withhold the result of a student on any ground that may appeal to him.
- ii) The transcript of academic record shall contain all the courses studied and the grades secured by the student. A recently taken passport size photograph shall be affixed and embossed on the transcript of academic record.
- iii) The register for PDC and transcript of academic record shall be maintained by the Registrar on the prescribed format before issuing to a student.

The Registrar shall, after the approval of the Vice-Chancellor, report to the Academic Council the names of all students who have passed the various examinations, qualifying for admission to the degrees of the University. When the academic council has sanctioned the admission of the student to such degree, he/she shall be entitled to be admitted to that degree. The date of admission to a degree shall be the date on which the academic council has sanctioned the admission of any such student to such degree.

#### 12.3 Admission to Degree

- i) The University convocation for the purpose of conferring degrees shall be held by the University.
- ii) In case the University is not able to hold the convocation in a particular year or the student is unable to collect the degree at the time of convocation, the degree *in absentia* will be supplied on application on the prescribed format along with the prescribed fee.
- iii) In exceptional circumstances, the Vice-Chancellor may allow to issue degree to an individual student on his request. The names of such candidates will be included in the list of candidates on whom degrees are conferred *in absentia* in the University convocation.
- iv) The University convocation shall consist of the body corporate of the University. Ordinarily, not less than three week's notice shall be given by the Registrar for all meetings of the University convocation. The Registrar shall issue a notice to each member of the convocation intimating the programme and procedure to be observed there at. The procedure to be observed at the University convocation shall be prescribed by the board of management, on the recommendation of the Academic Council.
- v) **Academic robes**

The academic dress of the convocation shall be as follows:

#### ACADEMIC ROBES

A	Chancellor	Gown	Blue heavy silk golden lace (3") with green silk stripes (1.5") - two on front three on sleeves, emblem on both sides
		Cap	Velvet Blue with golden tassel and golden lace
B	Pro- Chancellor	Gown	Blue heavy silk golden lace (3") with green silk stripes (1.5") - two on front three on sleeves, emblem on both sides

		Cap	Velvet Blue with golden tassel and golden lace
C	Vice-Chancellor	Gown	Blue heavy silk golden lace (2") with green silk stripe (1.5") - two on front and three on sleeves emblem on both sides
		Cap	Velvet Blue with golden tassel and golden lace
D	Chief Guest	Gown	Blue heavy silk golden lace (3")
		Cap	Velvet Blue with golden tassel and golden lace
E	Chief Minister/ Ministers	Gown	Blue heavy silk with 2" golden lace on the front folds, round the neck and on bottom of sleeves without any University monogram
		Cap	Velvet Blue mortar band with 1" golden lace and with golden tassel
F	Members of Governing Body	Gown	Blue silk with green facing two stripes (3") green silk on sleeve, with one emblem
		Hood	Blue velvet with green silk band and golden silk tassel
G	Registrar, Members of Academic Council & Board of Management	Gown	Blue heavy silk (2") silver lace with green silk stripes (0.5") - two on front and two on sleeves, emblem on both sides
		Cap	Blue velvet with silver tassel and silver lace
H	Faculty Members	Gown	Blue
		Cap	Blue with golden tassel
I	Degree Recipient	Gown	Blue
		Mortar	Blue with blue tassel
		Cap	
		Hood	Blue with yellow lining

The degree shall be issued under the signatures of the Vice-Chancellor and Registrar only.

#### 12.4 Procedure to be observed at the University Convocation

- i) Degree recipient must appear *in person* and in the prescribed academic dress at the convocation. The degree recipient must reach at the prescribed place well in time notified by the Registrar and must attend the rehearsal, which shall be arranged on or before the day of convocation. The degree recipient shall be seated at the specified places and during the course of ceremony shall maintain the dignity and decorum of the ceremony.
- ii) The members who are to form the academic procession will assemble in the robing compartment at the time fixed for the purpose. The members of the academic procession will wear their academic robes and attend the rehearsal at the specified time and place. The Chancellor along with the Chief Guest will be received by the Vice Chancellor and the Registrar. In case of the inability of the Chancellor to attend the convocation, the Vice-Chancellor and the Chief Guest shall be received by the Dean of Studies and the Registrar. The Chancellor and the Chief Guest will move to the robing compartment and be enrobed.
- iii) The Vice Chancellor will introduce the members forming the academic procession to the Chancellor and the Chief Guest.
- iv) The academic procession will walk in rows of two led by the Registrar. The procession will be in the following order:
  - a) Registrar
  - b) Professors (Junior to Senior in rows of two.
  - c) Deans –Alphabetically reverse.
  - d) Members of Academic Council.
  - e) Members of Board of Management.
  - f) Members of Governing Body and Member of Private Education Regulatory Commission.



- g) Vice Chancellor
  - h) Guest of Honour
  - i) Chancellor and Chief Guest
  - j) ADC (if any)
- v) On the procession entering the hall, the assembly shall rise and remain standing till the academic procession is seated. The Chancellor, the Vice-Chancellor and the Chief Guest/ Dignitaries shall be seated in the front row on the dais. The Chancellor shall be seated in the centre of the front row and on his left will be seated the Vice-Chancellor and on his right the Chief Guest. Any other Dignitary present shall sit on the side of Chief Guest. Professors will sit in the last row on the dais followed by members of the academic council, board of management and governing body. ADC and the Registrar shall sit just behind the Chancellor and the Vice-Chancellor respectively.
- vi) The proceedings of the convocation will commence with ‘Saraswati Vandana’. During Saraswati Vandana, the assembly shall rise, remain standing and sit only when Vandana is over.
- vii) The Chancellor, if present, will declare the convocation open. In the absence of the Chancellor, the Vice Chancellor will declare the convocation open. The Vice-Chancellor/ Registrar will say, “Mr Chancellor, I request you to declare the Convocation Open”.  
*The Chancellor/ Vice-Chancellor will say, “I declare the Convocation Open”.*
- viii) The Vice-Chancellor will read out his report.
- ix) The Registrar will then request the degree recipients to rise on their places to receive the exhortation.  
*The Vice-Chancellor will then give his exhortation to the degree recipients. After receiving the exhortation from the Vice-Chancellor, the degree recipients will resume their seats.*
- x) The Chancellor/ Vice-Chancellor will then say, “Let the candidates be presented”.  
*The Chancellor/ Vice-Chancellor will then confer the degrees upon the candidates in accordance with prescribed procedure in the following order:*
- a) Doctor of Philosophy
  - b) Master of Philosophy
  - c) Postgraduate
  - d) Undergraduate
- xi) Each category of degree shall be awarded school-wise in alphabetical order. The Dean of Faculty, or in his absence, the senior-most member of the faculty will present the candidates. All the presentees will stand when the concerned Dean presents him/her/them to the Chancellor/ Vice-Chancellor for the degree and will remain standing at his/her/their places till he/her/they are admitted to the degree.
- xii) The Dean of Faculty will say, “Hon’ble Chancellor/ Vice-Chancellor, I present to you (Names *in person* of degree recipients) who has/ have successfully completed the requirements for the degree of.....to which degree, I pray, he/she/they may be admitted”.
- xiii) The Chancellor/ Vice-Chancellor will say, “By virtue of the authority vested in me as Chancellor/Vice-Chancellor of this University, I admit you to the degree of....., authorize you to wear the robes ordained as the insignia of this degree, and charge you to prove worthy of the same”.
- xiv) The Dean of Faculty will say, “Hon’ble Chancellor/ Vice-Chancellor, (Names *in absentia* of degree recipients) has/ have successfully completed the requirements for the degree of .....to which degree I pray, he /she/ they may be admitted *in absentia*”.
- xv) The Chancellor/ Vice-Chancellor will say, “By virtue of the authority vested in me as Chancellor/ Vice-Chancellor of this University, I admit these candidates to the degree

of.....*in absentia* and authorize him/ her/ them to wear the robes ordained as insignia of this degree, and charge him/ her/ them to prove worthy of the same”.

- xvi)** After the conferment of the degrees, the recipients of degrees will receive their degrees *in person* from the Chancellor/ Vice-Chancellor. They will proceed to the *dais*, will stay one step below the Chancellor/ Vice-Chancellor, receive the degree, bow and resume their seats.
- xvii)** The Dean of the Faculty shall then call the recipients of certificate of merit. He/she/they shall stand before the *dais* and the Dean will say to the Chancellor/ Vice Chancellor.

“*Sir, I seek permission to present Certificate of Merit recipient(s).*”

*The Chancellor/ Vice-Chancellor will say, “Let him/ her/ them be presented”.*

- xviii)** The candidates will then proceed to the *dais*, will stay one step below the Chancellor/ Vice-Chancellor, receive the certificates of merit, bow and resume his/her/ their seats.
- xix)** The Registrar shall then call the recipient(s) of University Gold Medal(s). He/she/they shall stand before the *dais* and the Registrar will say to the Chancellor/Vice-Chancellor.

“*Sir, I seek permission to present the Medalist(s).*”

*The Chancellor/ Vice Chancellor will say, “Let him/ her/ them be presented”.*

- xx)** The name(s) of the Medalist(s) and Medal(s) will be read out by the Registrar. The candidates will proceed to the *dais*, will stay one step below the Chancellor/ Vice-Chancellor, receive the medals, bow and resume his/her/ their seats.

- xxi)** The Chancellor/ Vice-Chancellor will introduce the Chief Guest and request him/her to deliver the convocation address.

*Chief Guest will address the convocation.*

- xxii)** The Vice-Chancellor/ The Dean of Studies will then offer thanks on behalf of the University. The Vice-Chancellor/ Dean of Studies will then say, “Mr Chancellor/ Mr. Vice-Chancellor, I request you to declare the Convocation Closed”.

*The Chancellor/ Vice-Chancellor will say, “I declare the Convocation Closed”.*

- xxiii)** The assembly shall rise and the proceedings of the convocation will end with the singing of “National Anthem”. The assembly shall remain standing till the academic procession led by the Registrar has taken departure in the following order:-

Registrar

Chancellor  
ADC  
Guest of Honour  
Vice-Chancellor  
Members of governing body  
Members of board of management  
Members of academic council  
Teachers

## 12.5 Honorary Degrees

Abhilashi University (“the University”) may award honorary degrees i.e. (Ph.D, D.Lit& D.Sc.) on a selective basis to distinguished individuals (“Candidates”) who merit special recognition for outstanding achievement or leadership in a field or purposes of the University. This policy sets forth the following standards and procedures for granting honorary degrees.

## **12.6 Equivalence of Degree of other Universities/ Institutions/ Deemed Universities**

- i. The equivalence of an examination of any board or institution deemed university or university established by law in India or of a foreign university or of any other examination with corresponding examination of our University, with or without any condition, shall be determined by the academic council on the advice of the Board of Studies.
- ii. The Registrar shall from time to time initiate action to have the degrees of our University recognized from the other universities.
- iii. All cases for ascertaining equivalence of degree of our University with the corresponding degree of other university or vice-versa shall be recommended by the following committee before its approval by the Vice Chancellor of the University:
  - a) Dean of studies – Chairman
  - b) Dean of Faculty – Member
  - c) Head of the concerned Department – Member

## **ORDINANCE 13**

### **AWARD OF GOLD MEDALS**

#### **13.1. Gold Medal**

The Gold Medals shall be decided every year and awarded in Academics in the annual convocation of the University.

#### **13.2 Criteria for deciding Gold Medal in Academics**

Any student securing the highest CGPA but not less than 8.00 (or 80% in Ayurveda) within the prescribed normal duration. The student must have passed each course of the programme in the first attempt. The Gold Medals are awarded in each programme (discipline).

#### **13.3 Process for Selection of Students**

The process of selection of students for the award of Gold Medals shall be initiated by the Dean of Faculty/Registrar of the University.

#### **13.4 Academic Year for Gold Medal**

The medal shall be awarded batch-wise on the successful completion of the programme within the prescribed normal duration.

#### **13.5 Bracketed Cases**

In case two or more candidates obtain the same highest CGPA (%age in Ayurveda), the candidate with the highest number of grades earned amongst them shall be entitled for Gold Medal. If more than one person have earned the same overall grade point as also the same number of credits, the youngest of them shall be awarded the gold medal.

#### **13.6 Conduct for Gold Medal**

A student who has been on 'Conduct Probation', 'Rusticated' or 'Expelled' shall not be considered for the award of the Gold Medal. A student who has indulged in an act of indiscipline throughout the stay in the University, shall not be eligible for the award of the gold medal.

#### **13.7 Description of the Gold Medal**

The Gold Medal shall be made of 9 carat gold weighing 15 to 20 grams. On its one side the insignia of the University and on the other the name of the student, programme and year of completion shall be inscribed.

