

## **ORDINANCES**

**Section 30, Career Point University, Kota, 2012 (Act No. 13 of 2012)**

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**DRAFT ORDINANCE NO: 1**

**ADMISSION OF STUDENTS TO THE UNIVERSITY  
AND THEIR ENROLLMENT  
(Section 30 (a), the Career Point University, Kota Act No. 13)**

1. Application form for admission to the various programmes offered by University shall be as prescribed by the Academic Council of the University from time to time.
2. The last date for the receipt of applications for admission to various Faculty/School of the University shall be fixed each year by the Academic Council.
3. The last date for admission to the Faculty/School of the University shall be fixed each year by the Academic Council.
4. The number of students to be admitted in the Faculty/School of the University in the coming session shall be prescribed each year by the Academic Council.
5. Admission of students shall be made strictly on the basis of merit adjudged through All-India Common Entrance Test wherever applicable or through university entrance test aimed at assessing knowledge, comprehension and aptitude of the student to pursue higher studies through written test/ viva/ group discussion/ personal interview or a combination of these.
6. However, provided that in case of courses where the intake of students is small, admission shall be made on the basis of the merit adjudged through the marks obtained in the qualifying examination. The decision to this effect will be taken by the Academic Council on the recommendation of the Faculty/School Board.
7. The Entrance Examination shall be held at such places as notified by the University from time to time.
8. Question paper(s) for entrance examination(s) shall be set by expert(s) appointed by the Vice Chancellor/President.
9. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent to be appointed by the Controller of Examinations, whose instruction on the conduct of examination shall be final and binding.
10. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination.
11. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee for such further action as the Committee may deem fit.

12. Relevant provisions aimed at maintenance of discipline during entrance examinations of the relevant Ordinance shall be applicable to entrance examinations wherever applicable.
13. Admissions to the various programmes of studies shall be made by the Admission Committee of the concerned Faculty/School comprising of the Dean as Chairman, Heads of the Departments as members, two nominees of the Vice Chancellor/President out of which one nominee shall represent the reserved categories.
14. The eligible student can be allowed to give lateral entry (Admission in Second Year) in some courses as per norms of University Grant Commission (UGC), All India Council for Technical Education (AICTE), Board of Technical Education, Rajasthan(BTER), or concern agency.
15. The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee and approved by the Academic Council.
16. Minimum qualifications for admission to the programmes in various Department/ Centre shall be prescribed by the Academic Council in consultation with the Dean of the Faculty/School/ Heads of the Department/ Centre each year, subject to the concessions provided for by the regulations.
17. In case of a tie I bracketed score in the marks scored in the entrance test, the marks obtained in the qualifying exam will be taken in consideration for deciding merit.
18. Only such candidates who have passed an examination of an Indian University/Board established or recognized by State/ Central governments or such other examination as has been recognized equivalent by State/ Central governments/University shall be considered for admission.
19. Seats in university shall be reserved for various categories of students as per the norms of government and regulation of the university.

Provided that nothing in this section shall be deemed to prevent the University from making special provisions for admission of women, persons with disabilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens and good credentials in academic or co curricular field. Provided further that no such special provision shall be made on the ground of domicile.

20. The commencement of classes for all courses, other than professional courses, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.

21. The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by national regulatory bodies from time to time.
22. A candidate shall be admitted to the programme in a Faculty/School on his/ her enrollment as a student of the University after paying the fee prescribed by the University.
23. If at any time it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission his/her name shall be removed from the rolls of the University.

**24. Eligibility for admission:**

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

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**DRAFT ORDINANCE NO: 2**

**COURSES OF STUDY TO BE LAID DOWN FOR THE DEGREES,  
DIPLOMAS AND CERTIFICATES OF THE UNIVERSITY  
(Section 30 (b), the Career Point University, Kota Act No. 13)**

1. There shall be courses of study in the University for the Degrees, Diplomas and Certificates in various Faculty/ School/ Department/ Institute as decided by the University on the recommendation of Academic Council and approved by the competent body from time to time.
2. The syllabi and the regulations in respect of all the courses shall be framed by the respective competent bodies of the University, i.e. Board of Studies, Academic Council and Board of Management.

In addition to the above the Academic Council shall have the power to introduce, modify or discontinue a programme on the recommendations of the concerned Faculty/School Board with the approval of Board of Management.

3. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Board of Management on recommendation of the Academic Council from time to time.
4. The Degrees/ Diplomas/ Certificates and the minimum eligibility conditions of other Universities/ Institutions/ Boards which have been recognized by the University shall be accepted for admission to the respective academic programme of Career Point University.

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**DRAFT ORDINANCE NO: 3**

**AWARD OF UNDERGRADUATE/ P.G. DEGREES AND DIPLOMAS/  
P.G. DIPLOMAS & CERTIFICATES OF THE UNIVERSITY  
(Section 30 (c), the Career Point University, Kota Act No. 13)**

1. All the courses of study leading to award of respective Degrees/Diplomas/Certificates shall be conducted by the School/Faculty/Department/Centre established by the University and its colleges/institutes.
2. **Duration of the course:**
  - i. The duration of the Undergraduate course shall be three/ four years spread over six/eight semesters.
  - ii. The duration of Postgraduate course shall be two/ three years spread over four/six semesters.
  - iii. B.Tech./M.Tech. and other professional/technical courses shall be governed as per the norms of AICTE/NCTE/PCI/MCI/DCI/BCI and other regulatory bodies as issued and amended from time to time.
  - iv. The university may start dual degree integrated course like B.Com+M.Com, B.Tech.+M.Tech. etc as per norms and duration allowed by the Academic Council.
  - v. M.Phil. and Ph.D. programmes shall be governed as per UGC norms & regulations (2009) as issued and amended from time to time.
  - vi. The duration of the Certificate & Diploma Programmes shall be as determined by the University and approved by the Academic Council from time to time.
  - vii. A student shall be required to attend the classes regularly to the satisfaction of the School/Faculty/Department/Centre and such seminars, sessional and practicals as may be prescribed.

Provided that the Dean of the School/Faculty concerned on the recommendations of the Head of the Department/Centre may condone the shortage in attendance for valid and convincing reasons.

Provided, further that students deputed by the University to take part in the extra co-curricular events workshops, industrial internship, projects etc be given a concession, if necessary, in addition to the relaxation in the attendance requirement as provided above.

Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students Welfare.

**3. Courses of study and framing of the Syllabi:**

- i. The courses in a subject of study shall be those approved by the Academic Council, on the recommendations of the School/Faculty Board/Board of Studies of the Department/Centre concerned.
- ii. The syllabus/ course structure for the programme of study shall be as approved by the Academic Council on the recommendations of the School/Faculty Board/ Board of Studies of the Department/ Centre concerned, in conformity to norms and standards prescribed by the respective regulatory bodies as issued and amended from time to time.

**4. Removal of Students from the Courses**

The Dean of the School/Faculty on a reference from a Department or Centre, may recommend to the President, the removal of a student from a course on the basis of unsatisfactory academic performance and or misconduct (as defined in the Regulations/ Rules framed by the University Authority and amended from time to time) .

**5. Conferment of Honorary Degrees**

The Board of Management may, on the recommendation of the Academic Council and by a resolution passed by a majority of not less than two-third of the members present and voting, make proposals to the Chairperson for the conferment of Honorary Degrees.

The following Honorary Degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or extraordinary services to the cause of education or society, a fit and proper person to receive such Degree(s):

Doctor of Laws	(LL.D.)
Doctor of Literature	(D.Lit.)
Doctor of Letters	(D.Lit.)
Doctor of Science	(D.Sc.)

