



हरियाणा केन्द्रीय विश्वविद्यालय
(महेन्द्रगढ़)

CENTRAL UNIVERSITY OF HARYANA
(Mahendergarh)

(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)

गांव — जाट—पाली, पोस्ट — पाली, जिला — महेन्द्रगढ़ — 123 029 (हरियाणा) फोन: 01285-240090
Villages - Jant - Pali, Post - Pali, Distt.- Mahendergarh -123029 (Haryana) Ph.: 01285-240090

No. CUH/20

दिनांक / Dated:

To,

The Secretary to the President of India and Visitor,
Central University of Haryana,
Rashtrapati Bhavan New Delhi- 110004

Subject: Minutes of the 17th Meeting of Academic Council held on 23rd July, 2015

Sir,

Kindly find enclosed herewith the minutes of 17th meeting of the Academic Council of this university held on 23/07/2015 at 11:00 p.m. at Transit/ camp office of the university at **3113,DLF phase III, Gurgaon-122001** for submission to the Honourable Visitor of this University in compliance with Statute 6(7e) of the Statutes of the University.

Thanking you

Yours faithfully,


(Ram Dutt)
Registrar

Encl: a/a



CENTRAL UNIVERSITY OF HARYANA

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MINUTES

17th Meeting of the Academic Council held on 23rd July, 2015 (11:00 AM)

The 17th meeting of the Academic Council of the Central university of Haryana was held on 23rd July, 2015, at 11:00 AM in the Conference Room of the Transit Office, Gurgaon.

The following members were present:

- | | |
|---|--------------------|
| 1. Prof. R.C. Kuhad,
Vice Chancellor, Central University of Haryana. | Chairperson |
| 2. Prof. G.L. Sharma
Professor and Dean (Admn.),
Lal Bahadur Shastri Institute of Management (LBSIM) | Member |
| 3. Prof. M.C. Sharma
School of Education,
Indira Gandhi National Open University (IGNOU) | Member |
| 4. Prof. H.J. Ghosh Roy
Director, IMSAR,
Maharshi Dayanand University | Member |
| 5. Dr. (Mrs.) Pawan Sharma
Law Commission of India | Member |
| 6. Prof. Nikhlesh Yadav,
Head, Department of English,
Indira Gandhi University, Meerpur, Rewari | Member |
| 7. Dr. Bir Singh Yadav
Dean, School of Language, Linguistics, Culture and Heritage
Central University of Haryana. | Member |
| 8. Dr. Sanjiv Kumar
Dean of Students' Welfare,
Central University of Haryana. | Member |
| 9. Dr. Sarika Sharma
Dean, School of Physical and Mathematical Sciences
Central University of Haryana | Member |
| 10. Dr. Chanchal Kumar Sharma
Assistant Professor, Dept. of Pol. Sc.,
Central University of Haryana.
OSD (Academic) | Member |
| 11. Dr. Pardeep Singh
Assistant Professor, Dept. of Law,
Central University of Haryana | Member |

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12. Sh. Ram Dutt, Registrar, Central University of Haryana	Secretary
13. Dr. Suman Assistant Professor, Dept. of Commerce, Central University of Haryana.	Special Invitee
14. Dr. Anand Sharma Associate Professor, Dept. of Management Studies Central University of Haryana.	Special Invitee
15. Dr. Dhiresk Kulshreshtha Associate Professor, Dept. of Economics, Central University of Haryana.	Special Invitee
16. Sh. R.K. Yadav Consultant (Administration and Academic)	Special Invitee
17. Sh. Ashok Kumar Gogia Finance Officer, Central University of Haryana.	Special Invitee

The following members could not attend the meeting:

- 1. Prof. Shahid Ashraf**
Registrar, Jamia Millia Islamia University.
- 2. Prof. Anup Beniwal**
Professor & Dean, University School Humanities & Social Sciences,
G.G.S. Indraprastha University.
- 3. Prof. K.S. Sangwan**
Dept. of Sociology, Maharshi Dayanand University.
- 4. Prof. S.S. Sangwan**
Dept. of English, Maharshi Dayanand University.
- 5. Dr. Pardeep S. Chauhan**
Department of Economics, Kurukshetra University.
- 6. Prof. Vijay Kumar**
Department of History, Maharshi Dayanand University
- 7. Dr. B.K. Mohapatra**
Registrar,
Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha
- 8. Prof. J.P. Khurana**
Head, Dept. of Plant Molecular Biology and Biotechnology, University of Delhi,
South Campus.

The Vice Chancellor welcomed the members of the Academic Council and briefed them regarding the academic activities going on in the University as the new session is going to start from 1st August 2015. He informed that the counselling for admissions to various courses was almost completed. The Vice Chancellor appreciated the work of the Admission Committee. He further informed that University has advertised regular teaching positions and the appointments to the said posts will be made in due course.

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He also introduced Sh. Ram Dutt as OSD/ Controller of Examinations with additional charge of Registrar of the University.

Thereafter the agenda items were taken up.

1. The minutes of the 16th meeting of the Academic Council held on 20th May 2015 were confirmed.

2. The actions taken on the minutes of the 16th meeting of the Academic Council held on 20th May, 2015, were reported, recorded and confirmed.

Matter arising out of ATR : With regard to item no: 16, the Vice Chancellor informed that as per the latest letter issued by the UGC dated 6 July 2015, only regular teachers can be allowed to supervise the research work and the faculty engaged on contractual basis cannot even act as co-supervisors.

It was resolved that the contractual faculty can neither be allowed to act as supervisors nor as co-supervisors. A notification in this regard may be issued with immediate effect.

REPORTING ITEMS

3. Receipt of UGC letter No. D.O.No.F.2-5/2015 (B.Voc) dated 24.0.2015 (**Annexure 1**) conveying its approval for introduction of B.Voc Programmes in Retail and Logistics Management and Tourism and Hospitality with effect from the current session, i.e., 2015-16 was reported, recorded and confirmed.

The Academic Council congratulated the Vice Chancellor and the faculty for getting UGC's approval for the two programmes under B.Voc. and welcomed and endorsed the decision of the Vice Chancellor to start these programmes from the current academic session.

4. Online Declaration of the UGC conveying its approval to start *Diploma course in Biochemical Techniques* under Community College Scheme was reported, recorded and confirmed. (**Annexure 2**)

The Vice Chancellor informed that the University is likely to get approval of the UGC for starting skill development based programmes as well under Deen Dayal Upadhyay KAUSHAL KENDRA scheme. Upon receiving formal approval from the UGC, the programmes that are planned to be initiated under community college scheme will be merged with Deen Dayal Upadhyay KAUSHAL KENDRA.