## **ORDINANCE 14 HOSTEL RULES**

### **14.1 Hostel Administration**

Every hostel will have a Warden, who will be responsible for the administration of hostel and for enforcement of the hostel rules. The Warden will be appointed by the Vice Chancellor on the recommendation of the Dean Students Welfare from amongst the teachers, normally for a term of 2 years or a full time warden/ Hostel Staff may be appointed.

The Warden will be entitled to honorarium as prescribed from time to time by the University. The Warden will have the following responsibilities:

- i. He/ She will be responsible for the allotment of hostel rooms in accordance with the hostel rules and for the maintenance of discipline in the hostel.
- ii. He /She will be responsible for administration of the staff placed under him/ her. He will report to the Dean Students Welfare for disciplinary action, for dereliction of duty or negligence or misbehavior on the part of his/her staff.
- iii. He/ She will report to the Medical Officer all cases of illness or accidents and ensure that the students concerned get proper medical care. He/ She will also inform the Dean Students Welfare of all such cases.
- iv. He/ She will inspect the kitchen, dining room, common room and other facilities, etc. regularly and when any defect is noticed, he will get it set right by his/her staff. If the defect is such as cannot be remedied by his/her staff, he/she will report to the Estate Officer (Site Incharge) under intimation to the Dean Student Welfare;
- v. He/ She will appoint the prefect of the hostel as prescribed in the relevant rules and supervise their work;
- vi. He/ She will ensure that no un-authorized person stays in the hostel and will issue permits for the stay of guests;
- vii. He/ She will, with the help of staff, check the un-authorized use of electrical appliances.
- viii. He/ She will be responsible for the proper organization and conduct of hostel functions, festivals, etc.
- ix. Within the hostel, the Warden will report to the Dean Students Welfare for the maintenance of discipline and good behavior and will keep the Dean informed of all acts of indiscipline and misbehavior and the action taken by him/her. Where the Warden is of the view that a punishment should be imposed heavier than that what he/she is competent to award, he/she will report the case to the Dean Students Welfare with his/her recommendations and the Dean Students Welfare may then pass an order as he/she may deem fit.

### **14.2 Warden's Powers of Disciplinary Action**

- i. The Warden will have the authority to enter the room of any student and also make a search of the room, when necessary. He/ She will also have the authority, when the need arises, to break-open the lock of any room and also to shift the belongings of a student to any other place.
- ii. The Warden will have the authority to confiscate any un-authorized electric or other appliances or gadgets being used by a student and also to impose or recommend the imposition of a fine for such un-authorized use.
- iii. Subject to the instructions that may be issued from time to time by the Dean Students Welfare, the Warden will make allotment/ re-allotment of rooms in his/her hostel and such allotment shall be final.

### **14.3 Dean Students Welfare's Powers of Disciplinary Action**

- i. The powers for taking disciplinary action against the hostel students by the Dean Students Welfare will be as under, the punishment depending on the nature and severity of the offence:
- ii. Warning
- iii. Fine.
- iv. Expulsion from the hostel on gross negligence/ indiscipline
- v. Removal/ debarring from part-time employment
- vi. To recover the cost of the damaged property of hostels from defaulters.
- vii. Imposition of a security deposit which might be confiscated at the discretion of Dean in the event of the student being found guilty of indiscipline, which will include misbehavior.
- viii. Rustication from the School of the University (subject to the procedure laid down in the academic regulation)
- ix. Expulsion from the School of the University (subject to the procedure laid down in the academic regulation)

### **14.4 Students Residences**

The admission and allotment of rooms in the hostel shall be on the basis of merit subject to availability of rooms. At the time of admission/ registration, all students who wish to reside in the university hostel shall apply in the prescribed form, to the Dean Students Welfare, for admission to a hostel. After allotment of the hostel, student shall deposit the requisite fee in the office of concerned Dean Students Welfare immediately; otherwise the allotment shall be cancelled. However, an in-service student after joining the duty will not be entitled to hostel accommodation.

### **14.5. Allotment of rooms**

- i. Primarily the merit will be taken into consideration for the allotment of rooms.
- ii. Allotment of rooms will be made on a date to be announced by the Warden. Students must be personally present at the time of allotment;
- iii. Dormitories will normally be allotted to the students of the same class.
- iv. No hostel resident will change his room without the permission of the Warden. Normally, no change of room will be permitted after the general allotment. In case seat(s) falling vacant during the semester, the desirous students may apply for admission to the hostel according to the procedure laid down above.
- v. After the allotment of room at the beginning of each subsequent semester, the Warden will send to the Dean Students Welfare, a list of the students staying in his hostel, mentioning room number against each name, indicating category of the room.
- vi. The Dean Students Welfare reserves the right of refusing admission to any student, whose admission in his opinion, is not in the interest of hostel discipline.

### **14.6. Hostel Committee**

- i. Every hostel will have hostel committee consisting of the Warden, who will be the Chairman, prefect(s), common room secretary and mess manager(s).
- ii. The hostel committee will meet atleast once every month or often if necessary on dates to be approved by the Warden.
- iii. The Warden will consult this committee on all matters relating to the welfare of the hostel residents, maintenance and management of the common room, kitchen, canteen, purchase of news-papers and magazines, organization of functions, etc.

- iv. The Warden will communicate to the Dean Students Welfare the proceedings of all the meetings, drawing his/her attention to the grievances or difficulties experienced by the students and to their complaint or suggestions so that these may be attended to promptly.

#### **14.7. Conduct and Discipline**

- i. Students will maintain perfect discipline, harmony and a peaceful atmosphere in the hostel.
- ii. A student may be fined or expelled from the hostel or rusticated or expelled from the University or subject to other suitable punishment, depending on the circumstances, by the authority competent to impose such penalty for the following reasons:
  - a) Misbehavior of any kind, including disrespectful conduct towards the officials and fellow residents;
  - b) Testing, maltreating or indulging in any sort of ragging of newly admitted student;
  - c) Stealing or pilfering hostel property or the property of other students;
  - d) Unruly conduct or rowdism.
  - e) Writing on the walls or other parts of the hostel buildings or sticking of posters or distribution of un-authorized handbills or notices;
  - f) Making noise and/ or creating other disturbances, including the use of electronic gadgets etc., in such manner as to disturb others;
  - g) Participating or causing others to participate in strikes, demonstrations or disturbances of any kind or behaving or causing others to behave in such a way so as to bring the hostel/ school/ University into disrepute;
  - h) Convene/ organize/ attend unauthorized meeting within the hostel;
  - i) Indulging in political and communal activities;
  - j) Non-payment of hostel/ mess dues in time;
  - k) Gambling in the hostel premises;
  - l) Keeping lethal weapons or poison;
  - m) Keeping or consumption of intoxicating drinks or drugs;
  - n) Entertaining unauthorized guests;
  - o) Breach of any of the hostel rules.
  - p) Provided that where a student has been found guilty of having grossly misbehaved with a member of the faculty or other employee of the University, the minimum, punishment shall be expulsion from the University.
- iii) No student will keep gold or costly jewelry in his/ her room.
- iv) No meeting other than those authorized by the Warden shall be held in the hostel premises.
- v) While visiting the common room, dining hall and the canteen, the students shall be in proper dress.
- vi) Students will use or handle with care all belongings of the hostel. When a student is found guilty of damaging the hostel property, the Warden may recover the cost of repair or replacement and in addition, also impose a fine or recommend the imposition of a fine depending on the circumstances. The amount, thus, realized shall be credited to the hostel maintenance fund.
- vii) All rooms in the hostel will be opened for inspection by the Warden/ Dean Students Welfare at any time during the day or night.
- viii) Students shall not abuse, maltreat or assault hostel employees.
- ix) All dealings of students with fellow students and others should be courteous. Quarrels or disputes with fellow-students should be avoided. Students shall not, under any circumstances, take the law in their own hands but report such cases in writing to the Warden.

#### **14.8 Electricity charges/ Gadgets**

- i. Electricity bulbs are not supplied by the University. Students should bring their own bulbs.
- ii. The use of electric rods, kettles , heaters and other appliances without the prior permission of the Warden is strictly prohibited. Unauthorized use is punishable by confiscating the appliances/ gadgets and/ or a fine.
- iii. Tempering with the electric installations shall be treated as a serious offence. When there is need for carrying out repair, the electrician should be called in.
- iv. Students must switch off light when not in use.

#### **14.9. Furniture and Equipment**

- i. Students will keep their rooms neat and tidy and shall be responsible, jointly and individually, for the furniture issued to them and for the fittings present in their rooms at the time of occupation. If a student observes any damage or defect in the furniture issued to him or in the permanent fittings in his room or finds anything missing at the time he occupies the room, it will be his duty to bring it to the notice of the Warden, failing which it will be presumed that everything was in order at the time of his occupation.
- ii. Furniture shall not be removed from one room to another. The furniture belonging to the common room, the dining hall, the hostel office or the hostel guest room shall not be taken out or brought into the living rooms.
- iii. When the student vacates his room before the summer break or after withdrawal or expulsion, he /she shall return to the Warden all hostel furniture or other property.

#### **14.10. Roll-Call**

- i. The roll-call will be taken by the warden at the time notified by the authorities. Every student must be present in his/her room to avoid inconvenience to the prefect at the time of roll-call.
- ii. A student found absent at the time of roll-call, without making an entry in the register, shall be liable to a fine of Rs.100/- per absence. The fine list shall be put up on the notice board at the end of each month.
- iii. No hostel resident shall stay outside the hostel for the night without the written permission of the Warden. The student who wishes to go out of the hostel must make the following entries in the register kept for the purpose with the chowkidar.
  - a) Date
  - b) Name
  - c) Room number
  - d) Time of leaving the hostel
  - e) Reason for leaving the hostel and
  - f) Probable time of return
- iv. Absence from the hostel during the night without prior permission of the Warden will be deemed to be an act of indiscipline and punished accordingly. Where a student is found to be guilty of such an offence too often, the Warden may recommend his/her expulsion from the hostel.

#### **14.11. Leave rules**

- i. Leave for the absence from the School of the University shall not automatically entitle a student to leave the hostel without the prior permission of the Warden. When a student wishes to leave the hostel for one or more days or nights, he/she may apply to the Warden in writing and get his /her permission.
- ii. Leave should be got sanctioned before it is availed of.
- iii. A student absenting himself/herself from the hostel, without getting his/her leave sanctioned may be subjected to a fine of Rs. 200/-minimum per day or other disciplinary action.



#### 14.12. Guests

- i. No student shall keep a guest in his/ her room.
- ii. Normally, parents or close relatives coming from far off places will be permitted to stay as guests in the University guest house on payment of charges subject to availability of accommodation which will be provided on the recommendation of the concerned Hostel Warden/ Dean Students Welfare.
- iii. Names of the guests visiting the hostel will be entered in the guest register maintained in the hostel for this purpose.
- iv. No lady shall be allowed to stay as a guest in the boys' hostels and no gentleman shall be allowed to stay as a guest in the girls' hostels.
- v. A student keeping a guest in the hostel without permission shall be liable to disciplinary action.
- vi. In every hostel, there shall be a visitor's room where all the residents can meet their guests/ visitors.
- vii. No visitor will be allowed to see the girl residents before and after the notified visiting hours. However, in case of emergency, the parents /guardians of girl residents can visit wards with the permission of the Hostel Warden.

#### 14.13. Withdrawal/removal from hostel & vacation of Hostel room before break

- i. A resident desiring to withdraw from the hostel, shall submit an application on the prescribed form to the Warden after having cleared all hostel dues.
- ii. Before permitting a student to withdraw from the hostel the Warden shall ensure that he/she has:
  - a) cleared all his/ her hostel dues;
  - b) returned all hostel property issued to him/ her in good condition; and
  - c) cleared all his/ her dues including fines, to the mess of which he/she is a member.
- iii) Even though a student might have actually vacated his/ her room, he/she will be liable to pay all hostel and mess dues and fines standing against his/ her name upto the date he/she continues to be on the rolls of the hostel and until his/ her name is formally withdrawn with the permission of the Hostel Warden.
- iv) No student shall be allowed to stay in the hostel if his/ her hostel and mess dues are in arrears for more than a month.
- v) Where a student has left the hostel, whatsoever reason without clearing his/ her dues to the hostel, the Dean Students Welfare may effect the recovery of the outstanding dues from the security deposits. In case the outstanding amount exceeds the amount of deposit the matter shall be reported by the Dean Students Welfare to the Registrar, who will withhold the result or issue of a provisional degree certificate, transcript or degree till the balance is paid by the student.
- vi) All students shall ordinarily vacate their rooms before the commencement of each break and hand over to the Hostel Warden, furniture and other property issued to them.
- vii) The competent authority shall have the power to add to these rules or delete or amend any of the existing rules from time to time.