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

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**DRAFT ORDINANCE NO: 4**

**CONDITIONS FOR AWARD OF FELLOWSHIPS, SCHOLARSHIPS,  
STIPENDS, MEDALS AND PRIZES**

**(Section 30 (d), the Career Point University, Kota Act No. 13)**

1. In order to promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Academic Council shall award Prizes/Medals/Scholarships to be instituted either by the University or through endowment /grants of donors. The norms and conditions for the institution of such Scholarships/ Prizes/Medals shall require approval of the Board of Management.
2. There shall be instituted Scholarships in every department to be awarded to the students of the University/Institutions subject to the availability of funds. Rules for award of the same will be laid down in the regulations.
3. There shall be fee concession in tuition fee to meritorious students on means basis in each Faculty/School and teaching Departments as decided by the University from time to time.
4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every department will be awarded Scholarship, the quantum of which shall be decided by the University from time to time.
5. Students leaving the institute on their own accord without completing the course / programme of study may be required to refund the amount of scholarship received during that year.
6. No student can receive two scholarship simultaneously.
7. Scholarship shall not be paid after the month in which a student completes all the enrolled / registered courses.
8. 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.
9. There shall be a scheme to award medals/ prizes to the meritorious students of the University/ Institutions (wherever applicable) for their best performance in various University examinations.
10. The University shall have power to institute endowments from time to time in accordance with the provisions of Career Point University, Kota, Act No. 13.
11. There shall also be a Committee constituted by the Vice-Chancellor/President for administration of each endowment and to implement the objects of the endowment.

**12.** Detailed guidelines shall be framed from time to time by the Board of Management governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.

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**DRAFT ORDINANCE NO: 5**

**MEDIUM OF INSTRUCTION AND CONDUCT OF EXAMINATIONS  
(Section 30 (e), the Career Point University, Kota Act No. 13)**

1. The medium of instruction in respect of all courses conducted in the Faculty/ School/ Centre/ Department admitted to the privileges of the University shall be either in English or Hindi as decided by Board of studies and approved by Academic council, except in cases of studies/research in Languages.
2. Examinations of the University, other than the doctorate examination shall be open to eligible students, i.e. such students who have undergone a course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.
3. All examinations of the University (except entrance examinations) shall be conducted at at such places as notified by the University from time to time through internal assessment by the faculty members concerned. The format and timing of continuous internal assessment shall be decided by the concerned faculty member and the format and timing of the semester examinations shall be decided by the Faculty/School Board.
  - i. Provided however that all semester examinations for different Department / Centre in a Faculty/School shall normally be conducted in a commonly agreed time frame.
  - ii. Provided further that the Heads of Departments concerned shall prepare the question bank for the entrance examinations to be forwarded to the Controller of Examinations through the Dean of the Faculty/School concerned. The Controller of Examinations shall set the question paper from the question banks received in confidential manner and conduct the entrance examination.
4. Question papers of all examinations shall be set and answered in English language subject to the following conditions:
  - i. Question papers of all examinations in languages shall be set and answered in the languages.
  - ii. Provided that candidates appearing at an examination in languages other than English may be permitted to answer a part of the question paper in English and the rest in the language concerned.

## 5. DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS

### I. University Semester Examinations

- i. The semester examinations shall be held under the general supervision of the Head of Department by the faculty/school member concerned. He/she shall be responsible for the fair and orderly conduct of the examination.
- ii. In case of detection of unfair means as specified in clause 1 of General Guidelines below), the same shall be brought to the notice of the Head of department concerned who shall submit a full report of the same to the Dean concerned for further action specified under clause 5 of the General Guidelines below.

### II. Entrance Examinations

- i. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination for that session.
- ii. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee in terms of clause 4 of General Guidelines below.

The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor/President as provided under **Clause 7**.

- iii. Every day, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his / her identification card and hall ticket with him/her.

### III. General Guidelines

- i. **Use of unfair means:** A candidate shall not use unfair means in connection with any examination. The following shall be deemed to unfair means:
  - a. Found in possession of incriminating material related / unrelated to the subject of the examination concerned.

- b. Found copying either from the possessed material or from a neighbour
- c. Inter-changing of answer scripts.
- d. Change of seat for copying.
- e. Trying to help other candidates.
- f. Found consulting neighbors
- g. Exchange of answer sheets or relevant materials.
- h. Writing some other candidate's register number in the main answer paper.
- i. Insertion of pre- written answer sheets (main sheets or additional sheets)
- j. Threatening the invigilator or insubordinate behaviour as reported by the Chief Superintendent and / or Hall Superintendent.
- k. Consulting the invigilator for answering the questions in the examination.
- l. Cases of impersonation.
- m. Mass copying.
- n. Using electronic devices for the purpose of malpractice.
- o. Any other unfair mean as decided by Academic Council

The Board of Management may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

- ii.** If the Vice-Chancellor/ President are satisfied that there has been mass-scale copying or use of unfair means on a mass-scale at particular centre(s), he may cancel the examination of all the candidates concerned and order re-examination.
- iii.** Where the invigilator in-charge is satisfied that one third (1/3) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.
  - a. The Chief Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered 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.
  - b. A candidate shall not be forced to give a statement but the fact of his/ her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.
  - c. A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-

book. The answer-book in which the use of unfair means is suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.

- d. All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material

**iv. Examination Discipline Committee**

- a. All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor/ President.
  - b. The Committee shall consist of five members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairman from amongst them by the Vice Chancellor/ President.
  - c. A member shall be appointed for a term of two years, and shall be eligible for reappointment.
  - d. Three members present shall constitute the quorum.
  - e. Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members cannot reach a consensus, the case shall be referred to the Vice-Chancellor/ President, whose decision shall be final.
  - f. All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor/ President for approval.
  - g. A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor/ President, in writing for a review of the case. If the Vice- Chancellor/ President is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.
- v. The Examination Discipline Committee may recommend one of the following punishments for cases of unfair means.

Nature of unfair means	Scale of Punishment
If the candidate has used unfair means specified in sub-Clause (a) to (g) of Clause 3	Cancel all the University Examinations registered by the candidate in that session.

<p>If the candidate has repeated the unfair means shown at 3(a) to (g) a second time.</p>	<p>Cancel the University Examination of all subjects registered by the candidate in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session)</p>
<p>If the candidates has repeated the unfair means shown at 3(a) to (g) third time.</p>	<p>Cancel the University Examination of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.</p>
<p>If the candidate used unfair means in sub Clause (h) of Clause</p>	<p>Cancel the University Examinations of all subjects registered by the candidate during that semester only.</p>
<p>If the candidates used unfair means in sub Clause (i) of Clause</p>	<p>Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two subsequent examination sessions.</p>
<p>If the candidates use unfair means in sub Clause (j) of Clause 3.</p>	<p>Cancel the University Examinations of all subjects registered by the candidate for hat session and debar him/her for two years from registering and appearing for the University Examination.</p>
<p>If the candidates used unfair means in sub Clause (k) of Clause</p>	<p>Cancel the examination of all subjects registered by the candidate for that session.</p>
<p>If the candidates used unfair means in sub clause (l) of Clause</p>	<p>Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover,  relevant legal action shall be initiated if an outsider is involved.</p>

<p>If the candidates used unfair means in sub Clause (m) of Clause 3.</p>	<p>ix) <b>a)</b> In the Single Hall : Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc. for the next six examination sessions.</p> <p><b>b)</b> In a Centre: Cancel the relevant examination taken by the students of the centre. Debar the Hall Superintendents and the Chief Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination centre for two years.</p>
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6. **AWARD OF GRADES:**The Academic Council on the recommendation of Board of Studies and faculty board shall frame the various rules and regulations for evaluation the continuous performance of the students.
7. **APPOINTMENT OF EXAMINERS, MODERATORS & PAPER SETTERS:** The panels of Paper Setters, Moderators of question papers and Examiners except for Ph.D. programme shall be drawn up by the respective Board of Studies and the same be scrutinized by the concerned School/Faculty Board. The scrutinized panel(s) shall be placed to the Academic Council and then to the Board of Management for approval. The Board of Management may authorize the President to select the Moderators, Examiner(s), Paper Setter(s), from the panel so approved by the Academic Council and the Board of Management.
- i. The Examiners for the Ph.D. programme shall be appointed by the President from the panel of examiners approved by the Academic Council and the Board of Management on the recommendations of the concerned School/Faculty Board.



- ii.** The Moderation Board consisting of the following members shall moderate the question paper on each subject of studies:
  - a.** Head of the Department/Centre.
  - b.** Not less than one and not more than two members appointed from the approved list of Moderators.
- iii.** If more than 50% of a question paper is changed by the Board of Moderators, the reason for the same is required to be recorded by the Board of Moderators and the fact is required to be brought to the notice of the President who may order action, as deemed fit, against the particular Paper Setter.