The Academic Council appreciated the initiatives taken by the Vice Chancellor and sincere efforts made by the faculty towards introduction of skill development courses

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under the schemes offered by the UGC. The Council endorsed the same and advised to initiate necessary steps as and when University hears officially from UGC.

5. The action taken by the Vice Chancellor in deciding to initiate the process of establishing academic collaboration and/or Innovation Incubation Linkages in collaboration with the following were reported, recorded and confirmed:

- SVI-Analytica, New Delhi
- Center of Innovative and Applied Bioprocessing, Mohali
- Technology Based Incubator (TBI), University of Delhi
- National Small Industries Corporation(NSIC) , New Delhi
- National Cooperative Union of India (NCUI), New Delhi

The Vice Chancellor informed the members that the University does not have adequate laboratory facilities for the students of PG courses in science subjects. He stressed upon the need for having technical support from different agencies and organisations for the benefit of the students and faculty. Thus, the University has entered into academic and research collaboration with the aforementioned agencies.

6. The action taken by the Vice Chancellor regarding revision and restructuring of course structures of all departments in tune with the requirements of the CBCS was reported, recorded and confirmed.

The revised course structures were ratified by the Council (**Annexure 3**)

It was resolved further that the syllabus/course structures be revised as and when the need arises for the same for which the Vice Chancellor was authorized to take appropriate steps. The Academic Council appreciated the initiative taken by the Vice Chancellor in implementing CBCS in the PG courses of the University.

CONSIDERATION ITEMS

7. The Council considered numbering of the following Ordinances already approved by the EC from time to time and recommended the same for the approval of the Executive Council.

Proposed Number	Ordinance
I	Governing Grant of Status of Recognized Institutions.
II	Award of Degree of M.Phil & Ph.D.
III	Powers & Duties of Dean of Schools of Studies.
IV	Selection Committee Procedure
V	Conditions of Service of Appointed Teachers of the University.
VI	Emoluments & other terms and conditions of Service of Pro Vice-

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	Chancellor.
VII	Emoluments & other terms and conditions of Service of the Registrar.
VIII	Functions & Duties of the DSW.
IX	Appointments made under statute 19(2).
X	Proposed Ordinance for empanelment of Adjunct Faculty and appointment of Consultants in the University.
XI	Board of Studies
XII	The School Board.
XIII	Head of the Department.
XIV	Leave Rules for Teaching Staff.
XV	Programmes leading to the Award of Post-Graduate Degrees/ Diplomas.
XVI	Medium of Instructions
XVII	Assignment of Departments to the Schools.
XVIII	Manner of Appointment & Emoluments of Employees other than Teachers and other Academic Staff.
XIX	Sensitization, Prevention and Redressal of Sexual Harassment.
XX	Convocation

8. The Council considered the following draft amendments to the Ordinances of the University in pursuance of the UGC letter D.O. No. F.7-1/2015 (NSQF) dated 27 April 2015 (Ref: "UGC Guidelines for Empanelment of Adjunct Faculty in Universities and Colleges") and recommended the same for approval of the EC:

Add the following after Ordinance IX

Ordinance X: Empanelment of Adjunct Faculty and appointment of Consultants. (Annexure 4)

1. Empanelment of Adjunct Faculty
2. Appointment of Consultants

It was resolved further that the Vice Chancellor be authorized to engage the Adjunct Faculty/ Consultants. Since they will be very senior faculty, they should not be made to go through the usual selection process.

9. The Council considered the following draft amendments in the Ordinance XII relating to the "School Board" and recommended the same for approval of the EC:

Existing clause	Proposed amendment
1. Composition of the School Board: The School Board shall consist of :	No Change

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i.	The Dean of the Schools;	No Change
ii.	The Head/Chairperson of the Departments/Centres in the School;	No Change
iii.	The Professors in the Departments/Centres in the School;	No Change
iv.	One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department/Centre in the School;	No Change
v.	Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;	Upto five members (Preferably one member from each department/subject) will be nominated by the Vice Chancellor for their special knowledge in any subject assigned to the School or in any allied branch of knowledge.
vi.	Such other members, but not exceeding five, as may be specified.	To be Deleted

10. The Council considered the following draft amendments in ordinance XI relating to the Constitution of Board of Studies and recommended the same for approval of the EC:

Exiting clause	Proposed amendment
1. Each Department shall have a Board of Studies with the following constitution.	No Change
a) Head of the Department, who shall be the Chairman and Convenor.	No Change
b) Dean of the School concerned or his/her nominee (ex-officio member)	To be Deleted
c) All the Professors of the Departments / Centre (ex-officio members)	No Change
d) One Associate Professor of the Department by rotation in order of seniority	No Change
e) One Assistant Professor of the Department by rotation in order of seniority.	No Change
f) Two teachers, from amongst the faculty members of the University belonging to	To be Deleted

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the allied and cognate disciplines, nominated by the Vice Chancellor.	
g) Two subject experts, not in the service of the University, to be nominated by the Vice Chancellor.	One or Two subject experts, not in the service of the University, to be nominated by the Vice Chancellor.

11. The Council considered the following draft amendment to the Ordinances of the University and recommended the same for approval of the EC:

Add the following after Ordinance No. XII
Ordinance No XIII: Head of the Department

1. (i) Each Teaching Department shall have a Head of Department who shall be appointed by the Vice-Chancellor for a period of three years by rotation; provided that Headship of the Department shall rotate between Professors and Associate Professors on seniority basis. Provided further that if a Professor/Associate Professor, who has availed one full term of Headship, then he/she will be eligible for appointment of Head of Department on rotation only after completion of full chain of cycle in order of seniority.
- (ii) In the case of a Department where no teacher is eligible for appointment as Head of Department, the Dean of the concerned School Board shall be the Head of Department.
- (iii) In case a senior person is on long leave, the next eligible person will be appointed as Head of the Department and he will continue as such till the completion of his/her term, even if the senior person returns from leave during that period. However, the senior person will be eligible for appointment as Head of Department after the expiry of the term of the present incumbent.
- (iv) In case the Head of Department, by reason of illness, absence or any other cause, is unable to perform the duties of his/her office, the duties of the office shall be performed by the next eligible person, unless, the Vice Chancellor orders otherwise.
- (v) In case a person refuses to accept the offer of appointment as Head of Department or resigns on his/her own, he/she will not be eligible for appointment as Head of Department till his/her turn comes again after the completion of the rotation circle among the eligible teachers.