#### 14.14. Mess Rules

- i. Messes are run to cater to the needs of the boarders of the hostels.
- ii. Timings for meals will be announced by the Hostel Warden/ mess manager from time to time in consultation with the students' mess committee and a notice in this respect will be put on the hostel notice board and dining hall.
- iii. No boarder except the member of mess committee will enter the kitchen.

- iv. In case of a special cooking, permission of the Hostel Warden is necessary. All the students should take their meals in the dining hall.
- v. Room service is prohibited, except in genuine cases with the permission of the Hostel Warden.
- vi. No one is allowed to take the mess crockery and utensils etc., out of the kitchen and dining hall. Defaulters will be liable to be fined.
- vii. Cooking in the rooms is strictly prohibited. Non-observance of this rule will entail heavy punishment.
- viii. All the complaints and suggestions regarding the mess must be made to the Warden direct or through the mess manager/ prefect.
- ix. The Vice Chancellor shall have the power to add or delete or amend any of the existing rules from time to time.

## **ORDINANCE 15**

### **RAGGING**

As stipulated under Statute 38 of the Abhilashi University

#### **15.1 Ragging**

- i) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other fellow student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear of apprehension thereof to any fresher or any other fellow student or asking any student to do an act which the student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment to embarrassment so as to adversely affect the physique or psyche of such fresher or any student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any junior or any other fellow student, in the University in accordance with the UGC guidelines and the Himachal Pradesh Educational Institutions (Prohibition of Ragging) Act, 2009 brings forth with the academic regulations for curbing the menace of ragging and for the healthy development, physical and psychological, of all students of the University.
- ii) Ragging means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective acts or practices which:-
  - a) Involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; or
  - b) Violate the status, dignity and honor of such students; or
  - c) Expose students to ridicule and contempt and affect their self-respect; or
  - d) Entail verbal abuse and aggression, indecent gestures and obscene behavior.
- iii) No person will practice ragging in any form, within or outside the premises of the University.
- iv) Any person, who contravenes the above provision, will, on conviction, be punished as per the law in force.
- v) Every offence of ragging will be non-bailable and non-compoundable with the permission of the Court.
- vi) The anti-ragging committee of the University will take an appropriate decision with regard to punishment or otherwise, depending on the facts of each incident of ragging, and nature and gravity of the incident of ragging established in the recommendations of the anti-ragging squad.
- vii) The anti-ragging committee may, depending on the nature and gravity of the guilt established by the anti-ragging squad, award, to those found guilty, one or more of the following punishments:
  - a) Cancellation of admission;
  - b) Suspension from attending classes
  - c) Withholding/withdrawing scholarship/ fellowship and other benefits
  - d) Debarring from appearing in any test/examination or other evaluation process
  - e) Withholding results
  - f) Debarring from representing the University in any regional, national or international meet, tournament and youth festival, etc.
  - g) Suspension/ expulsion from the hostel
  - h) Expulsion from the University and consequent debarring from admission to any other institution.

- i) Fine up to of Rs. 50,000/-
  - j) Collective punishment: When a group of students committing or abetting the crime of ragging are not identified, the University will resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- viii) On receipt of any information concerning any reported incident of ragging, the Vice-Chancellor shall immediately determine if a case under the penal laws is made out and if so, either he or through a member of the anti-ragging committee authorized by him on his behalf, proceed to file a first information report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following:-
- a) Abetment to ragging
  - b) Criminal conspiracy to rag
  - c) Unlawful assembly and rioting while ragging
  - d) Public nuisance created during ragging
  - e) Violation of decency and morals through ragging
  - f) Injury to body, causing hurt or grievous hurt
  - g) Wrongful restraint
  - h) Wrongful confinement
  - i) Use of criminal force
  - j) Assault as well as sexual offences .
  - k) Extortion
  - l) Criminal trespass
  - m) Offences against property
  - n) Criminal intimidation
  - o) Attempts to commit any or all of the above mentioned offences against the victim(s)
  - p) Threat to commit any or all of the above mentioned offences against the victim(s)
  - q) Physical or psychological humiliation
  - r) All other offences following from the definition of “Ragging”
- Provided further that the University will also continue with its own enquiry initiated under the regulation and other measures without waiting for action on the part of the police/ local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.
- In case FIR is lodged, on conviction, the student/ students can be punished with imprisonment for a term which may extend to three years or with fine which may extend to fifty thousand rupees or both.
- ix) Mechanism for Prevention and Enforcement
- a) Sensitization Programme: The sensitization programme intends to monitor and facilitate personal growth of students and create awareness on the part of parents and teachers for the overall development of the student.
  - b) The parents of the senior students should be made aware that the ragging is a non-bailable, non-compoundable offence and in case their ward is found indulged in ragging there is a provision of punishment such as fine, rustication from the hostel/ University, lodging FIR and also rigorous imprisonment from one year to three years or a fine which may extend to rupees fifty thousand or both, keeping in view the severity of offence.
  - c) In the beginning of the academic session, pamphlets/ posters indicating instructions/ punishment of ragging must be displayed in the students’ hostels, schools, library and other vulnerable places.
  - d) All the students will fill the online anti-ragging form.

- x) The Vice-Chancellor shall constitute an anti-ragging committee and anti-ragging squad consisting of teaching, non-teaching and senior students at University level in the beginning of the academic session. The committee and squad will meet in the beginning of the academic session and work out the modus operandi to sensitize the students to prevent ragging. They will be answerable to the Vice-Chancellor for any ragging in the University.
- xi) The orientation of fresher, senior students, teaching and non-teaching staff be arranged in the University in which the Vice-Chancellor and Dean Students Welfare will address the students to sensitize them about what constitute ragging, measures to prevent ragging and punishments as per provisions of the academic regulations.
- xii) Whenever any student or, as the case may be, the parents or guardian or a teacher of the University or an officer-in-charge makes a complaint, in writing, of ragging to the Vice-Chancellor, the Vice-Chancellor shall, without prejudice to the foregoing provisions, within twenty four hours of the receipt of the complaint, enquire into it and, if, prima facie, it is found true, suspend the student found guilty.
- xiii) Where, on enquiry by the Vice-Chancellor, it is proved that prima facie there is no substance in the complaint; he shall intimate the fact, in writing, to the complainant.
- xiv) Any student convicted of an offence of ragging shall be expelled from the University.

## **ORDINANCE 16**

### **EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEE**

There shall be constituted a Mechanism for the redressal of the grievances of Employees and Students of the University.

**1) Unless otherwise mentioned:**

- a) Student means all students who are registered for a Programme of study in any Faculty/ School / Centre / Department / College or Campus maintained by the University.
- b) Employee means any person appointed by the University and includes teachers and other staff of the University.

**2) The Grievances Committee shall observe the following general principles:**

- a) The Campus Community should be made fully aware of the grievance redressal mechanism;
- b) Every grievance from the student/staff should be registered and acknowledged;
- c) If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
- d) As a matter of general rule no grievances should be pending beyond the limit of three months;
- e) The officer nominated by the Vice Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
- f) He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice Chancellor for a decision.

**3) Students Grievance Redressal Committee**

- a) Chairman: The Pro Vice-Chancellor or such other person to be nominated by the Vice-Chancellor.
- b) Members: 3 Representatives of Students' Council. 3 Nominees of the Vice Chancellor. Dean of Students' welfare, Member-Secretary. Dean of the School concerned (special invitee)

**4) Powers and Functions**

- a) To entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- b) to enquire into the grievances, and make recommendations and report to the concerned authorities Academic Council and Board of Management for redressal or suitable action; and
- c) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

**5) Teachers' Grievances Committee**

There shall be constituted a Committee by the **BOM** consisting of the following:

- a) A representative of the Vice Chancellor as Chairman
- b) Five representatives from the teacher's community representing gender, minority, SC, ST, OBC.
- c) Vice Chancellor's nominee shall be the Secretary to the Committee.

**6) Powers and Functions**

- a) to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;

- b) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Board of Management for redressal or suitable action; and
- c) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

**7) Non-Teaching Staff Grievances Committee**

This committee consists of the following:

- a) The Chairman - to be nominated by the Vice Chancellor.
- b) Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC.
- c) The Registrar or his nominee shall be the Member- Secretary of the Committee.

**8) Powers and Functions**

- a) to accept and consider written and signed complaints and petitions of staff (Non- Teaching) in respect of matters directly affecting them individually or as a group;
- b) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Board of Management for redressal or suitable action; and
- c) to recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

## **ORDINANCE 17**

### **SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT**

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, or place of birth. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the “Elimination forms of discrimination against women.” Resultantly, the Abhilashi University hereby introduces and enforces Ordinance titled “Sensitization, Prevention and Redressal of Sexual Harassment.”

#### **1) Bodies of SPARSH:**

SPARSH shall include the Apex Body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the University. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

#### **2) Functions, Powers and Duties of ABS:**

- a) To uphold the commitment of the Abhilashi University to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- b) To promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender- based violence.
- c) To generate awareness about gender-based discrimination, sexual harassment and other acts of gender based violence.

#### **3) Functions, powers and Duties of UCC:**

- a) To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- b) To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- c) To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

#### **4) Operational Definitions:**

- a) **Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:
  - Unwanted physical contact and advances
  - A demand or request for sexual favours
  - Sexually coloured remarks
  - Displaying pornography
  - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- b) **Academic staff:** This shall include any person on the staff of the University who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, visiting, honorary, or on special duty, or employees on a casual or project basis.



- c) **Campus:** This includes all the places vested, controlled and/or administered by the Abhilashi University.
- d) **Non-governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a Public Charitable Trust. Such an NGO should be engaged in work connected with gender equality.
- e) **Counsellor:** This shall include any women from among the staff, who has expertise in social and personal counseling on matters arising out of incidents of sexual harassment.
- f) **Non-teaching staff:** This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual or project basis.
- g) **Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the Abhilashi University.
- h) **Service provider:** This shall include any person who runs or manages commercial enterprises, or provides services on the campus.

**5) Constitution of ABS:**

The ABS committee shall consist of the following members, who will be nominated by the Vice-Chancellor:

- a) The chairperson, a women nominated by the Vice-Chancellor, Abhilashi University from amongst the faculty members.
- b) Five members representing various Schools/Departments/Centers of the University, of which at least three shall be women.
- c) Two students representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice-Chancellor's approval).
- d) Two members from the non-teaching staff, of which at least one should be women.
- e) One woman NGO representative.
- f) One woman counselor.

**6) Constitution of UCC:**

The Vice-Chancellor shall nominate the members of UCC from among the members of the Apex Committee. It shall comprise of the following.

- a) Five (at least three women) teacher representatives.
- b) One non-teaching staff representative of the University.
- c) One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative.
- d) The Chairperson shall be elected from amongst the above-mentioned members who are full time employees of the University.
- e) One Member-Secretary shall also be elected from amongst the above-mentioned members who are full time employees of the University.

**7) Term of Office of Chairperson and Members of ABS and UCC:**

- a) The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.
- b) Provided that no chairperson or any member shall hold office for more than two terms.

**8) Vacancy of the Office of Chairperson or Members of ABS/UCC:**

If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is

more, another member may be appointed to fill in the vacancy. The new chairperson/member shall be nominated by the Vice-Chancellor.

**9) Procedures for Transaction of Business of ABS:**

- a) The ABS will hold at least five meetings/programmes in an academic year, with not more than 2 months gap between the two meetings.
- b) Proceedings of all the meetings shall be recorded, confirmed and adopted by ABS members.
- c) Any member may request the chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one-third members of the ABS.

**10) Procedure for Filing Complaints with the UCC:**

- a) Wide publicity to be given for filing complaints.
- b) Complaints to be registered in strict confidentiality.
- c) Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims and recommend penalties and other action to be taken.
- d) Any student resident, service provider, outsider, faculty member or non-teaching staff may file a complaint of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching-staff.
- e) The party may lodge a complaint directly to the Vice-Chancellor, or to any member of the UCC.
- f) The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- g) The UCC may hear both the parties (complainant and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- h) The UCC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- i) The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.
- j) The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-Chancellor.

**11) Penalties:**

These shall be awarded as per University rules for employees. In case of students/service providers, they could include

- Warning
- Debarring entry into hostel/campus
- Withholding results
- Expulsion from the University
- Denial of re-admission
- Written apology
- Bond of good behavior

**Note:** In case of harassment by an outsider, that is, a person unconnected with the University, the university authorities shall initiate action by making a complaint with the appropriate authorities.