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**DRAFT ORDINANCE NO: 6**

**FEES TO BE CHARGED FOR THE COURSE, EXAMINATION,  
DEGREES AND DIPLOMAS**

(Section 30 (f), the Career Point University, Kota Act No. 13)

1. The Board of Management on the recommendations of the Academic Council shall, from time to time, prescribe the fees payable by the student.
2. Students admitted to various programmes of studies shall pay the fees as prescribed.
3. **Due date and mode of payment:**
  - i. The students shall deposit fees as prescribed by the University from time to time.
  - ii. Fees shall be paid on or before the date fixed by the University.
4. **Delay or default in payment:**
  - i. If a student does not pay fee before due date, a fine shall be levied. The late fee charges will be decided by the president.
  - ii. The Vice-Chancellor/President, on his/ her behalf any other officer to whom this 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 setting for 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 shall be removed from the rolls of the University after one month of due date for fee deposition.
  - 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 Faculty/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 Faculty/School concerned through the Head of the Department/Centre intimating the date of his/ her withdrawal. If he fails to do so, his I her name shall continue to be kept on the rolls of the University for maximum period of one month following the month upto which he has paid the fees. He shall also be required to pay all fees/charges that may fall due during this period.

## **5. Concession in fee:**

- i. The Dean of the Faculty/School, on the recommendations of a Committee consisting of the following, shall grant concession in fee up to the percentage which may be prescribed by the University.
- ii. If the number of applicants for free-ships is more than the number of free ships available, a committee constituted to such effect may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage.
- iii. Applications for concession in fees shall be submitted on the prescribed form to the Dean of the Faculty/ School concerned through the Head of the Department/ Centre by 31st August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.
- iv. The following factors shall be taken into account while making recommendations on the applications of students for grant of free ships:
  - a. Academic record of the student;
  - b. His/her progress in studies in the case of renewal of free-ships;
  - c. His/ her financial position; and
  - d. Any other factor, which shall also be recorded. The list of students to whom concessions have been awarded ordinarily shall be notified by 30th September.
- v. Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.
- vi. A free ship granted to a student may be cancelled if his/ her conduct or progress in studies is found to be unsatisfactory or if his/ her financial condition improves and he/ she is no longer in need of fee concession.

## **6. Refund of fees, security deposit etc.:**

- i. Security deposit or caution money are refundable, on an application from the student on his/ her leaving the University, after deducting all dues, fines and other claims against him/her.
- ii. If any student does not claim the refund of any amount lying to his/ her credit within one calendar year of his/ her leaving the University, it shall be considered to have been donated by him to the Students' Aid Fund.

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

- iii. If, after having paid the fees, a candidate desires his/ her admission to be cancelled, he shall be refunded all fees and deposits except. Tuition fee for one month, Admission Fee and Enrollment fee, provided his I her application for withdrawal is received by the Registrar at least five clear days before the commencement of the academic session concerned or else the fees deposited will be forfeited.
  - iv. If, after having paid fees a candidate does not join the University, only the sports fee and security Deposit shall be refunded to him/ her, provided his/her application for withdrawal is received by the Registrar before the commencement of the academic session concerned.
7. The fees for the various University courses shall be as decided by the Academic Council from time to time and shall consist of the following components:

**I. Administrative process fee**

- a. Application Form Fee (with Brochure & Examination Fee)
- b. Admission Fee
- c. Identity Card Fee
- d. Registration Fee
- e. Institute Development Fund
- f. Electricity & IT support Fee
- g. Hostel Fee
- h. Mess Fee
- i. Alumni Fee

**II. Extra Curricular Activities Fee**

- a. Sports Fee
- b. Cultural Activities Fee
- c. Students' Welfare Fee
- d. Medical Fee

### **III. Course Fees**

- a. Tuition Fee
- b. Laboratory Fee
- c. Examination Fee
- d. Library Fee
- e. Project Fee

### **IV. Deposits (Refundable)**

- a. Caution Money (Laboratory)
- b. Caution Money (Library)
- c. Caution Money (Hostel)

- 8.** 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.
- 9.** Fees for Re-minor, Re-major, Summer Semester, re-checking Examination results shall be fixed by the University from time to time.
- 10.** Further, in case of re-checking 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.
- 11.** 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.

**12.** Fees for issuing transfer, provisional and other certificates: The following shall be the fees for issuing Transfer/Provisional and other Certificates and for duplicate copies thereof.

<ul style="list-style-type: none"> <li>a. Transfer Certificate</li> <li>b. Duplicate copy of the Transfer Certificate</li> <li>c. Provisional Certificate of having passed an examination</li> <li>d. Duplicate copy of the above</li> <li>e. Degree Certificate (In-Person)</li> <li>f. Degree Certificate (In-absentia)</li> <li>g. Duplicate copy of Degree (on production of FIR)</li> <li>h. Bonafide Certificate</li> <li>i. Any other certificate</li> <li>j. Duplicate copy of any other certificate</li> </ul>	<p>As fixed by the University from time to time.</p>
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**13.** 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.

**14.** 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.

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**DRAFT ORDINANCE NO: 7**

**CONDITIONS FOR RESIDENCE OF THE STUDENTS AND APPOINTMENT  
OF WARDENS AND MANAGEMENT HOSTELS OF THE UNIVERSITY  
(Section 30 (g), the Career Point University, Kota Act No. 13)**

**1. The objectives of the Hostel (Hostels) are as follows:**

- i. to provide to the students of the University a congenial place to live so that they can devote themselves in pursuing higher learning;
- ii. to provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
- iii. to ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co-operation and goodwill and acquire broader societal frame;
- iv. to provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
- v. to develop in the students the capacity to govern their own affairs.

**2. Residence in Campus**

- i. The students residing in the Hostel shall pay such fee as may be prescribed by the relevant office order from time to time.
- ii. The University shall maintain such Hostel as may be necessary to fulfill the objectives of residence.
- iii. Every Hostel shall have a name as the University may assign to it.
- iv. A Hostel may accommodate reasonable number of students preferably not accommodating more than two students in a room.
- v. Each Hall of Residence shall be under the charge of a Warden.

**3. Supervision and Control-Central Committee on Residence**

- i. The supervision and control of the Hall of Residence is vested in the Vice – Chancellor/President.
- ii. The Chief Warden will assist the Vice –Chancellor/President in performing his function with the help of a Central Committee on Residence.
- iii. The Central Committee shall be appointed by the Vice- Chancellor/President or by such person he may specify on his behalf and shall comprise the following:
  - a. Dean, Students' Welfare;
  - b. Chief Warden;
  - c. Director Sports; and

- d. Wardens of Hostel maintained by the University by rotation.
- iv. The term of office of the Central Committee shall be two years in the first instance.
- v. The functions of the Committee shall be as follows:
  - a. Management, selection and admission of students to the University Hostel.
  - b. Supervision of the Hostel and advice University on matters of policy, etc; relating to their management;
  - c. Maintenance of discipline amongst the resident students;
  - d. Transfer of a student from one Hall to another; and
  - e. Such other duties as may be assigned by the Vice-Chancellor/President.
- vi. The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student, may remove a student from the Hall of Residence.
- vii. The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the DSW and 1/3 of its members shall form the quorum.
- viii. The DSW shall submit the decision of the Committee to the Vice – Chancellor/President who will, wherever necessary, place it before the Board of Management for consideration and further action.

#### **4. Warden, Prefect and Local Committee**

- i. The management of each Hall of Residence and the Mess attached to it shall vest in the Warden who will be assisted by the Prefect, appointed by the Warden, and a Local Committee which may consist of:
  - a. Warden- Chairperson;
  - b. Prefect; and
  - c. Three to five students of the Hall of Residence.
- ii. The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- iii. One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he may deem proper for the smooth functioning of the Hall of Residence.



- iv. The Prefect shall hold office for one year and shall be entitled to free accommodation in the Hall of Residence during the period of office.

## **5. ELIGIBILITY AND PROCEDURE**

- i. **Admissions to Hostel:** All students registered for Programmes of study are eligible to apply for accommodation in the Halls of Residence of the University and will be given first preference.
- ii. As soon as a student ceases to satisfy any one of the conditions in (a) above, he will become ineligible for accommodation in the Hall of Residence.
- iii. Students desirous of residing in University hall may apply in the prescribed form after admission to the Course in the Department.
- iv. The Heads of Departments may forward all applications of selected candidates for admission to their respective departments to the Dean, Student's Welfare. The applications shall be scrutinized by the Central Committee which will allot a room in the Hall of Residence to each applicant.
- v. Students joining the University for the first time and those from distant places will be given preference for accommodation in the Hall of Residence.
- vi. The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study. The applications should reach the Warden of the Hall of Residence concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a Programme of study and after furnishing proof of having paid all Hall/tuition dues.