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- (vi) If the Vice-Chancellor deems it necessary, he/she may appoint next eligible person as Head of Department irrespective of the fact that the term of the present Head of Department has not yet expired.
2. The Head of the Department shall be the academic head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies.
3. The Head of the Department shall under the general supervision of the Vice Chancellor:
- (i) Organize the teaching and research work in the Department.
 - (ii) Frame the time table in conformity with allocation of the teaching work made by the Department.
 - (iii) Maintain discipline in the class rooms and laboratories through the teachers.
 - (iv) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department.
 - (v) Assign work to and exercise control over the non-teaching staff in the Department. And
 - (vi) Be responsible for the coordination and supervision of teaching and research in the Department.
 - (vii) Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library.
 - (viii) Operate the Budget of the Department.
 - (ix) Perform such other functions as may be assigned by the Dean, the Board of the School concerned, the Academic Council and the Vice-Chancellor.

Note: The constitution of Selection Committee for the teaching posts includes the Head of Department as a member of the Selection Committee. We have advertised the teaching positions and recruitment process is also to take place shortly. But till date no ordinance related to Head of the Department has been created by the University. Therefore the above amendment in the ordinance is being proposed.

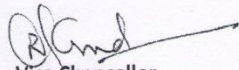
12. The recommendations of the Departmental Research Councils (DRC) with regard to allotment of PhD students to Supervisors were placed before the Council.

After detailed deliberations the Academic Council resolved that the consideration of the minutes of DRCs be deferred and the Vice Chancellor be authorised to decide the

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further course of action, keeping in view the interests of the students. It was further resolved that the cases where students seek extension, decision may be taken on the merit of the case and in no case the approval be granted beyond three months. This will be adopted as a one-time measure and should not be taken as precedence for future. It was also unanimously agreed that the ceiling for allotment of Ph.D students may be fixed as Professors-8; Associate Professors-6; Assistant Professors-4. In case a teacher, under whom Ph.D students were registered, leaves the university, his/her students may be assigned to the eligible regular faculty over and above the prescribed ceiling mentioned above. The teachers may be allowed to act as co-supervisors in the case of only one student. If there is a need to have additional co-supervisor for specialized knowledge, the same may be engaged from outside the University. It was resolved that the University should propose suitable amendments in the relevant ordinance accordingly.

The meeting ended with a vote of thanks to the Chair.


Vice Chancellor
CHAIRMAN


REGISTRAR
SECRETARY

OSD RK Yadav
 to take
 n.a. in
 this matter


 सत्यमेव जयते
 Honorable V.C.
 Discuss

and discuss
 with Dr. Saugji

Annexure I
 विश्वविद्यालय अनुदान आयोग
University Grants Commission
 (मानव संसाधन विकास मंत्रालय, भारत सरकार)
 (Ministry of Human Resource Development, Govt. of India)
 बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002
 Bahadur Shah Zafar Marg, New Delhi-110002
 दूरभाष Phone : कार्यालय Off : 011-2323 9597
 फ़ैक्स Fax : 011-2323 6347, e-mail: kpsingh.ugc@nic.in

By Speed Post

D.O.No.F.2-5/2015(B.Voc)

June, 2015

25 JUN 2015

Finance

Dear Sir/Madam,

Kindly refer to the proposal of your university for starting courses under the scheme of Community Collegès from the academic session 2015-16. In this connection, this is to inform you that the UGC has approved your proposal for starting course under the scheme of Community College in the specialization and as per the intake given below:

Specialization/Trade	Intake
B.Voc in (i) Tourism and Hospitality Management.	50
(ii) Retail & Logistics Management.	50

Rajlson

Further, UGC has also approved a grant of Rs. 155.00 (One Hundred Fifty Five Lakhs Only) to the university for a period of two years for running the course as per the details given below:

Sl. No.	Budget Head	Amount (Rupees in lakhs)
Grant-in-aid General – 35 (Non-recurring)		
i.	Setting up of Lab/Workshop facilities/ procurement of teaching and Learning Material, Machinery/equipments	30.00
	Total	30.00
Grant-in-aid General – 31 (Recurring)		
ii.	Faculty-2 (Asst. Professor on contract)	50.00
iii.	Visiting/Guest Faculty	45.00
iv.	Operative Cost	30.00
	Total	125.00

Grant Total (3. Years)= Rs. 30.00 Lakhs (NR) + Rs. 125.00 (R) = Rs. 155.00 (One Hundred Fifty Five Lakhs Only)

This approval is subject to the terms and conditions and other provisions as laid down in the guidelines available on UGC website. Separate allocation its being made alongwith the XII plan General Development Assistance to implement the scheme which will be communicated to you shortly. Expenditure may be made as indicated in this approval letter, out the earmarked grant for the scheme. In the meanwhile, you are requested to proceed further towards starting of the course from the academic session 2015-16 itself. A copy of the Report of the Expert Committee is also enclosed for your perusal and record. Observations/suggestions of the Committee may please be kept in mind while implementing the programme.

-2-

In case of any query, you may get in touch with Dr. Nikhil Kumar, Education Officer, UGC

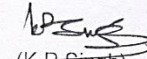
(Ph. No.011-23218120 – e.mail: nikhil.ugc@nic.in).