## **ORDINANCE 18**

### **RETENTION AND DESTRUCTION OF RECORDS**

#### **18.1 Procedure for Maintenance of Academic Records**

Abhilashi University, Mandi was established by Govt. of Himachal Pradesh vide “Abhilashi University (Establishment & Regulation) Act, 2014” and recognized by UGC under section 2 (f) and 22 (1) of the UGC Act, 1956. Therefore, formal official communication is taking place within the University as well as with multiple external Organizations from time to time. Being formal and in hard copies, this communication causes accumulation of records in the form of files, folders, registers and receipts etc. Down the line, Abhilashi University, Mandi has adopted various digitization methods and online portals for admissions, recruitment, fee deposit and other important information. With the ongoing time and the development of University, this stack is increasing in due course of time. Hence to save the office space and to better manage the office communications, it becomes necessary to weed out the obsolete records which are no longer required in the Abhilashi University. Abhilashi University is thus desired to have a simplified policy on records retention schedule, periodicity of destruction and a convenient procedure of weeding out the obsolete records. The details of this document cover the need of individual sections, mandate to constitute intra section committees for verification and certification of destructions of obsolete records of the University. A policy for retention and destruction of records should be framed as per the guidelines and procedure for Section/School/Faculty stated in this ordinance.

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## Instructions on Process of Records Retention and Destruction

To weed out the obsolete records, the following guidelines shall be adhered to:

- Every year, each segment should list out the obsolete records up to 31<sup>st</sup> December under its custody and weed them out before 31<sup>st</sup> January of the following year.
- A certificate in connection with such weeding out of records must be submitted to the Registrar before 15th February of every following year.
- In case no destruction has been carried out by any section, a certificate of “Nil Destruction” must be submitted.
- The Section/School/Faculty/Head will be responsible for the constitution of Obsolete Records Destruction Committee under his/her chairmanship. The committee should consist of at least 03 members to examine the details of obsolete records being proposed for destruction. Out of these 03 members, at least 01 member must be co-opted from other Section/School/Faculty.
- Section Head will be responsible to get the list prepared for records being proposed for destruction/retention.
- After segregation and examination by the committee, the Section/School/Faculty/ Head will ensure for destruction/retention of the records and submit a certificate to the Registrar certifying that the records have been destroyed/ retained as per Record Retention Policy of the University. A sample format of the certificate is attached at **Annexure “A”**.
- Registrar’s Office will be authorized and responsible to keep a record of such destruction certificates.
- In each section, a ‘Register of Records Destruction/Retention’ should be maintained showing the date and method of destruction. A sample format of the Register is attached at **Annexure “B”**.
- The records should be weeded out by way of shredding/burning in each section. As far as possible shredding of obsolete records should be adopted instead of burning as being eco- friendly without causing any harm to the environment. Destruction by burning may be adopted only if records are of highly sensitive.
- In case no specific schedule has been maintained by any Section, a general schedule as placed at **Annexure “C”** will be applicable.
- As far as possible, records of permanent nature should be digitized and preserved in duplicate. Keeping one copy in the custody of Section Head, the second copy must be preserved at the different geographic located repository.
- After certification by the Section Head on preserving copies in duplicate as above, hard copies of permanent records shall be treated as obsolete from the date of uploading. The hard copies no longer required specifically in future can be destroyed following the above procedure.
- The General Financial Rules (GFR) shall govern any procedure/period not covered in the above recommendations.
- The decision of the Vice Chancellor, Abhilashi University, Mandi will be final to approve any amendment, exemption or deviation required concerning the periodicity of destruction/retention of records.

Individual segments of the University shall maintain the periodicity of retention of records as defined specifically from Annexure “D” to Annexure “P”. In case no specific schedule has been maintained by any Section, the general schedule will be applicable.

**Certificate of Record destruction and retention**

A Committee as following was constituted in ..... Section/School/Faculty to verify and recommend the destruction/retention of obsolete records for the year ending 31<sup>st</sup> December YYYY

.....  
.....  
.....  
.....

On the recommendations of the committee, obsolete records due for destruction have been destroyed as entered in the Register of Destruction. However, the files/registers/records listed in the attached Annexure.... have not been destroyed irrespective of scheduled periodicity and were retained for the purpose as mentioned against each.

**Certified that:**

1. No action is pending in respect of the records recommended for destruction.
2. No recovery is pending as on date where the destroyed records shall be required in future.
3. No court proceeding/Enquiry is pending or contemplated as on date where the records proposed for destruction shall be required to be produced.

Signature member-1

Signature member-2

Signature member-3

Date.....

Signature of Chairperson/Section Head

Copy to:

1. Registrar Office
2. Section/ School/Faculty records

**Format of Register of Records Destruction/Retention**

S.No.	Reference Number or record	Nomenclature of record	Date of Last enclosure	Number of last enclosure	Due date of destruction	Date of actual destruction	Method of Destruction	Remarks	Signature

**Record Keeping & Destruction of Records in case of section not specifically defined**

<b>Sl. No.</b>	<b>Description</b>	<b>Permanent</b>	<b>Periodicity</b>
1.	Policy Files	Yes	Generally not to be destroyed/ may be destroyed following due procedure after digitization of records.
2.	Correspondence files	No	3 years after date of last enclosure and no action pending.
3.	Registers	No	1 year after last day of statutory audit, if there is no pending audit observation.
4.	Receipts & Folders	No	1 year after last day of statutory audit, if there is no pending audit observation.



**Records related to Academics section**

Sl.No.	Description	Permanent	Periodicity
1	Personal files of the students	Yes	
2	Master Grade Reports	No	10 Years
3	Tabulation Records / Result Sheets	Yes	
4	Semester Grade reports of courses received from the instructors	Yes	
5	Evaluated answer books available with/returned by the Instructors after each Semester- end / Term-end exam	No	1 year after examination
6	Course Evaluation forms (TCF) submitted by the students for the courses of a semester	No	3 Years (Access is with the Director)
7	Minutes of the Senate and Agenda papers and reports of the various committee appointed by the senate	Yes	Maintained at Registrar's Office also.
8	Admission forms/records of UG/PG/PhD candidates		a) Six months after the closure of process, if applicable (e. g. UG applications and Few PG (GATE, JAM) are accepted/ Rejected by the conducting agency) b) To be treated as Personal File records as serial no. 1
	a) Rejected applications		
	b) Selected ones	Yes	
9	PhD / MS Evaluation / Viva Reports	Yes	
10	Degree certificate register records	Yes	
11	Files related to correspondence with Central/State Govt. regarding award/renewal of Scholarships to UG/PG students		10 years
12	Convocation Registers	Yes	

13	Scroll (Registrar's Office)	Yes	
14	No Dues form	No	06 months after graduation
15	Correspondence files	No	05 years after closure
16	Thesis submitted by students	Yes	A hardcopy and softcopy shall be maintained in the Library.
17	Inward/outward Registers	No	05 years from the date of closing
18	Minutes of Scholarship Committee Meeting	No	Ten Years
19	Attendance Sheet/ Examination sheets	No	After 1 year of Examination
20	Award Lists	No	After 2 year of Examination
21	Examination Forms	No	After 1 year of Examination
22	Admit cards	No	After 1 year of Examination
23	AUCET Examination Form and OMR Sheet	No	After 1 year of Examination

**Records related to Establishment & Recruitment Section**

<b>Sl.No.</b>	<b>Description</b>	<b>Permanent</b>	<b>Periodicity</b>
1	Service Books	Yes	
2	Personal Files	No	To be destroyed after 05 years of retirement / Resignation
3	Shortlisted Applications	No	To be destroyed after six months of the completion of the process of selection.
4	Not Shortlisted Applications	No	Within three months after completion of the process.
5	Best Papers - *Faculty Rectt.	No	To be destroyed after Interview
6	Reference Letters	No	To be destroyed after Interview
7	Recruitment Correspondence	No	To be destroyed after 06 years of the completion of the process of selection.
8	Earned and other kinds of Leave File	No	To be destroyed after inspection of service book by an officer /official concerned or 01 Year
09	Muster Roll	No	01 year
10	Establishment File	No	05 years
11	Casual Leave Register	No	01 year
12	Inward Register	No	01 year
13	Outward Register	No	01 year
14	Personal files of staff on Contract/ Consolidated salary	No	To be destroyed after 5 years of the date of relieving
15	Digital Records for Recruitment with OAS/ Rectt. Team	No	To be destroyed after 6 months of the completion of the process of selection.

**Records related to Directorate**

<b>Sl.No.</b>	<b>Description</b>	<b>Permanent</b>	<b>Periodicity</b>
1.	Director's meetings	No	10 years
2.	Council file	No	10 years
3.	Visits file of Director	No	5 years
4.	Director's letters	No	5 years
5.	Director's Notifications file	No	5 years
6.	Schedule file	No	5 years
7.	Vehicle file	No	10 years
8.	Registrar Interview file	No	5 years
9.	MHRD File	No	5 years
10.	Panel for Administration Group “A”	No	5 years
11.	Panel Experts File for each School	No	5 years
12.	New Director's	No	5 years
13.	Faculty Interviews file	No	3 Years
14.	MOU File	No	5 years

**Records related to Registrar's Office**

<b>Sl.No.</b>	<b>Description</b>	<b>Permanent</b>	<b>Periodicity</b>
1	Constitution of BOG/ FC/ Senate/ B&WC /ISC/Deans Committee	Yes	
2	Legal Open Court Cases	Yes	
3	Legal Closed Court Cases		2 Years after decision
4	Scrolls	Yes	
5	MoUs	Yes	3 Years after expiry
6	Annual Reports		1 Year
7	Index/Minutes of the Statutory Committee Meetings Like; BOG/ FC/ Senate/ B & WC/ ISC/ Deans Committee	Yes	
8	Creation of Corpus Fund	Yes	
9	Land related documents	Yes	
10	Appointments of Deans/ Associate/ Deans /Chairpersons/ CVO/ Nodal Officers, etc	No	Till Tenure
11	Faculty Roles Responsibilities	Yes	
12	General Notifications/ Office Memorandum/ Office Orders, etc.	Yes	
13	Correspondence with MHRD	Yes	
14	RTI Replies/ Appeals/ Quarterly Reports/ Index Register	No	1 year (after uploading on the website as per RTI Act)
15	Council/ All Directors/ Registrar's Meeting agenda Minutes	No	5 Years
16	Correspondence with Local Administration / State Authorities/ MHRD, etc	Yes	
17	Inquiry Reports	No	2 Years after the closure of the case
18	Grievances	No	2 Years
19	Policy matters	Yes	
20	Foundation Day/Convocation, etc	No	1 Year
21	Creation of new posts	Yes	
22	Peer Review/ScSc	No	2 Years
23	Appointment of Director/Chairman BoG	No	2 Years after completion of the tenure
24	Handing taking over of Buildings	No	2 Years after completion of the tenure
25	Handing taking over register of Registrar	Yes	
26	Agreements copies	Yes	
27	NIRF	No	1 Year
28	Visitor's Nominees	No	2 Years after validity
29	General files	No	2 Years
30	Record of Destruction Certificate	Yes	

**Records related to**  
**Finance and Accounts/Internal Audit**

Finance and Accounts/Internal Audit shall follow the record retention and destruction schedule as mentioned below and is subject to be amended time to time.