## **6. Appointment, Powers and Functions of Wardens:** Wardens of Hostel shall be appointed by the Vice-Chancellor/President for a period of two years and they shall be eligible for reappointment.

- i. The Wardens of the Hostel shall perform such duties as are assigned to them by the Vice – Chancellor/President from time to time and they shall function in consultation with the Chief Warden.
- ii. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- iii. In addition to the specific duties assigned by the Vice –Chancellor/President the Wardens shall perform the following duties:

- a. Welfare of and discipline amongst the residents in the Hostel and to maintain daily record of the resident students such as students present each day, students absent from the Hostel together with reasons for absence.
  - b. Oversee health, hygiene and general life of the students in the Hostel and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof.
  - c. Report to the Chief Warden all cases of misbehavior, indiscipline and illness of students residing in his Hall of Residence.
  - d. Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.
- iv. The Warden shall have the right to inspect rooms.
  - v. The Wardens shall have administrative control over the staff assigned to the Hall of Residence.
  - vi. The Warden be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
  - vii. The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under his/her charge.
  - viii. The Warden shall allot and supervise Rooms and Guest Rooms.
  - ix. The Warden shall check the Resident Student's Register and the Guest Room Register.
  - x. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.
  - xi. The Warden shall order double-locking of rooms of resident students and their re opening, when required.
  - xii. The Warden shall take action for the eviction of resident students in consultation with the Chief Warden.
  - xiii. The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
  - xiv. In case of misuse / damage of the property in the Hall of Residence by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount. Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of the Wardenship, He/ she shall be entitled to such allowance/special pay as the Board of Management may determine from time to time.

- xv. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. The Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted - special permission by the Vice-Chancellor/President on the recommendation of the Chief Warden concerned for retaining the room.

## **7. Miscellaneous**

- i. All students of the University, residing on campus, shall be under the disciplinary control of the Vice- Chancellor, and of the authorities of the University.
- ii. The conditions of admission, accommodation and the organization of mess in the Hall of Residence maintained by Warden shall be in accordance with the rules which may be framed in this regard by the University.
- iii. The prior approval of the Chief Warden shall be necessary for a Warden to go on leave.
- iv. Every student residing in a Hall shall join the Hall Mess. However, the Warden-in- Charge may exempt an individual student from the Hall Mess on medical grounds for a specified period.
- v. During University vacations, mess of a Halls may not function, depending upon need.
- vi. All students staying in the Halls during vacation shall have to arrange their meal outside the campus. No other arrangement will normally be permitted.
- vii. When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

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**DRAFT ORDINANCE NO: 8**  
**STUDENT'S DISCIPLINE**  
**(Section 30 (h), the Career Point University, Kota Act No. 13)**

1. Discipline includes the observance of good conduct and orderly behavior by the students of the University;
2. The following and such other rules as framed by the University from time to time shall strictly be observed by the students of the University;
  - i. Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
  - ii. No student shall visit places or areas declared by the University as "Out of Bounds" for the students;
  - iii. Every student shall always carry on his/her Identity Card issued by the competent authority;
  - iv. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
  - v. Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
  - vi. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority; and
  - vii. If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
3. Indiscipline shall include:
  - i. Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
  - ii. Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
  - iii. Disobeying the instructions of teachers or the authorities;
  - iv. Misconduct or misbehavior of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;

- v. Misconduct or misbehavior of any nature at the Examination Centre;
  - vi. Misconduct or misbehavior of any nature towards a teacher or any employee of the University or any visitor to the University;
  - vii. Causing damage, spoiling or disfiguring to the property/equipment of the University;
  - viii. Inciting others to do any of the aforesaid acts;
  - ix. Giving publicity to misleading accounts or rumor amongst the students;
  - x. Mischief, misbehavior and/or nuisance committed by the residents of the hostels; or day scholars;
  - xi. Visiting places or areas declared as 'out of bounds' for the students;
  - xii. Not carrying the Identity cards;
  - xiii. Refusing to produce or surrender the Identity Card as and when required by - Proctorial and other Staff of the University;
  - xiv. Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race etc;
  - xv. Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and
  - xvi. Lack of courtesy and decorum; unbecoming conduct (both within and outside the University); willful damage or removal of Institute property or belongings of a fellow student; disturbing fellow students in their studies; adoption of unfair means during examinations; breach of rules and regulations of the Institute; noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct of students.
  - xvii. Ragging, in any form, is strictly prohibited and any violation shall I be considered as a serious offence, leading even to dismissal from the Institute.
  - xviii. Violation of the Code of Conduct of students by any student, shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of degree, cancellation of registration and even dismissal from the University.
  - xix. Any other conduct anywhere which is considered to be unbecoming of a student.
4. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
- i. Fine;
  - ii. Campus Ban;
  - iii. Expulsion; and
  - iv. Rustication.

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

5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor/President. However, the Vice-Chancellor/President may delegate all or any of his powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.
6. Without prejudice to Section 11(5) of the act and also Statute, there shall be a Discipline Committee comprising of the following members:
  - i. Discipline Committee:
    - a. Vice-Chancellor/President's nominee or Pro-Vice-Chancellor/Pro-President
    - b. Dean Students' Welfare
    - c. Two Deans of the Schools
    - d. Warden, who shall be invited, when the matter concerning his/her Hall of Residence is required to be placed before the Committee for consideration
    - e. Proctor (Member/Secretary)
  - ii. Subject to any powers conferred by the Act and the Statute on the Vice-Chancellor/President, the Committee shall take cognizance of all matters relating to discipline and proper standards of behavior of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
    - a. One-third of the total members shall constitute the quorum for a meeting of the said Committee.
    - b. The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.
  - iii. The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor/President whose decision will be final and binding. However, the Vice-Chancellor/President, if he is of the opinion that the case merits' review, may refer the case back to the Discipline Committee for reconsideration.
  - iv. Appeal against the decision of the Vice-Chancellor/President will be dealt in accordance with the provisions of Section 34 of the Career Point University Act 2012.
  - v. In very exceptional circumstances, the Chairman, Discipline Committee may appoint a Special Disciplinary Committee to investigate and/or recommend the

action to be taken in case of any act of gross indiscipline involving a large number of students which may tarnish the image of the University.

- vi. The case of a defaulting student recommended for dismissal from I the Institute shall ordinarily be referred to the Board of Management for its final decision.
- vii. A defaulting student who feels aggrieved with the punishment awarded may prefer an appeal to the Chairman, Senate stating clearly the reasons why the punishment should not be awarded. The Senate shall prescribe the procedure to process such an appeal.
- viii. A student who is found guilty of some major offence may not be recommended by the committee to the Board of Governors for the award of a degree/diploma/certificate even if all the academic requirements have been satisfactorily completed by the concerned student.

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**DRAFT ORDINANCE NO: 9**  
**CONSTITUTION, POWERS AND FUNCTIONS OF THE FACULTY/SCHOOL BOARD**  
**(Section 30 (i), the Career Point University, Kota Act No. 13)**

1. Each Faculty/School shall have a Faculty/School Board which shall consist of the following members:
  - i. Dean of the Faculty who shall be the Chairperson;
  - ii. Heads of the Departments in the School;
  - iii. Directors of the Centre in the Faculty;
  - iv. All Professors in the Faculty/School;
  - v. One Associate Professor from each School/Centre in the Faculty to be appointed by rotation in order of seniority from each Department/Centre in the Faculty/School;
  - vi. One Assistant Professor from each School/Centre in the Faculty/School to be appointed by rotation in order of seniority from each Department/Centre in the Faculty/School;
  - vii. Three experts not in the service of the University having special knowledge of the subject or subjects concerned, around which the School/Centre in the Faculty are organized, nominated by the Academic Council;
  - viii. Two professors to be nominated by the President of the University from amongst the professors of the Allied & Cognate Faculty/Discipline;
2. The term of the office of the members other than ex-officio members shall be three years and they shall be eligible for re-nomination.
3. The Faculty Board shall, subject to the overall supervision of the Academic Council of the University, perform the following functions:
  - i. To prescribe the qualifications for and procedures for admission of candidates to the various programmes of Studies in the School/Centre of the Faculty/School;
  - ii. To co-ordinate the teaching and research work in the School/Centre in the Faculty;
  - iii. To consider and approve subjects for research for various degrees and other requirements of research degrees, as recommended by the Board of Studies.
  - iv. To constitute committees to organize the teaching and research work in subjects or areas which do not fall within the sphere of any School/Centre in the Faculty and to supervise the work of such committees;