With kind regards and best wishes,

The Registrar,
Central University of Haryana,
Village Jant- Pali,
Mahendergarh-123029,
Haryana



Yours sincerely,


(K.P. Singh)

UNIVERSITY GRANTS COMMISSION


**REPORT OF THE EXPERT COMMITTEE TO ASSESS THE PROPOSAL FOR
B.VOC. DEGREE PROGRAMME**

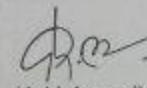
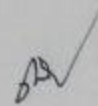
1.	Name of the University/College	Central University of Haryana, Mahendergarh
2.	Name of the affiliating university (in case of college)	NA
3.	Date of the meeting of the Expert Committee	19 th June 2015
4.	Composition of the Expert Committee:	1) Mr. Ajay Mohan Goel 2) Prof. A H Ansari 3) Dr. S K Garg
5.	Status of recognition of university /college under Section 12(B)	Yes
6.	Autonomous/CPE/CE status (in case of college)	NA
7.	Aided or self-financed	Aided
8.	NAAC accreditation with grade	
9.	Trades applied for (full details)	<ul style="list-style-type: none"> • Mobile Communication • Software Development • Retail management • Tourism & Service Industry • Yoga • Higher Education • Leadership Management • Educational Technology
10.	Observations and Suggestions of the Committee:	<p>Tourism & Hospitality Management</p> <ul style="list-style-type: none"> • University should identify a relevant industry partner and enter into an MoU with it, prior to starting the program. • University should identify & incorporate appropriate job roles from the Tourism & Hospitality Sector Skill Council in the Curriculum. <p>Retail & Logistics Management</p> <ul style="list-style-type: none"> • University should identify a relevant industry partner and enter into an MoU with it, prior to starting the program. • University should identify & incorporate appropriate job roles from the Retail Sector Skill Council and Logistics SSC, in the Curriculum.
11.	Recommendation of the Committee	B.Voc. in i) Tourism and Hospitality Management ii) Retail & Logistics Management
13.	Reasons, if not recommended	-
14.	Budget for the proposed programme (If recommended):	

Capital Assets – 35 (Non-Recurring)		
Sl. No.	Budget Head	Amount (Rupees in lakhs)
1	Setting up of Lab/Workshop facilities/ procurement of teaching and Learning Materials, Machinery/equipments	30.00

Grant-in-aid General – 31 (Recurring)		
Sl. No.	Budget Head	Amount (Rupees in lakhs)
1	Faculty-2 (Asst. Professors on contract)	50.00
2	Visiting/Guest Faculty	45.00
3	Operative Cost	30.00
	Total Recurring	125.00

Grand Total = Rs. 30 Lakhs (NR) + Rs. 125 Lakhs (R) = Rs. 155 lakhs


(Ajay Mohan Goel)

 
(A H Ansari)

Annexure 2

List of Institutions Recommended under the scheme of Community Colleges by Expert Committee during the interface meetings held from 16 – 23 May 2015

S.N.	Name of Institutions	Course Approved
Andhra Pradesh		
1.	Andhra Loyola College (Autonomous), Vijaywada-520 008, Krishna District, Andhra Pradesh.	Diploma (Medical Laboratory Technology)
2.	Government College (Autonomous), Central Jail Road, Rajahmundry, East Godavari District-533 001, Andhra Pradesh.	Diploma in Food Processing & Preservation
3.	Kakaraparti B.N. College, Vijaywada (AP)	Diploma (Printing Technology)
4.	Pithapur Rajah's College, Opposite Mclaurin High School, Kakinada, E.G. District, Andhra Pradesh-533 001	Diploma (Analytical Techniques in Pharmaceuticals)
5.	S.V.A. Government College (M), Pitchatur Road, Srikalahasti-517 644, Andhra Pradesh.	Diploma in Dress Designing
6.	Shree Velagapudi Ramakrishna Memorial College, Nagaram-542 268, Guntur (Dist.), Andhra Pradesh.	Diploma (Aquaculture)
Assam		
7.	Abhayapuri College, Abhayapuri, Dist. Bongaigaon (Assam)-783 384.	Diploma in BFSI
8.	Amguri College, P.O. Amguri, District Sivasagar-785 680, Assam.	Diploma (Beauty & Wellness)
9.	Assam University, Silchar, Assam	Diploma (Photography & Videography)
10.	Digboi College, P.O. Digboi, District Tinsukia, Assam-786 171.	Diploma (Computer Hardware & Networking)
11.	Dikhowmukh College, P.O. Bhorolua Tiniali, Sivasagar (Assam)-785 664.	Diploma (Healthcare)
12.	Haji Anfar Ali College, Nagaon, Assam	Diploma (Bamboo and Cane Manufacturing)
13.	Jawaharlal Nehru College, P.O. Boko, P.S-Boko, District Kamrup-781 123 (Assam).	Diploma (Food Processing & Preservation)

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Annexure 2

14.	Jorhat Kendriya Mahavidyalaya, Kenduguri, PO-Chnegeli Gaon, Dist-Jorhat-785010 (Assam)	Diploma (Tea Plantation & Management)
15.	L.T.K. College, P.O. Azad, District Lakhimpur-787 031 (Assam).	Diploma (Food Processing)
16.	Madhab Choudhury College, Barpeta, Assam	Diploma (Fish Breeding)
17.	Pub Kamrup College, Baithata Chariali, Dist. Kamrup, Assam-781 381.	Diploma in Organic Farming
18.	S B M S College, Sualkuchi, Dist. Kamrup, Assam	Diploma in Hardware & Networking
19.	Science College, P.O. & Dist. Kokrajhar, Assam-783 370.	Diploma in Computer Hardware & Networking
20.	Sibsagar Commerce College, District Sivasagar, P.O. Sivasagar,-785 640, Assam.	Diploma in Hospitality Management
21.	Sibsagar Girls College, Sivasagar Town P.O. Sivasagar, District Sivasagar, Assam-785 640.	Diploma in Beauty & Wellness
22.	Tezpur University, P.O. Napaam, Tezpur, Dist. Sonitpur, Assam-784 028.	Diploma in Paralegal Practice
Chandigarh		
23.	DAV College, Sector-10, Chandigarh	Diploma (Cosmetology & Beauty Care)
Delhi		
24.	Jamia Millia Islamia, M.M.A. Jouhar Marg, Jamia Nagar, New Delhi-110 025	Diploma in Refrigeration & Airconditioning
25.	Maharaja Agrasen College, Vasundhra Enclave, Delhi-110 096.	Diploma in Media & Entertainment (T.V. Programme & News Production)
Gujarat		
26.	C.P. Patel & F.H. Shah Commerce College, Anand, Gujarat-388 001.	Diploma in Event Management
27.	Pramukh Swami Sciences and H D Patel Arts College, Opp. Railway Station, Kadi, Dist-Mehasana (North Gujarat)-382715	Diploma in Ceramic Technology
Haryana		
28.	D.A.V. College for Girls, Jagadhri Road, Yamuna Nagar-135 001, Haryana	Diploma (Bakery and Confectionary)
29.	Central University of Haryana, Mahendergarh	Diploma (Biochemical Techniques)
30.	Guru Nanak Khalsa College, Near Fountain Chowk, City Centre road, Yamuna Nagar-135 001 (Haryana).	Diploma in Retail Management