**Records related to Construction Wing**

S.No.	Description	Permanent	Periodicity
1	Files about works which consist of Estimates, NITs, Quotations /tender documents, technical & financial evaluation, award letters and correspondence with the agencies for which final bills are paid	No	1 year of the date of payment
2	Attendance Registrar	No	5 Years
3	Measurement books	No	5 Years
4	Files related to the procurement of Cement or any other material	No	5 Years
5	Working Drawing for the works/built-in drawings	No	1 year after the final bill is paid. Soft copies shall be retained.
6	Circular file	No	1 year
7	Original agreements related to works	No	5 Year after the final bill is paid
8	Files about replies to Statutory Auditors	No	1 month after the audit is closed
10	Files relating to applications for allotment and Minutes of meetings	No	6 months
10	Allotment of accommodation	No	6 months
11	Occupation /Vacation reports File)	No	6 months
12	Electricity -bill generations files	No	6 months

**Records related to Library**

<b>Sr.No.</b>	<b>Description</b>	<b>Permanent</b>	<b>Periodicity</b>
1	Policy decision files	Yes	
2	Correspondence files	No	3 Years
3	Purchase Orders files	No	5 Years
4	Attendance records	No	1Year
5	Vendor empanelment files	No	3 Years after completion of tenure
6	LAC minutes records	Yes	
7	Recommendation form (Print Books & E-resources)	No	3 Years
8	Orders (Print Books & E-resources)	No	5 Years
9	Bill Entry Registers	No	3 Years
10	Accession Register (Print Books, E-books, Periodical)	Yes	
11	Consumable Registers	No	3 Year
12	Minor/Major Registers	Yes	
13	Invoice Registers (Receive Bills) Record	No	3 Years
14	Users visit entry registers	No	1 Year
15	Circulation Reports	No	1Year
16	Fine Record	No	1 Year
17	TA duty-related registers	No	1 Year
18	Dispatch Register	No	1 Year
19	License Agreements	Yes	



**Records related to Medical Unit**

Sl. No.	Description	Permanent	Periodicity
1.	ECG & Physiotherapy / X-Ray Register	No	01 year
2.	Indent/medical order Registers <b>(medicine/surgical items consumable).</b>	No	01 year
3.	Blood, Urine, and laboratory /Miscellaneous registers	No	01 year
4.	Indoor paper file/register <b>(for future plan)</b>	No	03 Years
5.	Store’s ledgers for consumables items <b>(medicine)</b>	No	03 years
6.	Ledgers for Tools/Eqp/ F & F items <b>(major items)</b>	Yes	
7.	Imprest cash A/cs	No	01 year
8.	Physical/ Fitness Certificate books	No	01 Year
9.	OPD Register	No	01year
10.	Policy matter files	Yes	
11.	Correspondence Files	No	03 Years
12.	Handing Overtaking Over Book	No	01 year

**Records related to Stores and Purchase Section**

<b>Sl.No.</b>	<b>Description</b>	<b>Permanent</b>	<b>Periodicity</b>
1.	Purchase Files upto 3 Lakh	No	10 Years
2.	Purchase Files Above 3 Lakh : <ul style="list-style-type: none"> <li>• Machinery, Equipment, Instrument, Server etc.</li> <li>• Computer Desktop, Laptop, Computer Workstation, Software etc.</li> <li>• Furniture</li> <li>• Annual Rate Contract/Empanelment/ Services etc.</li> </ul>	Yes No No No	10 Years 10 Years 5 Years
3.	Stock Registers-Minor & Major	Yes	
4.	Stock Registers-Consumables	No	3 Years
5.	Purchase/Tender file opening Register	Yes	
6.	GST Certificate Issue File	No	3 Years
7.	File/Document/Bill etc. Movement Register Internal	No	5 Years
8.	Bill Register –Finance	No	10 Years
9.	Bill Register –Audit Section	No	10 Years
10.	Dak Received Register-External	No	10 Years
11.	Indent / Requisition Form file	No	2 Years
12.	RTI File, GPC, Dean committee & notifications etc. other correspondence files.	No	3 Years
13.	News Paper Advt. File	No	3 Years
14.	E-Procurement (Digital Signature) & Central Public Procurement Portal File	Yes	
15.	Government e Marketplace (GeM) purchase File	Yes	

**Records related to Security section**

Sl.No.	Description	Permanent	Periodicity
1	Key In/Out Register	No	3 years
2	Vehicles In/Out Register	No	1 year
3	Visitors detail Register	No	1 year
4	Material/Equipment out Gate Pass Register	No	1 year
5	AMC personnel/Courier/Milkman In/Out Register	No	1 year
6	Night time vehicles crossing South Campus to Navlaya Register	No	1 year
7	Record of FIRs/Police case file	No	3 years after the closing of the case
8	Students Indiscipline cases file	No	1 year after the closing of the case
9	Reports and Returns file	No	1 year after the settlement of audit para if any
10	Security orders by SO file	No	3 years
11	E-Tender for Security Services file	No	5 Years after the closing of the file
12	Correspondence with Security Service Provider	No	5 years after the closing of the file
13	Future Security Deployment Plan Approved by Competent Authority and other ongoing sanctions for the hiring of new Security staff	No	5 years
14	Training program and Physical Test Record file	No	3 years after completion of contract
15	Attendance Register of outsourced Security Staff	No	2 years
16	Handing/Taking over duties by Security Staff Registers	No	1 year
17	Security Checking Registers	No	3 years
18	Weekly Duty deployment Roster file	No	1 year

**Records related to Dean (SRIC& IR) Office**

Sl.No.	Description	Permanent	Periodicity
1	Projects Files	No	5 years after the closure of the project
2	International students Files	No	08 years from the date of the visit of student
3	MoU Files ( IR)	Yes	
4	Temporary appointments files	No	Three years after the closure of the project
5	Rejected Project proposals	No	Six months on receipt of intimation regarding of rejection of the proposal by the PI
6	Project Leave (Staff & faculty)	No	Three years
7	Miscellaneous records	No	Two Years
8	University Policy Approvals, Decisions, Notifications, OM	Yes	

**Records related to Dean (Students) Office**

S.No.	Description	Permanent	Periodicity	Remarks
1	Mess Bill Files (Hostel Wise)	No	3 years	File with Hostel
2	Voucher Files all hostels	No	1 year	File with Hostel
3	Gymkhana File (papers related to gymkhana members and event reports)	No	5 years	File with Dean (S) Secretariat
4	Canteen File (contract and letters issued and received from vendor)	No	1 year after completion of the contract	File with Dean (S) Secretariat
5	Mess file (contract and letters issued and received from vendor)	No	1 year after completion of the contract	File with Dean (S) Secretariat
6	Disciplinary File (details about SWDC meetings and letters issued to students)	No	3 years after student graduation	File with Dean (S) Secretariat
7	Insurance File (contract and letters issued and received from vendor)	No	1 year after completion of the policy	File with Dean (S) Secretariat
8	Hostel file (hostel occupancy data, wardens' details, request received from students)	No	5 years	File with Dean (S) Secretariat
9	Exodia File	No	3 years	File with Dean (S) Secretariat
10	Alumni File (alumni data)	No	5 years	File with Dean (S) Secretariat
11	Stock Registers	No	10 years	File with Dean (S) Secretariat
12	Sports Section files	No	5 years	File with Sports
13	C&P Cell files	No	5 years after the student graduation	File with CnP

**Records related to School/s Office**

<b>Sl.No.</b>	<b>Description</b>	<b>Permanent</b>	<b>Periodicity</b>
1	Policy matter files	Yes	
2	Communication and approval with Regulatory Bodies	Yes	
3	Correspondence files with external agencies /invitation letters, etc.	No	3 Years after the date of last enclosure
4	Lab/School Records (Stock Register): Minor Items	Yes	
5	Lab/School Records (Stock Register): Major Items	Yes	
6	Student Lab. records	No	1 Year
7	PG Students admission files/ records (other than selected candidates)	No	1 Year
8	RTI/CAG/Parliamentary replies	No	1 Year
9	Internal notifications on policy decisions	Yes	
10	Internal notifications on routine issues	No	1 Year
11	Temporary Appointment & Invitation Files	No	05 Years
12	Student related personal files (Selection, National Conferences/DC Constitution/ Comprehensive Exam / JRF to SRF /Field Work etc.)	No	05 Years after release
13.	Students feedback form for staff assessment	No	02 Years
14.	Feedback forms (student/parents/ employers/ alumni)	No	02 Years
15.	Other misc. routine communications	No	1 Year

## **ORDINANCE 19**

### **RESEARCH PROGRAMMES**

- 19.1** The procedure for the award of Ph.D. degree is in conformity with the UGC (Minimum Standard and Procedure for the award of Ph.D. degree) Regulation, 2016.
- 19.2** A candidate seeking admission to Ph.D. must have secured at least 55% marks (50% for SC/ST) at Master level in the concerned subject. He / She will pay the required fee.
- 19.3** Admission to Ph.D. programme shall be through Entrance Test except to those who have qualified UGC-NET/ CSIR (JRF,NET)/SLET/GATE/ direct awardees of DST/ ICMR/ INSPIRE /Rajiv Gandhi National fellowship. Candidates who have completed their M.Phil./ M.Tech./ M.Pharma./ LL.M through entrance examination and course work will also be eligible for admission to Ph.D. programme.
- 19.4** All candidates will have to go through an interaction/ interview conducted by the concerned council/standing committee of the school.
- 19.5** Ph.D. programme shall not be conducted through distance education mode.
- 19.6** The supervisor for a selected candidate will be allotted by the Standing Committee according to the research interest of the candidate indicated during interaction and the consent of the supervisor.
- 19.7** The Standing Committee is constituted of:
1. Dean of Faculty – Chairman.
  2. Chairperson of Department.
  3. All Professors in the Department.
  4. One Associate Professor by seniority for 2 years.
  5. One Assistant Professor by seniority for 2 years.
- Standing Committee will permit the enrolment of the candidate for Ph.D.
- 19.8** A teacher of the University holding Ph.D. degree will only be eligible to be Supervisor. A Research Supervisor/Co-Supervisor who is a Professor at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Supervisor can guide upto a maximum of two M.Phil. and six Ph.D. scholars and an Assistant Professor as Supervisor can guide upto one M.Phil. and four Ph.D. scholars. For interdisciplinary research there may be Supervisor from the department and Co-Supervisor of the other department of the University in which a part of research work is carried. A teacher up to the age of 70 years can be allotted students for Ph.D. programme.
- 19.9** After joining Ph.D. programme the candidate shall undertake a course work for a minimum period of one semester. The course work will include Three papers, one on research methodology, second in the subject concerned and third in the discipline of concerned research work as also given under 16.4 for M.Phil. Programme.
- 19.10** Students will have to qualify in the course with 55% marks or equivalent in grade point.

- 19.11** The students who have already done equivalent course work during M.Phil./M.Tech./M.Pharma/LL.M. need not do the same again.
- 19.12** The Research Degree Committee (RDC) for each subject shall consist of:
1. Dean of faculty – Chairman.
  2. Chairperson and all Professors of the department.
  3. Up to three subject experts nominated by Vice-Chancellor.
  4. Supervisor of the candidate concerned.
- 19.13** Within one and half years of enrollment the candidate through the Supervisor and Chairperson of the department will submit his/her plan of research work in the form of synopsis to RDC at an open seminar in the department. If synopsis is approved the candidate is registered and the Title of Ph.D. Thesis is approved. If required Research Degree Committee may ask the candidate to submit the revised synopsis with modifications or require another plan to be submitted.
- 19.14** Ph.D. scholar shall submit a six monthly progress report (through Supervisor and Chairperson) to Research Degree Committee. Approval of RDC is required for continued registration of the candidate to Ph.D. programme.
- 19.15** A candidate may submit the Ph.D. Thesis after three years from the date of enrollment (two years in case of scholars who have previously obtained M.Phil./M.Tech./M.Pharma./LL.M.). Maximum time limit will be eight years. After three years extension on year basis will be given by Vice-Chancellor only on the recommendation of Supervisor and Chairperson. Women candidates and PWD candidates may be allowed a relaxation of one year.
- 19.16** Prior to submission of thesis, the candidate shall make a pre-Ph.D. presentation in the department that may be open to all faculty members and students.
- 19.17** Ph.D. candidate shall publish one research paper in the referred journal and make two paper presentations in conferences/seminars before the submission of thesis and produce evidence for the same in the form of reprints or acceptance letter and paper presentation certificate.
- 19.18** A candidate is required to submit four hardcopies of the thesis along with softcopy of the thesis in CD as PDF file to the examination branch (Thesis Section).
- 19.19** Thesis must accompany a certificate from the supervisor that the research work is original and is worthy of consideration for the award of Ph.D. degree of Abhilashi University. The candidate having done dissertation in M.Phil./M.Tech./M.Pharma./LL.M. may extend/continue with the same research problem during Ph.D.
- 19.20** The Thesis submitted by a candidate shall be evaluated by at least two examiners, out of which at least one shall be from outside Himachal Pradesh or country. The panel of at least six examiners of Professor Level is submitted by Research Degree Committee in consultation with the Supervisor of the candidate and the Vice-Chancellor will appoint the two examiners out of the panel submitted.
- 19.21** Each examiner shall separately evaluate the Thesis and recommend that either the thesis be accepted in its present form or candidate required to re-submit his/her thesis in a revised and improved form or thesis be rejected.