- v. To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the School/Centre or committees mentioned in clause (d) above;
- vi. To consider schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- vii. To promote and review research within the Faculty and to submit reports on research to the Academic Council;
- viii. To frame general rules and guidelines for the evaluation of continuous internal assessment including the Counseling Activities & Tutorials (CAT), assignments, quizzes, sessional work, industrial visits, industrial training, mid-term and end-semester examinations;
- ix. To recommend to the Academic Council, the award of research degrees to candidates who have been found qualified and fit to receive such degrees;
- x. To consider and act on any proposal regarding the welfare of the students of the Faculty;
- xi. To perform all other functions which may be prescribed by the Act, the Statutes and the Ordinances, and to consider all such matters as may be referred to it by the Board of Management, the Academic Council or the President of the University; and
- xii. 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 of the Faculty/School Board**

- 4. The Board shall hold at least two ordinary meetings in an academic year, one in each Semester;
- 5. The Dean may convene special meetings of the Board at his/her own initiative or at the suggestion of the President of the University or on a written request from at least one-fifth of the members of the Board;

#### **Quorum**

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

#### **Notice**

- 7. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.
- 8. The Dean may convene emergency meeting of the Board at short notice.

## **Rules of Business**

9. Rules of conduct of the meetings shall be as prescribed by the regulations in this regard.

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**DRAFT ORDINANCE NO: 10**

**PROCEDURE FOR CO-OPERATION AND COLLABORATION WITH OTHER  
UNIVERSITIES, INSTITUTIONS AND OTHER AGENCIES INCLUDING  
LEARNED BODIES OR ASSOCIATIONS  
(Section 30(j), the Career Point University, Kota Act No. 13)**

1. In consonance with the provision to such effect the University envisages to network and collaborate with other institutions of repute, industries, research labs and other agencies from India and abroad.
2. The University may network and collaborate with Institutions of higher Education, research institutions, industry, and/or NGOs of National and International repute.
3. The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for its faculty, research scholars and students.
4. With the above in view, the University may enter into Memorandum of Understanding (MOU) with institutions and other agencies of national and international repute.
5. Any proposal received and/or initiated by the University to enter into an MOU with institutions shall be examined by a Committee comprising the following:
  - i. The Pro-President of University (PPC) or One of Deans, to be nominated by the President of University, who shall be the chairperson.
  - ii. Two faculty members to be nominated by the President of the University
  - iii. Coordinator, External Relations
  - iv. The Deans of the Faculties concerned
  - v. The Finance Officer
  - vi. The Registrar, who shall be the Member Secretary
6. The Committee, referred as above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation as to whether it is in the interest of the University to enter into the MOU.
7. Recommendations of the Committee together with the draft of the MOU shall be placed for the consideration and approval of the Academic Council and Board of Management of the University.
8. All MOUs are to be for a specified time period and shall be reviewed periodically by the Committee for extension/continuation.

**DRAFT ORDINANCE NO: 11**

**ASSIGNMENT OF DEPARTMENTS AND CENTRES TO FACULTY OF STUDIES  
(Section 30(k) (i), the Career Point University, Kota Act No. 13)**

The Departments and Center's of Studies as assigned to each Faculty of Study are as under:

**1. Faculty of Medical Sciences:**

a. Colleges Maintained by the University

- i. School of Medical Sciences & Research
- ii. School of Dental Sciences & Research

b. Departments of Studies:

- i. Such Departments as may be established from time to time under the Statutes and assigned by the Ordinance
- ii. Such Centre as may be established from time to time and assigned by the Ordinances

c. Centres of Studies: Such Centre as may be established from time to time and assigned by the Ordinances.

**2. Faculty of Health & Allied Sciences:**

a. School of Studies:

- i. School of Nursing & Patient Care
- ii. School of Physiotherapy
- iii. School of Pharmaceutical Sciences
- iv. School of Pathology & Diagnostics
- v. School of Nutrition & Food Technology
- vi. Such other School as may be established from time to time under the Statutes and assigned by the Ordinances

b. Centres of Studies:

- i. Centre for Criminology & Forensic Sciences
- ii. Centre for Hospital & Healthcare Management
- iii. Such other Centre as may be established from time to time and assigned by the Ordinances

### **3. Faculty of Engineering Sciences & Technology**

#### a. Schools of Studies:

- i. School of Civil & Environmental Engineering
- ii. School of Electrical Engineering & Energy Technology
- iii. School of Electronics & Communication Engineering
- iv. School of Mechanical & Aerospace Engineering
- v. School of Chemical Engineering & Chemical Technology
- vi. School of Computer Engineering & Robotics
- vii. School of Pharmaceutical Technologies
- viii. School of Biotechnology & Genome
- ix. Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances

#### b. Centres of Studies:

- i. Centre for Emerging Technologies & Innovation
- ii. Centre for Earthquake Sciences & Engineering
- iii. Centre for Skill Development & Community Polytechnic
- iv. Such other Centre as may be established from time to time and assigned by the Ordinances

### **4. Faculty of Planning, Architecture & Design**

#### a. Schools of Studies:

- i. School of Architecture
- ii. School of Landscape Architecture
- iii. School of Interior Design
- iv. School of Planning
- v. School of Design
- vi. Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances.

#### b. Centres of Studies:

- i. Centre for Urban Renewal and Architectural Conservation
- ii. Such other Centre as may be established from time to time and assigned by the Ordinances.

## **5. Faculty of Physical & Material Sciences**

### **a. Schools of Studies:**

- i. School of Physics & Astronomical Science
- ii. School of Microwave & Electronics
- iii. School of Chemistry & Chemical Sciences
- iv. School of Nanoscience & Materials
- v. Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinance

### **b. Centres of Studies:**

- i. Centre for Energy Studies
- ii. Centre for Analytical Techniques in Physical & Material Sciences
- iii. Centre for Inter-disciplinary Research in Basic Sciences
- iv. Such other Centre as may be established from time to time and assigned by the Ordinances

## **6. Faculty of Life Sciences**

### **a. Schools of Studies:**

- i. School of Animal Sciences
- ii. School of Plant Sciences
- iii. School of Structural Biology
- iv. School of Microbiology
- v. School of Biochemistry & Molecular Biology
- vi. Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances.

### **b. Centres of Studies:**

- i. Centre for Computational Biology & Bioinformatics
- ii. Centre for Human Biological Chemistry & Genetics
- iii. Centre for Biomedical Engineering & Bio-Engineering
- iv. Such other Centre as may be established from time to time and assigned by the Ordinances

## **7. Faculty of Earth & Environmental Sciences:**

### a. Schools of studies:

- i. School of Geology
- ii. School of Geography
- iii. School of Environmental Sciences
- iv. School of Atmospheric & Planetary Sciences
- v. Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances

### b. Centres of Studies:

- i. Centre for Climate Change, Oceanic Sciences & Glacier Studies
- ii. Centre for Hydrological Sciences & Hydro Energy
- iii. Centre for Natural Resource Management & Human Ecology
- iv. Such other Centre as may be established from time to time and assigned by the Ordinances

## **8. Faculty of Mathematics, Computers & Information Sciences**

### a. Schools of studies:

- i. School of Mathematics
- ii. School of Statistics & Actuarial Science
- iii. School of Computer Science & Informatics
- iv. School of Library & Information Science
- v. Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances

### b. Centres of Studies:

- i. Centre for the Development of Multimedia Systems
- ii. Such other Centre as may be established from time to time and assigned by the Ordinances

## **9. Faculty of Humanities & Languages**

### a. Schools of studies:

- i. School of Philosophy & Human Values
- ii. School of Comparative Religion & Civilization
- iii. School of History, Culture & Archaeology
- iv. School of Linguistics & Etymology
- v. School of English & European Languages
- vi. School of Hindi & Indian Languages
- vii. School of Sanskrit & Pali
- viii. School of Urdu
- ix. Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances

### b. Centres of Studies:

- i. Communication and Language Lab
- ii. Centre for Comparative Literature & Translation Studies
- iii. Centre for Indo-Arab and Iranian Studies
- iv. Centre for Indo-Tibet and Chinese Studies
- v. Such other Centre as may be established from time to time and assigned by the Ordinances