SV

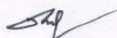
Ordinance No.XV

Annexure 3

**REVISED ORDINANCE RELATING TO PROGRAMMES LEADING TO THE
AWARD OF POST GRADUATE DEGREES / DIPLOMAS
(Approved by the Executive Council in its 22nd meeting held on 24/07/2015)**

1. Definitions of Key Words:

- 1.1 Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (Core, elective or soft skill courses). It provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.
- 1.2 Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.
- 1.3 Course: Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/seminars/term papers/assignments/presentations/self-study etc. or a combination of some of these.
- 1.4 Credit (c): A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 1.5 Credit Point: It is the product of grade point and number of credits for a course.
- 1.6 Grade Point (g): It is a numerical weight allotted to each letter grade on a 10-point scale.
- 1.7 Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.
- 1.8 Programme: An educational programme leading to the award of a Degree, Diploma or Certificate.
- 1.9 Credit Based Semester System (CBSS): Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- 1.10 Semester: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching.
- 1.11 Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various



courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

1.12 Cumulative Grade Point Average (CGPA): it is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

1.13 Transcript/ Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

2. Eligibility for admission:

A candidate may be admitted to the Master's programme if he/she has obtained a Bachelor's degree under 10+2+3 system recognized by the University, or a degree recognized as its equivalent, provided such a candidate has attained the minimum Eligibility/qualification at the time of admission as decided by the University from time to time.

3. Type of courses:

Each programme may have three types of courses, viz. Core courses, Elective courses and self-study/skill-based courses.

3.1. Core courses:

3.1.1. Core courses are those, knowledge of which is deemed essential for students registered for a particular Master's programme. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

3.1.2. Core courses shall be mandatory for all students registered for that Master's programme.

3.1.3. Core courses shall be spread over all the semesters of the programme.

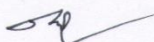
3.2. Elective courses:

Elective courses can be chosen from a pool of papers. These courses are intended to:

- allow students to specialize in one or more branches of the broad subject area; or
- acquire knowledge and skills in a related area that may have applications in the broad subject area; or
- bridge any gap in the curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, communication skills, etc.); or
- help pursue an area of interest to the student.

Students may also choose additional elective courses offered by the University to enable them to acquire extra credits from the discipline or across the discipline.

3.3 Self-study/skill-based Courses:



3.3.1 Self-study courses are optional, not mandatory. Being non-credit courses, performance of students in these courses shall be indicated as "satisfactory" or "unsatisfactory" instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

Note: A course (Core/Elective/Self-study/skill-based) may also take the form of a Dissertation/ Project work/ Practical training/ Field work/ Internship/ Seminar, etc.

4. Mobility Options and Credit Transfers: Students are open to avail vertical and horizontal mobility and can take courses of their choice, learn at their paces, undergo additional courses, acquire more than the required credits, and adopt an interdisciplinary approach to learning.

4.1 A student can even take the courses of other universities subject to equivalence of the core/elective courses and availability of seats, adopting due administrative process and formal consent of the university/universities. University shall constitute an Equivalence Committee for the purpose.

4.2 Student availing inter-university mobility shall remain the bonafide student of the University where he initially got admission and in case the candidate earns credit from a different university, the credits earned will be transferred to his/her parent university.

4.3 It is the responsibility of the student to assess the feasibility and practicality of vertical mobility (across universities) as it doesn't entitle a student to be exempted or relaxed from any of the requisites (sessionals, attendance, assignments, end-semester examinations, programme duration etc.) for the completion of the programme.

4.4 Mobility option should not be interpreted as inter-university migration.

4.5 Mobility across the disciplines is also subject to availability of desired elective course, faculty, infrastructure and no. of students (as fixed by the University/department from time to time) opting that elective course.

4.6 The mobility shall be permissible from Regular Mode to Regular Mode of learning only and can not be replaced by Open/Distance/Online in place of regular mode.

5. Credits:

Credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required completing the contents in a 15 week schedule. 2 hours of laboratory work/field work is generally considered equivalent to 1 hour of lecture.

- 1 credit - 1 hour of instruction per week (1 credit course - 15 hours of instruction per semester)
- 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of instruction per Semester)

A Core/elective courses may carry 3 to 4 credits; Self-study Course will not normally carry more than 3 credits. However, a dissertation/ project work/field work may carry up to 6 credits; and a semester-long dissertation/ project work/field work may carry up to 24 credits.

6. Course Coding:

Each course offered by a school/department is identified by a unique course code indicating school, department, programme, semester, course no., core (C) /elective course (E), Serial No. of the course, No. of credits attached to lectures, tutorials, practical and total number of credits for the course respectively.

For example, the course code for fifth core course of the first programme in the second semester in department of Chemistry under the school of Chemical Sciences carrying 4 credits (3 lectures and one practical) may be- SCS CHEM 01 02 05 C 3014. However, the concerned Board of Studies/School Board may recommend a specific course codification pattern for the approval of the Academic Council.

7. Duration of programme:

The minimum duration for completion of a one-year Post Graduate Diploma programme shall be two consecutive semesters (one odd and one even semester), for a two-year Master's programme in any subject there shall be four consecutive semesters (two odd and two even semesters) and for a three-year Master's programme, there will be six semesters, i.e. three odd and three even semesters. *The maximum period for completion shall be four semesters, six semesters and eight semesters respectively.*

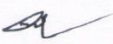
Provided that a semester or a year may be declared by the Academic Council zero semester or zero year in the case of a student if he/she could not continue with the academic work during that period due to illness and hospitalization, or due to accepting a foreign scholarship/fellowship, subject to fulfilment of requirements laid down in this respect by regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

8. Student Advisor:

The Department in which the student gets admitted shall appoint an Advisor for him/her from amongst the members of the faculty concerned. All faculty members of the department shall function as Student Advisors and shall have more or less equal number of students. The Student Advisor shall advise the student in choosing courses and render all possible support and guidance to the student.

9. Course Registration:

- 9.1 Registration of courses is the sole responsibility of a student. No student shall be allowed to do a course without registration, and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date fixed by the University.
- 9.2 Every student has to register in each semester (in consultation with his/her Student Advisor) for the courses he/she intends to undergo in that semester by applying in the prescribed proforma in triplicate, duly signed by him/her, the Student Advisor and the Head of the Department, within the deadline notified for the purpose by the University.
- 9.3 Late registration may be permitted by the Dean of the faculty up to a maximum of two weeks after the commencement of the semester on payment of prescribed late registration fee.