- 19.22** The report of the examiner shall be placed before a committee consisting of Vice-Chancellor, Chairperson of the department and Supervisor of the candidate. If it is found that both the examiners have recommended that the thesis be accepted for the award of Ph.D. degree, the candidate shall be called for an oral test (Public Viva-Voce) by two examiners one of whom shall be the supervisor of the candidate and the other the examiner appointed by the Vice-Chancellor to defend the thesis. On satisfactory completion of Viva-Voce the degree may be awarded.
- 19.23** If one of the examiners recommends for re-submission of thesis with necessary changes, then the candidate shall be asked to do the needful and on receiving the corrected thesis the same shall be submitted to the concerned examiner.
- 19.24** If one of the examiners recommends that the thesis be rejected then the thesis shall be referred to the third examiner whose recommendation shall be final and further action be taken accordingly.
- 19.25** A candidate whose thesis is rejected shall not be registered again for the Ph.D. degree with the same research specialization.
- 19.26** The report of the oral examination shall be placed before the Board of Management only when the thesis is recommended for the award of Ph.D. degree.
- 19.27** Controller of Examination shall notify the result after the formal approval of Board of Management.
- 19.28** Every candidate shall give an undertaking that he/she will not, without the permission of the University, publish the thesis except in parts to be published in scholarly journals.
- 19.29** Following the successful completion of evaluation process and before the announcement of award an electronic copy of the thesis be submitted to INFLIBNET for hosting.
- 19.30** Prior to the actual award of degree the University shall issue a provisional certificate to the effect that the degree has been awarded in accordance with the provisions of UGC Regulations, 2016.
- 19.31** All the UGC regulations published in the Gazette of India No. 28 dated July 11 – July 17, 2009, part – III section – 4 and No. 2781 dated July 5, 2016 as amended from time to time shall be applicable for the award of Ph.D. degree after issuing necessary notification by the University in this regard.
- Note: The vacant and left out posts for the Academic year will be re-advertised and filled accordingly within 6 months.*

## **ORDINANCE 20**

### **CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY**

As stipulated under Statue 31, 35 of the Abhilashi University

#### **20.1 Conditions of service**

Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or Institution maintained by 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.

Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to 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.

Provided that the students enrolled in Master's Program and passed first year successfully or students enrolled in Doctoral Program and his/her synopsis got approved by Research Degree Committee (RDC) may be appointed as Teaching Assistant for Bachelor and Master programs respectively. However, students enrolled in Master's Program will only engaged for conducting practicals.

No whole-time salaried teacher 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 as per UGC guidelines and with prior approval of the University.

#### **20.2 Nature of Duties**

Every teacher shall undertake to take part in 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 there-under, for the time being in force, whether the same relate to organization of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University.

#### **20.3 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/the concerned institution 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.

Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Abhilashi University.

All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

#### **20.4 Confirmation**

It shall be the duty of the Registrar to place before the Board of Management the case of confirmation of a teacher on probation, not later than forty days before the end of the period of probation.

The Board of Management may then either confirm the teacher or decide not to confirm him, 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 teacher, 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 shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Board of Management present and voting.

## **20.5 Increment**

Every teacher shall be entitled to increment in his/her scale of pay, unless the same is withheld or postponed by a resolution of the Governing body and after the teacher has been given due opportunity to make his/her written representation. An appraisal policy for increment should be strictly implemented for the same.

## **20.6 Age of Retirement**

Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he/she attains the age of superannuation i.e. 65 years or as prescribed by the UGC and Govt. of India from time to time.

Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Board of Management, may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Department/Centre.

In special cases, a teacher on his/her attaining the age of superannuation, may be re- employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

## **20.7 Variations in Terms and Conditions of Service**

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

Provided that no change in the terms and conditions of service of a teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.

## **20.8 Professional Code of Conduct**

Every teacher 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 a University teacher.

- i) Any lapses in performing his / her duties as assigned by the university from time to time.
- ii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his/her difference of opinion on principles in seminars and other places where students are present) 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 interest of the university.
- iv) Refusal to carry out the decisions by 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.

## **20.9 Resignation**

A whole-time salaried teacher may, at any time, terminate his/her contract by giving the University three months' notice in writing or on payment to the University of three months salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Provided that the Board of Management may waive the requirement of notice at its discretion.

## **20.10 Contract**

The written contract between a teacher and the University required to be entered into under Section 33 (1) read with statutes 22 (3) of Abhilashi University Act, 2014 shall be in the form prescribed by the Ordinances.

## **20.11 Fixation of Pay of Re-employed Pensioners**

As per the Government of India Rules issued from time to time.

## **20.12 Teaching Days, Work Load and Leave Rules**

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the Academic regulation from time to time. A leave policy for increment should be strictly implemented for the same.

The other conditions of service for teachers will be as per UGC Regulation 2010 and as amended from time to time.

**ORDINANCE 21**  
**PROCEDURE/NORMS FOR APPOINTMENT TO THE POSTS OF**  
**PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR AND**  
**ACADEMIC STAFF**

As stipulated under Statue 28of the Abhilashi University

**21.1 Vacancies**

- a. The Registrar shall update the faculty positions in the various Departments in a prescribed proforma with all necessary details.
- b. The Registrar shall also maintain a Register of Roster so as to ensure reservation of posts in accordance with the Reservation Policy of the Government of India.
- c. The Head of the Department will intimate to the Registrar through the Dean of the School, the occurrence of a vacancy in the prescribed proforma along with such other particulars like the specialization, etc., which may be needed for making selections for such positions with reference to the structure of the Department approved by the University.

**21.2 Mode of Advertisement**

- a) Suitable advertisement shall be prepared from time to time on the basis of the information provided by the Registrar and approved by the Vice Chancellor.
- b) The advertisement shall clearly state the essential and desirable qualifications, requirement of experience, reservation of posts as per Government of India norms, last date of receipt of applications, procedure of short-listing of candidates to be called for interview for a post etc. It shall also clearly state relaxations, if any, in the qualifications or experience in the advertisement. It shall be ensured that advertisement for a post invariably mentions that higher qualification holders shall be given preference. The conditions, if any, under which the essential qualifications are relaxable shall be clearly stated in the advertisement.
- c) Advertisement shall appear in at least two newspapers and in at least one regional newspaper. It shall also appear in the website of the University. On-line applications may also be invited; Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region or regions, the advertisement may be limited to the papers in that region or regions, only after recording the reasons for doing so in writing and with the prior approval of the Vice-Chancellor.
- d) The closing date of receipt of applications shall be at least five weeks from the date of appearance of the advertisement in the newspapers.  
Provided that in emergent circumstances the notice may be reduced to three weeks for reasons to be recorded in writing.
- (e) No application will be entertained after the closing date unless the delay is condoned by the Vice Chancellor.

**21.3 Personal Contact Candidates**

A process of personal contact may also be initiated by the Vice-Chancellor for obtaining particulars of candidates from appropriate authorities in the concerned fields. The particulars so forwarded by the concerned authorities, in response to such a request, may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.

**21.4** In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.

## 21.5 Procedure of Scrutiny

- (a) The applications forms received shall be scrutinized as per the norms prescribed by the UGC by a Committee consisting of the following members:
- i) Dean of the School concerned-Chairman
  - ii) Head/Coordinator of the Department concerned-Member provided he/she is Professor, failing which he/she may be involved in the scrutiny for the post of Assistant Professor
  - iii) All Professors of the Department
  - iv) Senior most Associate Professor of the Department concerned (only for scrutiny of assistant professor)
  - v) At least one Professor from another Department in the same School or another School or as decided by the Vice Chancellor.
- (b) The procedure for scrutiny of applications shall be as follows:
- (i) In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc. shall be scrutinized. Academic qualifications and experience shall be considered next. Separate merit lists of eligible candidates shall be prepared for reserved and unreserved posts with reference to the area of specializations. In case a candidate is found ineligible, the Remarks column in the list must specify the reason.
  - (ii) Ordinarily, the number of candidates recommended for interview for one post may not exceed twelve and for two posts twenty, and ten per post, if the vacancies are more; A suitable screening criterion, as approved by the Vice Chancellor, may be used by the Committee for short-listing, on the basis of merit, to recommend the required number of candidates for interview.  
Provided that the above number may be exceeded by the Committee for reasons to be given in writing;
  - (iii) Ordinarily, for the posts of Assistant Professors or equivalent, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience shall be considered but with a lesser weightage. A short-listing of candidates, in the order of merit, for the post of Assistant Professor shall be prepared by the Committee on the basis of screening criteria.
  - (iv) In the case of the posts of Associate Professor and Professor and their equivalent, the weightage for the teaching, co-curricular and extracurricular activities and research records shall be given as stipulated in the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) of the UGC Regulations. Merit list of candidates for these posts and their equivalent shall be drawn on the basis of the proforma.
  - (v) Under no circumstances shall the essential qualifications, experience and requirement of API scores as prescribed by the UGC and advertised accordingly, be relaxed.
  - (vi) The Head of the Department or the Dean of the School, as the case may be, will forward the applications with his recommendations to the Vice Chancellor for final selection of candidates for interview for the posts. The Vice Chancellor may vary the list suitably at his discretion to ensure sufficient number of candidates for interview.

## 21.6 Re-advertisement

If the number of recommended eligible candidates is less than three per vacancy or its multiples for more than one vacancy, the post shall be re-advertised with the stipulation that candidates who may have applied earlier need not apply again. In such cases, the Vice Chancellor shall also initiate personal contact as provided in clause 21.3 above. In case the number of eligible

candidates is still less than three after the process of second advertisement and personal contact, the interviews shall be held in accordance with the provisions of this Ordinance.

**21.7 Information to candidates**

The candidates will be informed through registered post/speed post and/or email/telephones/telegrams of the venue, date and time of interview at least twenty one (21) days ahead of the scheduled date of interview.

**21.8** The Chairman - Convenor shall issue to each member of the Selection Committee a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Board of Management.

**21.9** The Chairman - Convenor shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.

**21.10** The recommendations of the Selection Committee shall be submitted to the Governing body and orders of appointment shall be issued after the approval of the Governing body.

**21.11** The terms and conditions with regard to the minimum qualifications and other terms and conditions, as prescribed by the UGC from time to time, shall be followed.

- i. In addition to the above, the Vice-Chancellor may prescribe, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other conditions as required for the post to be filled up.

**21.12** The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him/her for being called for interview.

**21.13** The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.

**21.14** It would be open to the Board of Management to offer appointment to suitable persons, who may not have applied, in accordance with the University Act.

**21.15** The rules and procedures prescribed by the Govt. of India in respect of the Reserved Categories shall be followed as provided in the University Act.

**21.16** 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.

**21.17** In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.

**21.18** No recommendations should be made with a condition attached to the occurrence of the future events.

- 21.19** 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 will be suitable choice for the next lower post, can make such recommendation.
- 21.20** The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PWD categories will be made applicable to them.
- 21.21** If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
- 21.22** 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 UGC Regulation referred to above.
- 21.23** 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 make appointments accordingly.
- 21.24** The in-service candidates should apply through Proper Channel.
- 21.25** Outstation candidates belonging to SC/ST/PWD categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of ticket numbers / proof.
- 21.26** Canvassing in any form on behalf of any candidate will disqualify such candidate.
- 21.27** The Chairman - Convenor shall have the power to lay down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance.
- 21.28** The Selection Committee's recommendations, when approved by the Governing body, shall remain valid for a period of one year from the date of such approval. If in case the Governing body meeting is not held the Chancellor will made the final approval for the same.
- 21.29** The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/ Persons with Disabilities/ regular in-service candidates need not pay the Registration Fee.



**ORDINANCE 22**  
**MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES OTHER  
THAN TEACHERS AND OTHER ACADEMIC STAFF**

As stipulated Statue 30 of the Abhilashi University

The procedure and norms for direct appointment and promotion to the non-teaching posts shall be governed as prescribed by the Cadre Recruitment Rules (Non-teaching Employees), 2014 of the Abhilashi University and as to be amended from time to time.

**ORDINANCE 23**  
**FEES PAYABLE BY STUDENTS OF THE UNIVERSITY**

As stipulated under Statue 41 of the Abhilashi University Act, 2014

- 23.1** The fee structure of different courses of the University is as approved by the Himachal Pradesh State Government.
- 23.2 Due date and mode of payment:**  
The students shall deposit fees as prescribed by the University from time to time on or before the date fixed by the University.
- 23.3 Delay or default in payment:**
- i) If a student does not pay fee on time, a fine shall a fine of Rs 50 or decided by the Government is imposed on the student per day.
  - ii) The Vice Chancellor, or on his/her behalf any other officer to whom this/her power has been delegated may on the recommendations of the Dean of the Faculty/School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application stating the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, 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 month.
  - 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 the student fulfilling the minimum attendance criteria.
  - v) Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Department/ Centre/ Centre intimating the date of his/her withdrawal. If he/she fails to do so, his/her name shall continue to be kept on the rolls of the University for maximum period of one month following the month up to which he has paid the fees. He/ She shall also be required to pay all fees/charges that may fall due during his/ her period.
- 23.4 Refund of fees, security deposit etc.:**  
The fee, security deposit etc. will be refunded as per the rules of the University/UGC from time to time if applicable.
- 23.4** Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.
- 23.5 Fees for re-checking / reevaluation Examination results:**  
The fees for re-checking examination results shall be fixed by the University from time to time. Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.
- 23.6 Fees for the supply of Statement of Marks:**
- i) Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination.
  - ii) The statement of marks shall be sent to the candidates through the Head of the Department/Centre concerned.

iii) Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each statement of marks.