## **10. Faculty of Social Sciences**

### a. Schools of studies:

- i. School of Economics & Public Policy
- ii. School of Political Sciences & International Relations
- iii. School of Public Policy & Public Systems Management
- iv. School of Sociology & Social Anthropology
- v. School of Social Work
- vi. School of Psychology & Behavioral Sciences
- vii. School of Family & Community Sciences
- viii. Such other Schools as may be established from time to time under the
- ix. Statutes and assigned by the Ordinances



b. Centres of Studies:

- i. Centre for Peace Studies & Conflict Resolution
- ii. Centre for South Asian Studies
- iii. Centre for Defence & Strategic Studies
- iv. Centre for Women Studies
- v. Centre for Dalit & Minority Studies
- vi. Centre for Rural and Tribal Studies
- vii. Such other Centre as may be established from time to time and assigned by the Ordinances

**11. Faculty of Education:**

a. Schools of studies

- i. School of Educational Studies
- ii. School of Teachers Education
- iii. School of Special Education
- iv. School of Early Childhood Education
- v. Such other Schools as may be established from time to time under the Statutes and assigned by the Ordinances

b. Centres of Studies:

- i. Centre for Policy Research in Education
- ii. Centre for Educational Technology & Innovation
- iii. Such other Centre as may be established from time to time and assigned by the Ordinances

**12. Faculty of Business & Management Science**

a. Schools of studies

- i. School of Accounting & Finance
- ii. School of HRM & Organizational Behavior
- iii. School of Production & Operations Management
- iv. School of Marketing & Supply Chain Management
- v. School of Management Science

- vi. School of Change Management & Organization Development
- vii. School of International Trade, Business & Finance
- viii. Such other Schools as may be established from time to time under the Statutes and assigned by the Ordinances

b. Centres of Studies:

- i. Centre for Corporate Social Responsibility, Ethics & Corporate Governance
- ii. Centre for Entrepreneurship & Innovation
- iii. Such other Centre as may be established from time to time and assigned by the Ordinances

**13. Faculty of Tourism, Travel and Hospitality Management:**

a. Schools of studies

- i. School of Tourism & Travel Management
- ii. School of Hotel & Hospitality Management
- iii. School of Event, Trade Fair & Exhibition Management
- iv. Such other Schools as may be established from time to time under the Statutes and assigned by the Ordinances

b. Centres of Studies:

- i. Centre for the Promotion of Ecological, Adventure, Health & Cultural Tourism
- ii. Such other Centre as may be established from time to time and assigned by the Ordinances

**14. Faculty of Fine Arts & Art Education**

a. Schools of studies:

- i. School of Performing Arts
- ii. School of Visual Arts
- iii. School of History of Art, Art Education & Art Appreciation
- iv. Such other Schools as may be established from time to time under the Statutes and assigned by the Ordinances

b. Centres of Studies:

- i. Centre for Popularization and Preservation of Pahari Language, Art, Culture & Handicrafts
- ii. Such other Centre as may be established from time to time and assigned by the Ordinances

**15. Faculty of Journalism, Mass Communication & New Media**

a. Schools of studies:

- i. School of Journalism & Creative Writing
- ii. School of Mass Communication & Electronic Media
- iii. School of Photography, Films & Television
- iv. School of Advertising and Marketing Communication
- v. Such other Schools as may be established from time to time under the Statutes and assigned by the Ordinances

b. Centres of Studies:

- i. Centre for Media Studies & Development Communication
- ii. Such other Centre as may be established from time to time and assigned by the Ordinances

**16. Faculty of Law & Jurisprudence:**

a. Schools of studies:

- i. School of Constitutional Law
- ii. School of Administrative Law
- iii. School of Criminal Law
- iv. School of Corporate & Taxation Law
- v. School of Labour Laws & Industrial Relations
- vi. School of International Law
- vii. School of Personal Law
- viii. Such other Schools as may be established from time to time under the Statutes and assigned by the Ordinances

b. Centres of Studies:

- i. Centre for Comparative Law & Jurisprudence
- ii. Centre for the Study of Cyber Law & Cyber Crimes
- iii. Centre for the Study of WTO, WIPO & IPR related Laws
- iv. Centre for Human Rights
- v. Centre for Environmental Law
- vi. Such other Centre as may be established from time to time and assigned by the Ordinances

**17. Faculty of Physical Education, Sports and Athletics**

a. Schools of studies:

- i. School of Athletics
- ii. School of Indoor Games & Sports
- iii. School of Court Games & Sports
- iv. School of Field Games & Sports
- v. School of Water Sports
- vi. School of Equestrian
- vii. School of Shooting & Archery
- viii. School of Adventure Sports & Trekking
- ix. Such other Schools as may be established from time to time under the Statutes and assigned by the Ordinances

b. Centres of Studies:

- i. Centre for Sports Psychology
- ii. Centre for Sports Medicine
- iii. Centre for Sports Physiotherapy
- iv. Centre for Yoga and other Fitness Regimen
- v. Such other Centre as may be established from time to time and assigned by the Ordinances

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**DRAFT ORDINANCE NO: 12**

**STANDING COMMITTEE ON EQUIVALENCE FOR  
RECOGNITION OF EXAMINATIONS/DEGREES  
(Section 30(k) (ii), the Career Point University, Kota Act No. 13)**

1. All proposals and requests for equivalence shall be examined by the Dean of the Faculty concerned with regards to the courses of study and the standard of the Courses. Report of the Dean shall be placed before the Standing Committee on Equivalence of Examinations/Degrees.
  
2. **Composition of the Standing Committee on Equivalence of Examinations/Degrees**  
The Standing Committee on Equivalence of Examinations/Degrees shall consist of the following members:
  - i. Pro-President of the University (PP) or one of the Deans to be nominated by the President of the University who shall be the Chairman.
  - ii. Deans of the Faculties;
  - iii. One person nominated by the Academic Council from amongst its members for a period of three years;
  - iv. Registrar; and
  - v. Controller of Examinations.....Member Secretary.
  
3. **The functions of the Committee shall be**
  - i. To consider the proposal for the recognition of courses/examinations/degrees of other Universities/Boards/ Institutions / industry Bodies and other agencies;
  - ii. To consider requests for recognition of examinations/degrees received from other Universities/ Institutions/individual(s) and submit its recommendations to the Academic Council;
  - iii. To report to the Academic Council on all matters, which are referred to it; and
  - iv. 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.

**Rules of Business:**

4. One third of the members of the Committee shall constitute the quorum for a meeting of the Committee.
5. 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.

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**DRAFT ORDINANCE NO. 13**  
**FUNCTIONS & DUTIES OF THE HEADS OF DEPARTMENTS**  
**(Section 30(k) (iii)), the Career Point University, Kota Act. No. 13)**

The Head of School shall be the academic Head of the School and shall convene and preside over the meetings of the School and the Board of Studies.

The Head of School shall under the general supervision of the Dean:

- i. Organize the teaching and research work in the School.
- ii. Frame the time table in conformity with allocation of the teaching work made by the School.
- iii. Maintain discipline in the class rooms and laboratories through the teachers.
- iv. Assign to the teachers in the School such duties as may be necessary for the proper functioning of the School.
- v. Assign work to and exercise control over the non-teaching staff in the School.
- 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 School
- ix. Perform such other functions as may be assigned by the Dean, the Board of the Faculty/School concerned, the Academic Council and the President of the University.

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**DRAFT ORDINANCE NO. 14**

**FUNCTIONS & DUTIES OF THE DIRECTORS OF THE CENTRES  
(Section 30(k) (iv), the Career Point University, Kota Act. No. 13)**

1. The Director of the Centre shall be the Academic head of the Centre and shall convene and preside over the meetings of the Centre and the Board of Studies.
  
2. The Director of the Centre shall under the general supervision of the Dean:
  - i. Organize the teaching and research work in the Centre;
  - ii. Frame the time table in conformity with allocation of the teaching work made by the Centre;
  - iii. Maintain discipline in the class rooms and laboratories through the teachers;
  - iv. Assign to the teachers in the Centre such duties as may be necessary for the proper functioning of the Centre;
  - v. Assign work to and exercise control over the non-teaching staff in the Centre;  
and
  - vi. Be responsible for the coordination and supervision of teaching and research in the Centre;
  - vii. Be responsible for the records, equipment, library books and furniture of the Centre;
  - viii. Operate the Budget of the Centre
  - ix. Perform such other functions as may be assigned by the Dean, the Board of the Faculty concerned, the Academic Council and the President of the University.