- 9.4 A student shall register for a minimum of 15 credits and can register for a maximum of 24 credits in a semester, unless it is specified otherwise by the University for a programme of study/course.
- 9.5 Withdrawal from a course shall be permitted up to two weeks from the date of registration, provided the courses registered after withdrawal shall enable the student to earn a minimum of 15 credits. Withdrawal from a course shall not be allowed for those who had late registration.
- 9.6 A student shall be allowed to add a course or substitute a course for another course of the same type (core, elective or self study/skill-based) for valid reasons with the consent of the Student Advisor not later than two weeks from the date of commencement of the semester.
- 9.7 If a student registers for more elective courses than prescribed in the programme, while calculating the Semester/Cumulative Grade Point Average only the prescribed number of elective courses prescribed for the programme of study shall be included in the descending order of the grades obtained by him/her.
10. Examination and Assessment:

The sessional work and the end semester examination shall have the weightage of 40% and 60% respectively.

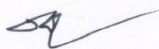
10.1 Sessional Evaluation:

- 10.1.1 Sessional evaluation shall be done on a continuous basis, taking into account the student's class performance, fulfillment of assignments and performance at the two compulsory sessional tests to be conducted in a semester. For uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all faculty members. There shall be minimum two sessional tests and one end-semester examination in each course during every semester.
- 10.1.2 Sessional Test 1 shall be held during the sixth week of the semester for the syllabi covered till then.
- 10.1.3 Sessional Test 2 shall be held during the twelfth week for the syllabi covered between seventh and twelfth week.
- 10.1.4 Sessional tests may employ one or more assessment tools such as objective tests, assignments, paper presentation, laboratory work, etc. suitable to the course.
- 10.1.5 The pattern of assessment of sessional work, including the weightages to be given to different elements like class performance, assignments and the sessional tests, for each course shall be prescribed by the School Board on the recommendation of the Board of Studies of the Department concerned and shall be made known to the students at the commencement of each semester.
- 10.1.6 In special circumstances, a student can be allowed to repeat one sessional test, if his/her application in this regard is considered by the Head of the Department.
- 10.1.7 The 40% weightage allotted to sessional work shall consist of 50% for class performance and assignments and the remaining 50% for



the two compulsory sessional tests i.e. 15% weightage to each compulsory sessional assignment/test out of total 40% weightage assigned to sessional assessment. Out of the total 40% weightage for sessionals, maximum 10% weightage may be assigned to overall participation of the student during the semester. Depending upon the nature of the course, the division of the weightage of sessional marks may be defined accordingly by the concerned School Board.

- 10.1.8 A student clears the sessional work in a course if he/she has participated in the sessional work and secured P or higher grade in it.
- 10.1.9 A student is required to qualify sessionals and end-semester examinations separately with minimum 'P' grade. A student can appear in end-semester examination provided he/she has qualified requirements of sessional assessment with minimum 'P' grade.
- 10.2 End-Semester Examination:
- 10.2.1 End semester Examinations covering the entire syllabus prescribed for the course and carrying 60% of weightage shall be conducted by the examination branch in consultation with the Dean of the concerned School.
- 10.2.2 Examiners or Board of Examiners shall be appointed for each course by the School Board on the recommendation of the Board of Studies of the Department concerned.
- 10.2.3 The distribution of weightage for the valuation of semester-long project work/ dissertation shall be:
- i) Periodic presentation : 20%
 - ii) Concise dissertation : 60%
 - iii) Viva voce : 20%
- Or as decided by the School Board on the recommendations of the Board of Studies of the Department concerned.
- 10.2.4 Hall tickets/admit cards shall be issued to the student on the recommendations of the Head of the Department on submission of the following documents by the student:
- I. Certificate indicating fulfilment of the requirements of sessional evaluation including sessional tests, attendance, assignments etc. (to be issued by the HOD)
 - II. No dues certificate on the prescribed format
- 10.3 Letter Grades and Grade points: Absolute Grading system shall be adopted to grade the students.
- 10.3.1 Under the absolute grading system, marks are converted to grades based on pre-determined class intervals.
- 10.3.2 In the End-semester theory or practical examinations, examiners shall award the marks and these marks will be further converted into grades/grade points by the examination branch in accordance with the provisions of the ordinance.



10.3.3 Detailed Marks Sheet issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.

10.3.4 University shall adopt the 10-point grading system with the letter grades as given under:

Letter Grade	Grade Point	ClassInterval (in %)
O (outstanding)	10	90 and above
A+ (excellent)	9	75 and < 90
A (very good)	8	60 and < 75
B+ (good)	7	55 and < 60
B (above average)	6	50 and < 55
C (average)	5	45 and < 50
P (pass)	4	40 and < 45
F (fail)	0	< 40
Ab (absent)	0	Absent

Note:

- I. F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination
- II. Minimum qualifying marks for a course or programme is 40% i.e. 'P' grade.
- III. 'B' grade is 50 % or less than 55%
- IV. 'B+' grade is 55 % or less than 60%
- V. Students shall have to qualify the sessionals (tests, assignments, attendance, presentations etc.) and end-semester examinations separately and the student failing to qualify either of the components shall not be considered as qualified in any case. However, student failing to qualify the sessionals shall not be permitted to take the end-semester examinations.
- VI. Students shall be allowed to improve their grades during the maximum duration of the programme of study
- VII. There shall be no rounding of SGPA/CGPA.
- VIII. The SGPA/CGPA obtained by a student is out of a maximum possible 10 points.
- IX. A student in order to be eligible for the award of the Master's degree of the University must have obtained CGPA of 4 at the end of the programme.
- X. Provided that students who are otherwise eligible for the award of the degree/diploma but have secured a CGPA less than 4 at the end of the permissible period of semesters may be allowed by the Department/School concerned to repeat the same course/s or other courses of the same type in lieu thereof in the two extra semesters provided in clause 7 on "Duration of Programme".



The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following divisions:

CGPA	Class/ Division
10	Outstanding
9 and above, but less than 10	First Class with distinction
8 and above, but less than 9	First
7 and above, but less than 8	High Second
6 and above, but less than 7	Second
4 and above, but less than 6	Third

10.4 Assessment:

10.4.1 The assessment of the theoretical component towards the end of the semester shall be undertaken by the examiners from within the university. These examiners may be appointed by the concerned Board of Studies on the basis of the specialisation of the faculty. In such courses, suitable eligible faculty shall be assigned the responsibility of setting of the question papers and the evaluation of the answer scripts by the concerned HOD.