**23.7 Fees for issuing transfer, provisional and other certificates:**

- i) The fees for issuing the following documents, and for duplicate copies thereof, shall be as prescribed by the University:
  - a) Transfer Certificate. (Duplicate copy of the Transfer Certificate)
  - b) Provisional Certificate of having passed an examination of the University. (Duplicate copy of the above)
  - c) Degree Certificate (In-person) Degree Certificate (In-absentia). Duplicate copy of Degree (on production of FIR)
  - d) Bonafide Certificate
  - e) Any other certificate
  - f) Duplicate copy of 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.

**ORDINANCE 24**  
**NORMS/REGULATIONS FOR PROMOTION THROUGH CAREER**  
**ADVANCEMENT OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS,**  
**PROFESSORS AND OTHER ACADEMIC STAFF**

The promotion through career advancement of Assistant Professors/Associate Professors/Professors/other Academic Staff in the university shall be governed by the Norms/Regulations prescribed by the University Grants Commission in vogue and as amended from time to time.

## **ORDINANCE 25**

### **THE CHANCELLOR**

As stipulated under Statue 4 of the Abhilashi University

Powers and functions of the Chancellor.-

- (1) In addition to the powers conferred upon him, under sub-section (4) of section 12 of the first statutes, the Chancellor shall exercise the following powers, namely:
  - (a) He shall be the Chairperson of the Governing Body;
  - (b) He shall have the right to conduct an inspection or cause an inspection to be made, by such officer or officers as he may direct, of the University or any Academic Units. Including the buildings, laboratories, records and equipments thereof and also of the examinations, teaching and other work conducted or done by it, or to cause an inquiry to be made in a like manner in respect of any matter connected with the administration and finances of the University, or any Academic Units;
  - (c) In case of its inspection or inquiry relating to any of the affairs of the University or any Academic Units, he shall communicate to the Vice-Chancellor the result of such inspection or inquiry together with his views thereon and advise him with regard to the action to be taken thereon and on receipt of the report made by him. The Vice-Chancellor shall communicate the same forthwith to the Board of Management for consideration and 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;
  - (d) Where the Board of Management or the Management of the Faculty or Academic Units, as the case may be, does not take action to his satisfaction, he may after considering any explanation furnished or representation made by the Board of Management or Management of the Faculty or Academic Units. As the case may be, issue such directions as he may deem fit and the University or the Faculty or Academic Units, as the case may be, shall comply with such directions;
  - (e) Without prejudice to the foregoing provisions, he may, by an order in writing, annul proceedings of the University or any of its authority or the decision of any officer, as the case may be, which is not in conformity with the provisions of the Act or these statutes or the subsequent statutes or ordinances, as the case may be;  
Provided that before making such order, he shall call upon the university or faculty or any of its Academic Units, as the case may be, to show cause why such an order should not be made and if any cause is shown within the period specified by it or by him in this behalf, he shall consider the same.
  - (f) All appointments recommended by the selection committee are subject to the approval of Chancellor;
- (2) When the Chancellor is away from the Headquarter or if he is unable to perform his duties due to ill health or for any other reasons, the Pro Chancellor, and if the office of the Pro-Chancellor is also vacant, such officer, as he may appoint, shall perform his duties, and the Vice-Chancellor or as the case may be, the officer appointed by him shall, at the earliest opportunity, report the action taken by him for his confirmation.

Provided that if the action taken is not approved by him, his decision thereon shall be final.

**ORDINANCE 26**  
**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS**  
**AND FUNCTIONS OF THE VICE CHANCELLOR**

As stipulated under Statue 5 of the Abhilashi University

**26.1 Salary:**

As notified by the University Grants Commission and financial viability of Abhilashi University from time to time and it will be with the mutual consent of incumbent.

**26.2 Leave:**

As per the Leave Norms policy of the Abhilashi University.

**26.3 Amenities**

- 1) The Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University within THE University premises. The premises of his/her lodging, other than the University campus will not be maintained by the University.
- 2) The Vice Chancellor shall be entitled to the facility of a free official car for official residence to home and vice versa and other official purposes only.

**26.4 Powers and Functions**

As stipulated under Statue and Abhilashi University Act.

**ORDINANCE 27**  
**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS**  
**AND FUNCTIONS OF THE REGISTRAR**

As stipulated under Statue 6 of the Abhilashi University

**27.1 Salary:**

As notified by the University Grants Commission and financial viability of Abhilashi University from time to time and it will be with the mutual consent of incumbent.

**27.2 Leave:**

As per the Leave Norms policy of the Abhilashi University.

**27.3 Powers and Functions**

As stipulated under Statue and Abhilashi University Act.

**ORDINANCE 28**  
**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER**

As stipulated under Statue 7 of the Abhilashi University

**28.1 Salary:**

As notified by the University Grants Commission and financial viability of Abhilashi University from time to time and it will be with the mutual consent of incumbent.

**28.2 Leave:**

As per the Leave Norms policy of the Abhilashi University.

**28.3 Powers and Functions**

As stipulated under Statue and Abhilashi University Act.



**ORDINANCE 29**  
**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE**  
**CONTROLLER OF EXAMINATIONS**

As stipulated under Statue 14 of the Abhilashi University

**29.1 Salary:**

As notified by the University Grants Commission and financial viability of Abhilashi University from time to time and it will be with the mutual consent of incumbent.

**29.2 Leave:**

As per the Leave Norms policy of the Abhilashi University.

**29.3 Powers and Functions**

As stipulated under Statue and Abhilashi University Act.

**ORDINANCE 30**  
**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE**  
**LIBRARIAN**

As stipulated under Statue 15 of the Abhilashi University

**30.1 Salary:**

As notified by the University Grants Commission and financial viability of Abhilashi University from time to time and it will be with the mutual consent of incumbent.

**30.2 Leave:**

As per the Leave Norms policy of the Abhilashi University.

**30.3 Powers and Functions**

As stipulated under Statue and Abhilashi University Act.

**ORDINANCE 31**  
**CONSTITUTION, TERMS OF OFFICE AND RESPONSIBILITIES OF THE**  
**BOARD OF STUDIES AND TERM OF OFFICE OF ITS MEMBERS**

- 1) Each Department shall have a Board of Studies comprising the following members:
  - a) Head of the Department: Chairman & Convener.
  - b) All the Professors of the Department/Centre (ex-officio members).
  - c) The senior most Associate Professor and the senior most Assistant Professor by rotation, to be nominated by the Vice Chancellor.
  - d) Two faculty members nominated by the Vice Chancellor from amongst the faculty members belonging to allied/cognate subjects.
  - e) Two subject experts, not in the service of the university, to be appointed by the Vice chancellor on the recommendation of the Chairman.
  - f) Up to two experts, to be invited by the Chairman, in case need is felt for such persons for inputs in specialized area.
- 2) The appointment of members specified at c, d, and e shall be for a period of three years.
- 3) A teacher of the University Department/Centre shall cease to be a member if he/she ceases to be a teacher of the concerned Department/Centre.
- 4) Any casual vacancy may be filled for the un-expired period following the same procedure as provided for in above sub-clauses.
- 5) The Board of Studies shall ordinarily meet at least once a year and on such occasions as may be determined by the Vice-Chancellor.
- 6) The quorum for the Board of Studies Meetings shall be 50% of the members which shall include at least one outside expert.
- 7) In the absence of the Chairman, the senior-most member present shall act as Chairman for that meeting.
- 8) If in the opinion of the Head of the Department concerned, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed off by circulation among the members of Board of Studies, he/she may issue necessary instructions to that effect.

**ORDINANCE 32**  
**UNIVERSITY BUILDING COMMITTEE**

- 1) There shall be a Building Committee consisting of the following members, namely:
  - a) The Vice Chancellor (Chairperson)
  - b) A Representative not below the rank of Civil Engineer
  - c) A member of Planning Board nominated by Vice Chancellor
  - d) The Finance Officer
  - e) A Representative of User Department
  - f) Two teachers of the University not below the rank of Professor nominated by the Vice Chancellor
  - g) Head, Department of Civil Engineering, (where it exists),
  - h) Head, Department of Electrical Engineering, (where it exists) or
  - i) The University Engineer, or the University Architect or a Government Architect.
  - j) The Registrar – Member Secretary

*Note: The Dean of the Faculty/the Head of the Department/the Head of the Institution, who is the main user of the proposed Building, may be invited to attend the meeting in which the said project comes up for consideration.*

- 2) The Committee shall...
  - a) be responsible for finalizing the Plans and Estimates of the various Building Projects approved by the UGC, or other funding Agencies, and for proper utilization of the Grants received from the UGC etc;
  - b) be responsible for the maintenance and upkeep of the University Buildings;
  - c) assess the cost of repairs, additions, alteration and demolition of the University Buildings annually and prepare the Budget for the same to be submitted for approval of the Board of Management.
  - d) exercise all such powers, as delegated to it by the Board of Management from time to time, and
  - e) Constitute one or more Sub-Committees to look after any of the functions and responsibilities assigned to it.
- 3) The Committee shall meet at least twice in a year, or as and when necessary.
- 4) One third members shall form the quorum.
- 5) The composition of the Building Committee should be intimated to the University Grants Commission immediately after it is constituted.
- 6) The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission, the Government and from the University's own resources.

*Note: The above-mentioned composition and functions shall stand amended as per the notifications/instructions issued by the UGC from time to time.*

## ORDINANCE 33

### PURCHASE COMMITTEE

There shall be a Purchase Committee of the University for the purchase of goods consisting of the following members, namely:

- a) One of the Deans/ Senior most Professor to be nominated by Vice Chancellor (Chairman)
- b) The Registrar or his representative
- c) The Finance Officer or his representative
- d) Head of the Department/Institution concerned;
- e) Officer in charge of Purchase & Procurement- (Secretary).

Power and functions:

- 1) The above Committee shall be responsible for procurement of goods as defined hereunder:  
The term “goods” includes all articles, material, commodities, live stock, furniture, fixtures, raw material, spares, instruments, machineries, equipment etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. purchased for a library.
- 2) The procedure to be followed in making procurement for the university Faculty/School/Department/Centre/Division/Sections should conform to the following yardsticks:
  - a) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring Faculty/School/Department/Centre/Division/Section.
  - b) The specifications so worked out should meet the basic needs of the Department/Centre/Section without including superfluous and non-essential features, which may result in unwarranted expenditure.
  - c) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
    - Offers should be invited following a fair, transparent and reasonable procedure;
    - The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
    - The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
    - At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
    - Faculty/School/Department/Centre/Division/Section may, with the approval of competent authority, procure the required goods from firms under DGS&D rates.
  - d) The University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry. A Head of Department may also register suppliers of goods which are specifically required by the Department or Office.
- 3) Purchase of goods can be done by inviting quotations for goods with the discretion and approval of purchase committee with final approval of Chancellor of the University.

## **ORDINANCE 34 SCHOOL BOARD**

The School Board shall consist of:

- (i) Dean of the School;
- (ii) All Professors in the School;
- (iii) Heads of the Departments assigned to the School who are not Professors
- (iv) One Associate Professor and one Assistant Professor from each Department in the School by rotation based on seniority;
- (v) One representative each of the Boards of other Schools, which have inter-disciplinary work with the School, to be-nominated by the Vice - Chancellor on the recommendations of the School Board concerned;
- (vi) Not more than two teachers from Colleges, maintained, (wherever applicable) by the University, nominated by the Vice Chancellor on the recommendations of the Board of Studies; and
- (vii) Not more than five persons, not in the service of the University or of the College, maintained (wherever applicable), nominated by the Academic Council for their special knowledge and expertise in the subject concerned.

Provided that not more than one person per subject shall be nominated.

Provided further that ordinarily at least one person shall be from the State where the University is located.

### **Terms of Office**

The term of office of members, other than that of the Dean and Professors, shall be three years.

### **Chairman**

The Dean of the School shall be the Chairperson of the Board and shall convene and preside over the meetings of the Board.