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**DRAFT ORDINANCE NO: 15**  
**FUNCTIONS AND RESPONSIBILITIES OF**  
**THE DEAN STUDENTS' WELFARE**  
**(Section 30(k) (v), the Career Point University, Kota Act No. 13)**

1. The Dean Students' Welfare (DSW) shall exercise such powers and perform such duties in respect of the welfare of the students, as may be delegated/assigned to him/her by the President of the University.
2. The Dean Students' Welfare (DSW) shall be the Chairman of the Students' Council, and he/she shall convene the meetings of the Council.
3. The Dean Students' Welfare (DSW) shall be assisted by Associate Dean Students' Welfare (ADSW) who shall be appointed by the President of the University from amongst the teachers of the University for a term of three years.
4. The Associate Dean Students' Welfare (ADSW) shall be entitled to such allowances as the Board of Management may approve from time to time.
5. The Dean of Students' Welfare in the University shall look after the general welfare of the students, as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the classroom, which contribute to their growth and development as mature and responsible human beings.
6. The Dean of Students' Welfare shall:
  - i. Coordinate the activities of various Hostel and have power of shifting a resident student from one Hall/Hostel to another, if deemed necessary;
  - ii. Make arrangement with the Railway and Airlines for the issue of concession tickets to students during vacations, for educational tours and for student's participation in extra-curricular activities and sports;
  - iii. Maintain the register of Alumni and foster communication;
  - iv. Operate the budget of his Office;
  - v. Perform such other duties and discharge such other responsibilities, as may be assigned to him by the Academic Council/the President of the University from time to time.



7. The Dean of Students' Welfare, will arrange for the guidance of and advise to the students of the University in matters relating to the following:
- i. Organization and development of students' bodies;
  - ii. Counseling and students' guidance facilities;
  - iii. Promotion of students' participation in co-curricular and social activities;
  - iv. Financial aid to students;
  - v. Students- Teacher and Student-Administration relationship;
  - vi. Career advice services;
  - vii. Health and Medical Services for the students;
  - viii. Residential life of the students;
  - ix. Facilities for the students' educational tours and excursion, other than those prescribed as part of curriculum;
  - x. Securing facilities for students for further studies in the country and/or abroad, and career advancement; and
  - xi. Any other issues relating to the students of the University.

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**DRAFT ORDINANCE NO: 16**  
**POWERS AND FUNCTIONS OF THE DEANS OF SCHOOLS**  
**(Section 30(k) (vi), the Career Point University, Kota Act No. 13)**

1. The Dean of the School shall:
  - i. Co- ordinate and generally supervise the teaching and research works in the School through the Heads of the Schools;
  - ii. Maintain discipline in the classrooms through the Heads of the Schools;
  - iii. 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;
  - iv. 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;
  - v. Shall be responsible for observance of the provisions of the Act/ Statutes/ Ordinances and Regulations relating to the Schools and the School;
  - vi. Convene and preside over the meetings of the School Board and keep the minutes of the meetings of the Board; and
  - vii. Perform such other academic duties as may be assigned to him/her by the Academic Council, the Board of Management or the Vice-Chancellor/President.

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**DRAFT ORDINANCE NO: 17**

**EMPLOYEE'S AND STUDENT'S GRIEVANCES  
REDRESSAL COMMITTEES  
(Section 30(k) (vii), the Career Point University, Kota Act No. 13)**

1. The University shall constitute a mechanism for the redressal of the grievances of Employees and Students of the University. To this effect the University shall constitute the following three Grievance Redressal Committees:

- i. Students' Grievance Redressal Committee
- ii. Teachers' Grievance Redressal Committee
- iii. Non-Teaching Staff Grievance Redressal Committee

**2. STUDENTS' GRIEVANCE REDRESSAL COMMITTEE:**

i. The Students' Grievance Redressal Committee shall comprise the following:

- a. The Dean of Students' Welfare or such other person to be nominated by the President of University, who shall be the Chairman & Convener;
- b. Dean of the Faculty concerned;
- c. Two persons nominated by the President of the University;

ii. Powers and Functions of the Students' Grievance Redressal Committee shall be:

- 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 for redressal or suitable action; and
- c. To recommend appropriate action against complainant(s), if allegations made are found to be baseless.

**3. TEACHER'S GRIEVANCE REDRESSAL COMMITTEE**

i. The Teachers' Grievance Redressal Committee shall comprise the following:

- a. Pro-President of the University (PP) or one of the Deans to be nominated by the President of University, who shall be the Chairman & Convener;
- b. Two faculty members, not below the rank of Professor to be nominated by the President of the University;
- c. Dean of the Faculty concerned.

- ii. The Powers and Functions of the Teachers' Grievance Redressal Committee shall be:
  - a. To accept and consider written and signed complaints and petitions of teachers and other academic staff 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 for redressal or suitable action; and
  - c. To recommend appropriate action against complainant(s), if allegations made are found to be baseless.

#### **4. NON-TEACHING STAFF GRIEVANCE REDRESSAL COMMITTEE**

- i. The Non-Teaching Staff Grievance Redressal Committee shall comprise the following:
    - a. Registrar, who shall be the Chairman & Convener;
    - b. Two persons from the non-teaching staff to be nominated by the President of the University; and
    - c. Head of the Section concerned.
  - ii. Powers and Functions of the Non-Teaching Staff Grievance Redressal Committee shall be:
    - 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 for redressal or suitable action; and
    - c. To recommend appropriate action against complainant(s), if allegations made are found to be baseless.
5. Grievances pertaining to the Students shall be received in the office of the Dean of Students' Welfare and shall be referred to the Students' Grievance Redressal Committee.
6. Grievances pertaining to the teachers and other academic staff shall be received in the office of the Pro-President of University/Chairman & Convener of the Teachers' Grievance Redressal Committee and shall be referred to the Teachers' Grievance Redressal Committee.

7. Grievances pertaining to the non-teaching and other non-academic staff shall be received in the office of the Registrar and shall be referred to the Non-Teaching Staff Grievance Redressal Committee.
8. The Grievance Redressal Committees, in their respective areas of jurisdiction, shall observe the following general principles:
  - i. Create awareness among the students, staff and teachers about the grievance redressal mechanism;
  - ii. Register and acknowledge grievances received and referred to them;
  - iii. To the extent possible, all grievances received shall be settled within a fortnight by arriving at a final decision;
  - iv. 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;
  - v. As a matter of general rule, no grievances should remain pending beyond the limit of three months;
  - vi. The Chairman & Convener of the respective Grievance Redressal Committees should make himself/herself freely available to hear the grievances personally; and
9. Aggrieved parties who are not satisfied with redressal by the Grievance Redressal Committee may appeal to the President of the University for a reconsideration and review.

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**DRAFT ORDINANCE NO: 18**  
**UNIVERSITY LIBRARY COMMITTEE**  
**(Section 30(k) (viii), the Career Point University, Kota Act No. 13)**

1. There shall be a University Library Committee consisting of the following Members, namely:
  - i. President of the University, who shall be the Chairman
  - ii. Pro- President of the University
  - iii. Registrar
  - iv. Finance Officer
  - v. Deans of the Faculties including DSW
  - vi. The senior most professors from each of the Faculties to be appointed by the President of the University by rotation in order of seniority
  - vii. Proctor
  - viii. Librarian, who shall be the Convener
2. The term of office of the Members of the Building Committee, other than the ex-officio members, shall be one calendar year.
3. The Committee shall:
  - i. exercise general supervision over the University Central Library, and all the other Libraries of the University;
  - ii. frame regulations for the management and use of the Libraries subject to the approval of the Academic Council;
  - iii. allocate funds to various Departments, assess the requirements of the Library and other Libraries and frame budget to be submitted to the Authorities concerned;
  - iv. submit to the Academic Council of the working of all the Libraries of the University annually;
  - v. recommend to the Board of Management the creation of any new post in the Libraries;
  - vi. formulate and administer proposals concerning the development of libraries of the University.
4. The Committee shall meet at least twice in a year.
5. One-third of the total number of members shall constitute the quorum for a meeting of the Committee.