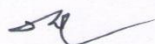
10.4.2 In case of the practical component of core courses, assessment shall be jointly carried out by the internal and external examiners. For the assessment of practical component, half of the examiners in the team shall be invited from outside the University from amongst the panel of examiners (not below the rank of Associate Professor) approved by the competent authority.

10.4.3 In case of the project reports/thesis/dissertation etc. the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (not below the rank of Associate Professor) approved by the competent authority.

10.5 Re-appear/Improvement of Grades:

10.5.1 Re-appear Examination: Students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those examinations where they couldn't score 'P' grade in the two extra semesters provided in clause 7 on "Duration of Programme" with the following provisions:

10.5.1.1 A student with "F" Grade in a course shall be permitted to repeat/reappear in the End-Semester Examination of the Course for maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat / reappear in the End Semester Examination for a maximum of three times (including



the first appearance), along with the subsequent End Semester Examinations.

- 10.5.1.2 If a student secures "F" Grade in a Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc. as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report/ Training Report etc. for a maximum of three times (including the first submission).
- 10.5.1.3 Such students will avail the chance to re-appear only within the maximum duration of the programme.
- 10.5.1.4 Re-appear examination of even semesters will be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters will be conducted with the end-semester examinations of odd semesters.
- 10.5.1.5 Re-appear examinations will be based on the Syllabi of the course/programme in force at-the time of initial registration to the course/programme.
- 10.5.1.6 Students who have got the migration certificate issued from the university shall not be allowed to re-appear.
- 10.6 Re-evaluation/re-checking: Students may apply for reevaluation/rechecking of their answer scripts within thirty days of the official display/declaration of the result.
- 10.6.1 For re-evaluation/rechecking of the answer scripts, students shall have to apply on the prescribed format available on University website/examination branch of the University along with the original DMC or copy of the result and demand draft of Rs. 1000/- for each course drawn in favour of Registrar, Central University of Haryana.
- On re-evaluation, decreased/increased grades/awards will be considered as final but in case the increase is more than 10% of the actual marks scored by the student in the first attempt, his/her script shall be sent to third examiner and the average of the score awarded by the second and third examiners shall be considered as the final score.



10.7 Minimum Credit requirements:

10.7.1 For a one-year Post Graduate programme, the credit requirements for the award of the Post Graduate Diploma shall be 40 credits ($\pm 10\%$), including a minimum of 9 credits from elective courses (of which at least 3 credits shall be from elective course offered by another Department).

10.7.2 For a two-year Master's programme, the credit requirements for the Master's degree shall be 80 credits ($\pm 10\%$), including a minimum of 18 credits from elective courses (of which at least 6 credits shall be from elective courses offered by other Departments).

10.7.3 For a three-year Master's programme, the credit requirements for the Master's degree shall be 120 credits ($\pm 10\%$), including 27 credits from elective courses (of which 9 credits shall be from elective courses offered by other Departments).

11. Computation of SGPA and CGPA:

University follows the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

11.1 The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

11.2 The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} semester and C_i is the total no. of credits in that semester.

11.3 The SGPA and CGPA shall be rounded off to 2 decimal points.

12. Illustration of the computation of SGPA and CGPA:

12.1 Illustration of SGPA computation:

Course	Credit	Grade Letter	Grade Point	Credit Point
Course I	3	A	8	3 x 8=24
Course II	4	B+	7	4 x 7= 28
Course III	3	B	6	3 x 6= 18
Course IV	3	O	10	3 x 10=30
	Total credits for the semester=13			Total Credit points earned= 100

Thus SGPA= 100/13= 7.69

12.2 Illustrations for CGPA:

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA: 8.0

$$\text{Thus, CGPA} = \frac{(20 \times 6.9) + (22 \times 7.8) + (25 \times 5.6) + (26 \times 6.0) + (26 \times 6.3) + (25 \times 8.0)}{144} = 6.73$$

144

12.3 Transcript (Format): Based on the above, letter grades, grade points and SGPA and CGPA, Transcripts/DMCs shall be issued for each semester and a consolidated transcript indicating the performance in all semesters.

13. Removal of name of a student from the programme:


13.1. The name of a student falling under the following categories shall automatically stand removed from the rolls of the University:

- (a) A student who fails to fulfil the minimum grade point requirements prescribed for the programme during the maximum duration of the programme.
- (b) A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the degree / diploma.
- (c) A student who is found involved in misconduct/forgery/indiscipline or offensive conduct upon recommendation of the Discipline committee/Proctorial Board.
- (d) A student who fails to attend 75% of classes. However, in special circumstances, considering the merit of the case on the recommendations of the department, Vice Chancellor may relax the condition by 15%.

13.2. The School Board, on the recommendation of the Board of Studies of the Department concerned, may remove the name of a student from the programme of study if-

- (a) He/ she fails to clear at least 50% of the prescribed core courses at the end of the 1st semester.
- (b) He / she has still to clear courses which cannot possibly be cleared within the maximum duration of the programme or in the remaining period of the programme which he/ she is allowed to register for the normal load in the said period.
- (c) He/she fails to qualify the sessional requirements (sessional tests, attendance, assignments etc.) and end-semester examinations of the minimum required courses (core or elective) separately.

13.3. Indiscipline and Unfair Means in Examinations: There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination.



Non adherence to such instructions shall attract disciplinary action. Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Indiscipline, Unfair practices and Unfair means relating to examination shall mean and include:

14.1 Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination

14.2 Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator / Centre Superintendent.

14.3 Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.

14.4 Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination

14.5 Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile / cell phones / electronic aids, unless otherwise permitted as a component of examination and/or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall,

14.6 Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.

14.7 Attempts of impersonation including writing some other candidate's registration number / roll number in the answer paper and/or Exchanging or attempting to exchange answer sheets or other materials during the course of examination.

14.8 Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator.

14.9 Boycott / walkout of the examination and or causing disturbances of any kind during the conduct of examination.

14.10 Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations.

14.11 Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing.

14.12 The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.

14.13 In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent.

The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall

send both the answer-books to the Controller of Examinations along with his/her report.

14.15 All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee.

15. ~~For programmes approved by the Academic Council, if a regulation is issued~~ by the Academic Council, and is at variance with the provisions of this ordinance, then the regulations of the Academic Council shall prevail pending amendment in the Ordinance.