### **Powers and Functions**

The powers and functions of the Board shall be as follows:

- (a) To prescribe the qualifications for and procedures for admission of candidates to the various study Programmes in the Departments in the School.
- (b) To co-ordinate the teaching, evaluation and research work in the Departments in the School.
- (c) To approve subjects for research for various Degrees.
- (d) To constitute Committees to organise the teaching and research work in subjects or areas, which do not fall within the sphere of any Department in the School and to supervise the work of such Committees.
- (e) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause (d) above.
- (f) To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council.
- (g) To formulate arrangements for the School to participate in the work of the different centres of Studies in the University.
- (h) To promote and review research within the School and to submit reports on research to the Academic Council.
- (i) To frame general Rules for continuous internal evaluation and end-semester examinations.

- (j) To recommend to the Academic Council, the panel of examiners for the evaluation of thesis after considering proposals received in this regard from BOS.
- (k) To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees.
- (l) To consider and act on any proposal regarding the welfare of the students of the Schools;
- (m) To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Board of Management, the Academic Council or the Vice Chancellor; and
- (n) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

### **Meetings**

- (a) The Board shall hold at least two ordinary meetings in an Academic year, one in each semester.
- (b) The Dean may convene special meetings of the Board at his own initiative or at the suggestion of the Vice Chancellor or on a written request from at least one- fifth of the members of the Board.

### **Quorum**

The quorum for the meeting of the Board shall be one-third of its total members.

### **Notice**

Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.

The Dean may convene emergency meeting of the Board at short notice.

### **Rules of Business**

Rule of conduct of the meetings shall be as prescribed by the Regulations in this regards.

**ORDINANCE 35**  
**RESEARCH ADVISORY COMMITTEE**

As stipulated under Section and Statue of the Abhilashi University Act, 2014

1. There shall be constituted a Research Advisory Committee comprising of the following:

(i) Vice Chancellor/PVC – Chairperson	-	Ex-officio
(ii) Deans of Schools of Studies	-	Members - Ex-officio
(iii) Heads of Departments (not exceeding 5 by rotation)	-	Members - Ex-officio
(iv) Professors other than Deans of Schools and Heads of Departments (not exceeding 5 by rotation)	-	Members - Ex-officio
(v) Four Associate Professors to be nominated by the Vice-Chancellor representing different disciplines in the University	-	Members
(vi) Four external experts to be nominated by the Vice-Chancellor representing different disciplines in the University	-	Members
(vii) Registrar	-	Secretary - Ex-officio
  
2. Subject to the overall guidance of the Academic Council, the Research Advisory Committee shall perform, interalia, the following functions:
  - (i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
  - (ii) To evaluate institutional research projects for funding by national / international agencies;
  - (iii) To review the current status of research in each department and critically examine the progress thereof from time to time;
  - (iv) To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 6 (1) (i) and
  - (v) of University Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
  - (v) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Board of Management; and
  - (vi) To perform such other functions as may be assigned to it by the Academic Council.
  
3. The Research Advisory Committee shall meet regularly at least twice a year.
4. The Research Advisory Committee may determine its own procedures for working.
5. The quorum of the Board shall be one-third of the total members;
6. The term of Office of the members other than ex-officio members shall be for a period of three years.



**ORDINANCE 36**  
**FUNCTIONS AND DUTIES**  
**OF THE DEPARTMENTS IN THE SCHOOL**

**Constitution of the Department**

Each Department in a School shall consist of the members as given in the Statutes 15(5) (b) and also such other persons as are designated members of the Department by the School Board concerned on the recommendations of the Department concerned.

**Duties of the Department**

Duties of the Department shall be:

- (a) To admit students to the various courses offered and to suggest the procedure for such admissions;
- (b) To suggest the pattern and the schedule of sessional evaluation for each Course offered by the Department;
- (c) To make proposal to the Academic Council, through the School Board, regarding the creation and abolition of teaching posts;
- (d) To propose research projects to be taken up by the members of the Department individually and in groups;
- (e) To propose and suggest the curriculum and reference and other reading materials for the programmes of study to the BOS.
- (f) To constitute Committees from its members and to assign to these Committees specific functions falling within its competence;
- (g) To appoint from amongst its teachers' advisers to students;
- (h) To propose schemes for and help in the maintenance and improvement of the standards of various Programmes of study and research of the subject in the department; and
- (i) To perform such other functions as may be assigned to it by the concerned School or the Vice-Chancellor.

**ORDINANCE 37**  
**DEANS' COMMITTEE**

1. The University shall constitute a Committee of Deans of the University, to be known as the Deans' Committee.
2. The Deans' Committee shall comprise the following:
  - (i) The Vice-Chancellor - Chairperson (Ex-Officio)
  - (ii) All Deans of Schools - Members (Ex-Officio)
  - (iii) Registrar - Secretary
3. The functions of this Committee will be as follows:
  - a. To recommend deputation of teachers for International Conferences;
  - b. To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc;
  - c. To consider general administrative matters relating to functioning of Schools and Departments; and
  - d. To consider such other matters as may be assigned to it by the Board of Management or may be referred to by the Vice-Chancellor.
4. The meetings of the Deans' Committee shall be convened by the Chairperson.
5. The quorum of the Committee shall be 1/3rd of the total number.
6. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

**ORDINANCE 38**  
**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS**  
**AND FUNCTIONS OF THE DEAN OF STUDIES**

As stipulated under Statue 10 of the Abhilashi University

**1. Salary:**

As notified by the University Grants Commission and financial viability of Abhilashi University from time to time and it will be with the mutual consent of incumbent.

**2. Leave:**

As per the Leave Norms policy of the Abhilashi University.

**3. Powers and Functions**

As stipulated under Statue and Abhilashi University Act.

**ORDINANCE 39**  
**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS**  
**AND FUNCTIONS OF THE DEAN STUDENTS' WELFARE**

As stipulated under Statue 11 of the Abhilashi University

**1. Salary:**

As notified by the University Grants Commission and financial viability of Abhilashi University from time to time and it will be with the mutual consent of incumbent.

**2. Leave:**

As per the Leave Norms policy of the Abhilashi University.

**3. Powers and Functions**

As stipulated under Statue and Abhilashi University Act.

**ORDINANCE 40**  
**POWERS AND FUNCTIONS OF THE DEANS OF SCHOOLS**

The Dean of the School shall:

- (a) Co-ordinate and generally supervise the teaching and research works in the School through the Heads of the Departments;
- (b) Maintain discipline in the classrooms through the Heads of the Departments;
- (c) Keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed;
- (d) Arrange for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
- (e) Shall be responsible for observance of the provisions of the Act / Statutes / Ordinances and Regulations relating to the Departments and the School;
- (f) Convene and preside over the meetings of the School Board and keep the minutes of the meetings of the Board; and
- (f) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Board of Management or the Vice-Chancellor.

## **ORDINANCE 41**

### **DUTIES OF HEADS OF DEPARTMENT**

The Head of a Department shall convene and preside over meetings of the Department which shall be held at least twice in a semester.

He/she shall, under the general supervision of the Dean, be responsible for the following:-

- 1) To organize and supervise the teaching and research activities in the Department;
- 2) To frame the time table in conformity with the allocation of the teaching work made by the Department;
- 3) To maintain discipline in the class room and laboratories through teachers;
- 4) To assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- 5) To assign work and exercise control over the non-teaching staff in the Department; and
- 6) To perform such other functions as may be assigned to him/her from time to time by the Dean, the Board of the School concerned, the Academic Council, the Board of Management and the Vice-Chancellor.

**ORDINANCE 42**  
**APPOINTMENT OF ADJUNCT FACULTY MEMBERS AND SCHOLARS-IN-RESIDENCE**

1. To encourage interdisciplinary collaboration in research and teaching, the Board of Management shall appoint adjunct faculty members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities/reputed research institutions/organisations (AEC, ICSSR, CSIR, ICAR, etc).
2. Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in a University Department and may also include professionals and specialists from PSUs and business corporations,
3. The adjunct faculty member will be appointed on a tenure appointment for one academic year, or for two semesters.
4. They will be offered a token honorarium of up to Rs.1500/- per teaching hour/session, subject to a maximum of Rs.30,000/- per month.
5. The host University will provide them suitable office-space to facilitate their working and interaction with students and peers.
6. There will not be more than 5 such members at any given time in the University.

**Scholars-In-Residence**

1. Senior professionals and specialists from research and professional organizations (for example AEC, ICSSR, CSIR, ICAR, etc.) and those with PSUs and business corporations, with postgraduate or doctoral qualifications and with academic and research credentials will be eligible for appointment as Scholar-in-Residence in a University Department.
2. NRI and PIO professionals and specialists, working in overseas organizations, will also be eligible for these positions. Similarly, these positions will be open to those overseas (non- Indian) professionals and specialists who have been dealing with India issues in their work.
3. The Scholar-in-residence will be appointed on a tenure appointment ranging between six and twenty-four months and will be offered a consolidated remuneration of up to Rs.80,000/- a month, and a contingency grant of Rs.1,00,000/- per annum.
4. Besides, the host University will provide them suitable office-space and residential accommodation.
5. There will not be more than 2 such members at any given time in the University.
6. The Vice-Chancellor after consulting the person concerned and the Heads of two concerned Department/Centre/Institute shall make his recommendation to the Board of Management for appointment as an adjunct faculty member / scholar in residence.

## **ORDINANCE 43**

### **FLOATING POSTS**

1. There shall be a few floating posts of Professors as approved by the Board of Management/ Board of Management of the University.
2. These posts shall not be assigned to any particular Department but shall be made available to certain Departments which may be finding it difficult to fill up certain vacancies by the normal procedure.
3. Persons appointed against these posts will be eminent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad.
4. All appointments under floating posts will initially be made ordinarily for one year and efforts shall be continued for filling these posts in the normal course.  
Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Department is filled up.
5. No appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per Proforma prescribed for 'Contract Appointment'.
6. Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the Board of Management/Board of Management in accordance with the U.G.C. guidelines in this regard.



**ORDINANCE 44**  
**RESERVATION OF SEATS AND OTHER SPECIAL**  
**PROVISIONS FOR ADMISSION**

**1. Reservation of Seats**

- 1.1 Reservation of seats shall be in accordance with the provisions of the Abhilashi University act and state government policy.
- 1.2 The Application Form of a candidate in the reserved category must be submitted alongwith a Certificate of Verification issued by a competent authority.
- 1.3 The vacant seats of reserve category, which could not be filled, due to non-availability of candidates belonging to respective category shall be filled as per Abhilashi University act.
- 1.4 The special provisions for admission to outstanding players/ NCC/ NSS will as per Abhilashi University act.
- 1.5 Foreign and NRI Students
  - (a) The admission of foreign nationality/international students be admitted as per the Abhilashi University norms.
  - (b) Every foreign student shall have to undergo a medical test for fitness (including test for AIDS) within a week from the date of admission.
  - (c) Foreign students admitted to a programme shall produce student visa within one month after completion of the admission. In case of failure to produce such certificate within the stipulated period the admission shall stand cancelled.

Application for admission should be submitted to the Dean/Head of the Department concerned.

## **ORDINANCE 45**

### **VISITING PROFESSORS**

1. A Visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum – not less than three months.
3. The University may appoint a person up to the age of 70 years as a Visiting Professor.
4. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
5. If a superannuated person is appointed as a Visiting Professor or a person from outside the country is appointed as a Visiting Professor, the honorarium shall be payable as per UGC norms as issued and amended from time to time.
6. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University would also contribute towards pensionary benefits or CPF/GPF as per usual Rules.
7. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
8. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.
9. Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.

**ORDINANCE 46**  
**GAMES AND SPORTS COMMITTEE**

1. (a) There shall be a Games and Sports Committee consisting of the following members, namely:
  - (1) Chairman, appointed by the Vice-Chancellor
  - (2) Dean Students' welfare
  - (3) Presidents of various Games and Sports Clubs
  - (4) One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year
  - (5) Director of Physical Education, who shall be the Ex-Officio Secretary of the Games and Sports Committee
- (b) The Chairman of the Committee shall hold office for a term of two years.
2. The Committee shall :
  - (1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
  - (2) frame the budget for games and sports;
  - (3) allocate finances to the various Clubs;
  - (4) maintain the play-grounds, gymnasias, swimming pools of the University;
  - (5) hold contests, competitions, tournaments, athletic meets, etc.;
  - (6) recommend to the Vice-Chancellor the names of outstanding players and sportsmen to be nominated for admission.
  - (7) perform such other functions, as may be assigned to it by the Academic Council from time to time; and
  - (8) take measures to attract the sports talent available in the University.

The Chairman Sports Committee will operate the budget under the supervision of DSW.

The Committee shall hold its meetings at least once in two months under the supervision of the DSW.

One-third of the total members shall form the quorum for a meeting of the Committee.