15.1 Notwithstanding what is contained in the foregoing clauses of this Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Board of Studies of the Department and the School Board as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA requirements.

15.2 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision, after obtaining the opinion/advice of a Committee consisting of any or all of the Deans of the Schools. The decision of the Vice Chancellor shall be final.



Annexure 2

Ordinance No.X.

Ordinance relating to the Empanelment of Adjunct Faculty and appointment of Consultants
(Approved by the 22nd meeting of the Executive Council held on 24/07/2015)

1. Empanelment of Adjunct Faculty

1. (a) The University may appoint Adjunct Faculty to attend the following objectives:

- (i) To develop a useful and viable collaboration between institutions and industry and enhancing quality of education and skills by involvement of academicians, scholars, practitioners, policymakers and skilled professionals in teaching, training, research and related services on regular basis;
- (ii) To attract distinguished individuals who have excelled in their field of specialization like science and technology, industry, commerce, social research, media, literature, fine arts, civil services and public life into the academic arena, to enrich the overall learning processes by bringing external perspectives to regular teaching. Such interactions are expected to foster trans-disciplinary approach and synergize the outside 'real world' experience with the inside intellectual pursuits in the university;
- (iii) To promote the interaction of skilled professionals with the learners and facilitate the imparting of industry relevant standards in skills, acceptable nationally, which could fulfill the need for skilled workforce and also to undertake R&D in the areas related to skill education & development, entrepreneurship and employability *etc*;
- (iv) To enable higher educational institutions to access the eminent teachers and researchers who have completed their formal association with the university/college, to participate in teaching, to collaborate and to stimulate research activities for quality research at M. Phil and Ph. D. levels; and to play mentoring and inspirational role;
- (v) To recognize the skills of professionals in their respective areas of excellence irrespective of their academic qualifications to impart training to the learners of skill based vocational courses in Universities and Colleges.

1 (b) Target Groups:

Professionals, experts, officials and managers having experience of working in:

- (i) Teaching and research organizations supported by bodies like ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, *etc*.
- (ii) Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.
- (iii) Civil servants (IAS / IPS / officials from Central and Provincial Services) and professionals & officials from professional councils and statutory bodies like UGC and AICTE, both serving and retired;

- (iv) Skill training providers recognized by National Skills Development Corporation and / or Sector Skill Councils in their respective area for skills education and training;
- (v) NRIs and PIOs working with overseas academic, research and business organizations or having a demonstrated interest in Indian issues.
- (vi) Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.

1. (c) Engagement Modalities:

(i) Qualifications:

Candidate for adjunct faculty should satisfy the following norms:-

- **For Conventional Higher Education Courses:**

--Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory councils from time to time. **OR**

--A person of eminence with or without a postgraduate or Ph.D. qualifications.

- **For Skill based Courses:**

- i) Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. **OR** ii) Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role.

They are also expected to have an understanding of industry requirements, National Occupational Standards (NOSs) and Assessment & Certification for skills.

In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.

(ii) Selection Criteria:

Adjunct Faculty will be appointed by the competent authority based on the recommendation of the Selection Committee comprising of the following.

- Head of the Institution or his nominee (Chair).
- Head of the concerned Department.
- Dean (Academic / Research) in case of university / senior most faculty in case of college.
- Atleast One External Expert (Nominated by head of the institution).

OR

Representative of Sector Skill Council / Industry Associations (for skill based courses).

- Registrar / Vice-Principal / Bursar or equivalent person (Convener).

If the Selection committee recommends the case, the same would be forwarded to the competent authority for consideration and necessary approval. The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time.

1. (d) Roles and Responsibilities:

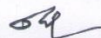
The empanelled adjunct faculty is expected to undertake following assignments:

(i) **Teaching:**

- **Conventional Higher Education Courses:** Adjunct faculty will be expected to teach courses directly related to his specific expertise and professional experience or the areas of his specialization. He may also contribute to the institution's activities like counselling of students, developing new course(s) and pedagogical improvements.
- **Skill based Vocational Courses:** The core courses pertaining to specialized skills / trades may be imparted by the adjunct faculty from industry, Sector Skill Councils approved trainers or other persons with appropriate skill proficiency. Such faculty, imparting education and training to learners in skill based courses, should have relevant NSQF qualifications, preferably certified by the relevant Sector Skill Council.
- **Research Courses:** Adjunct faculty may also be involved in the M.Phil. / Ph.D. coursework based on his professional and research proficiency adjudged by the concerned institution.

(ii) **Training:** Adjunct faculty will be expected to facilitate the setting of workshops and labs, providing hands on training in the relevant domain areas, development of soft skills, and focus on ensuring competency based learning outcomes among students.

(iii) **Research:** Adjunct faculty is expected to interact with and supervise the research students in the area of his specialization or professional proficiency. However, there should be preferably one core faculty member associated as Supervisor / Cosupervisor for smooth induction and coordination of academic procedures. The adjunct faculty may lack a traditional academic background in such case, they are not expected to contribute to the institution's research and creative mission by participating in traditional scholarly activities (*i.e.* they are not expected to conduct independent research and/or publish in peer-reviewed journals). Instead, he may participate by advising faculty on their research projects, serving as a liaison between the institutions and industry or government entities to identify research and/or funding opportunities or by working with faculty to identify research projects that would benefit private industry and/or government entities.



- (iv) **Services:** Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on departmental committees, serving as advisors to faculty and/or undergraduate and post graduate students, helping students network, and active collaboration with the industry / employer providing internship and job opportunities.

1. (e) Costs and Honorarium :

- (i) Adjunct faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back, maximum six (06) times per academic year. No reimbursement for hiring accommodation will be permissible. However, she/he will be provided free lodging and boarding in the Guest House.
- (ii) She/he will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 80,000/- (Rs. Eighty Thousand Only) per month. The Adjunct Faculty will work at the host institution for a minimum of 02 days per visit.

1. (f) Monitoring :

At the end of assignment, every Adjunct Faculty will submit a 'performance report' to the host University / College with a copy to the University Grants Commission. The performance report, may be considered for his continuation / renewal of next tenure.

2. Appointment of Consultants:

Consultant will be appointed through the Selection Committee as per provision in clause 4.1 & 4.2 of above guidelines.

The honorarium & other terms and conditions of appointment will be as decided by the Executive Council.

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