6. The Convener shall issue to each member a Notice convening the meeting and a copy of the Agenda each Ordinary Meeting of the Committee. In case of the extra ordinary Meetings, the notice and agenda has to be sent at least 24 hours before the meeting.

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**DRAFT ORDINANCE NO: 19**  
**SENSITIZATION, PREVENTION AND REDRESSAL**  
**OF SEXUAL HARASSMENT (SPARSH)**  
**(Section 30(k) (ix), the Career Point University, Kota Act No 13)**

1. The Career Point University, Kota of Rajasthan shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitization and elimination of sexual harassment.
2. In order to take proactive steps and sustained efforts towards gender sensitization and prevention of workplace harassment of all kind, the University shall have an Apex Committee consisting of the following:-
  - i. Three persons, of whom at least two shall be women, from amongst the teachers of the University, to be appointed by the President of the University, the senior most of the woman member shall be the Chairperson.
  - ii. Two persons, of whom at least one shall be a woman, from amongst the non-teaching staff of the University, to be nominated by the Registrar.
  - iii. Two persons, of whom at least one shall be a woman, from amongst the Students of the University, to be nominated by the Dean of Students' Welfare (DSW).
3. The Chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the President of the University may decide from time to time.
4. The Apex Committee shall, with the approval of the President of the University:
  - i. Evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence;
  - ii. Promote gender equity, obliterate gender-bias, eliminate discrimination against women, prevent and protect women from sexual harassment and gender-based violence;
  - iii. Take measures necessary for creating a social and psychological environment for harmonious and healthy relationship at workplace;
  - iv. Shall design and organize awareness campaigns, gender-sensitization programmes, orientation and training for sensitizing the students, staff and teachers of the University about gender-based discrimination and workplace harassment;
  - v. Organize counseling, guidance and help centres aimed at preventing and protecting women against discrimination and sexual harassment;
  - vi. Frame and issue policies and guidelines of good conduct and behavior amongst the students, staff, and teachers of the University;
  - vii. Ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressed of the complaints;



- viii. Take suo-motu cognizance of any act of gender discrimination, gender bias and sexual harassment on the campus and direct the Complaint Committee to look into the matter and make their recommendations for their redressal.
5. For effective and efficient discharge of the complaints against sexual harassment, the University shall have a University Complaint Committee (UCC) consisting of the following members:
- i. One of the Members of Apex Committee to be appointed by the President of the University, who shall be the Chairperson.
  - ii. Three persons to be appointed by the President of the University from amongst the women teachers of the University.
  - iii. One person to be nominated by the Registrar from amongst the women non-teaching staff of the University.
  - iv. The Chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the President of the University may decide from time to time.
- 6. The Complaint Committee shall have the rights and duties to:**
- i. Receive and register, in strict confidentiality, complaints from students, staff and teachers of the University and/or from any other person from outside the University against sexual harassment by a student, staff, teacher, service provider of the University;
  - ii. Take cognizance of complaints about sexual harassment, and conduct enquiries, provide assistance and redressal to the victims and recommend penalties and other action to be taken; and
  - iii. Conduct a formal enquiry against the student/teacher/non-teaching staff /service provider of the University allegedly involved in a case on the basis of its findings during the preliminary enquiry maintaining strict confidentiality.
7. Sexual harassment shall include such unwelcome sexual behavior (whether directly or by implication) as:
- i. Unwanted physical contact and advances;
  - ii. A demand or request for sexual favors’;
  - iii. Making sexually-colored remarks;
  - iv. Exhibiting/displaying/showing pornography; and/or
  - v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

8. The aggrieved party may lodge complaint of sexual harassment, either in writing or orally, directly to the President of the University, or to the Chairperson or to any Member of the Complaint Committee.
9. In case the complaint is made orally, the same shall be recorded in writing by one of the Members of the Complaint Committee and shall be read out to the complainant and signed by the complainant and countersigned by the member.
10. The complaint received as such or as recorded in writing shall be forwarded to the Complaint Committee for conducting enquiry.
11. The Complaint Committee shall hear both the parties involved, i.e., the complainant and the accused in a manner as it may deem appropriate, and determine the course of action that the situation merits.
12. The enquiry shall be conducted under the rules and procedures already laid down by the University and will be in conformity with the principles of natural justice.
13. The formal enquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC (University Complaint Committee) finds it impractical to dispose off the case within the given time, it will be recorded in writing, and the period may be extended by the President of the University.
14. Depending upon the severity of the case, the University Complaint Committee may
  - i. In case of employees of the University, recommend disciplinary action including penalty and punishment as per University rules;
  - ii. In case of outsiders/service providers to the University, request the University authorities to initiate necessary action for lodging complaint with the appropriate authorities; and
  - iii. In case of students, the penalty, punishment and disciplinary action against the offender may include:
    - a. Warning
    - b. Written apology
    - c. Fine in cash
    - d. Bond of good behavior
    - e. Debarring entry into Hostels/campus
    - f. Withholding examination results
    - g. Expulsion from the University
    - h. Denial of re-admission

**DRAFT ORDINANCE NO. 20**  
**LEAVE RULES FOR THE TEACHING STAFF**  
**(Section 30(k) (x), the Career Point University, Kota Act No. 13)**

**1. General Rules Relating to Leave:**

- i. No teacher can claim leave as a matter of right and when the exigencies or service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
- ii. In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as binding and compulsory in all cases.
- iii. Except as otherwise provided in these rules, leave shall be earned by period spent on duty only.
- iv. No teacher shall avail leave of any kind, except in case of emergency or for reasons beyond his/her control, unless the leave has been sanctioned by the competent authority. Provided further that application for leave must reach the competent authority in advance giving sufficient time to grant or deny the leave.
- v. As a general rule, such long leave as Study Leave, Sabbatical Leave, extra Ordinary Leave can be availed from the commencement of the academic session and no teacher would be permitted to proceed on long leave while the academic session is in progress and continuing.

**2. Leave Admissible to Teachers:** The following kinds of leave would be admissible to permanent teachers:

- i. Leave treated as duty: Casual Leave, Special Casual Leave and Duty Leave
- ii. Leave earned by duty: Earned Leave, Half Pay Leave and Commuted Leave.
- iii. Leave not earned by duty: Extra Ordinary Leave and Leave not due.
- iv. Leave not debited to leave account: Maternity Leave.
- v. Quarantine Leave, Study Leave, Duty Leave and Sabbatical Leave.
- vi. Exceptional Leave: The Board of Management may in exceptional cases grant, for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

**3. Leave Policy:** A regulation of the university about the detailed leave policy consisting of leave mentioned in clause 2 and other leaves shall be prepared and implemented.

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## **DRAFT ORDINANCE NO: 21**

### **CADRE RECRUITMENT RULES INCLUDING MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF (Section 30(k) (xi), the Career Point University, Kota Act No. 13)**

1. The employees of the University, other than teachers and other academic staff, shall be grouped in to Group A, B and C category and such other categories as classified by Board of Management of the University from time to time.
2. The age, qualifications and method of recruitment for appointment to various posts in the University shall be such as may be prescribed in the cadre recruitment rules or as determined by the Board of Management from time to time.
3. The emoluments of employees shall be as prescribed by Board of Management from time to time.

#### **SELECTION COMMITTEE:**

4. The constitution of the Selection Committee for appointment by direct recruitment of various categories of employees shall be as per Schedule I.
5. The candidates will be selected by Selection Committee through personal interview. The University reserves the right to short-list the candidates to be called for interview by a Screening Committee constituted by the President of the University and approved by the Chairperson of the University.
6. The University may conduct competitive written test / trade test /technical test for the selection of such posts and that the candidates may be short-listed for interview on the basis of marks obtained in the written test, in order of merit.
7. The Chairman of the Selection Committee will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
8. The recommendations of the Selection Committee in respect of the posts of group A will be submitted to the Board of Management and orders of appointment will be issued only after the approval of the Board of Management and the Chairperson of the University.
9. The President of the University shall make appointments with approval of the Chairperson of the University on the basis of the recommendations of the Selection Committee to the posts of Groups B & C.
10. The rules and procedures prescribed by the Board of Management/UGC in respect of the reserved categories shall be followed as per the regulations framed by the University from time to time and approved by the Chairperson of the University.

- 11.** The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
- 12.** If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
- 13.** No recommendation should be made with a condition attached to it.
- 14.** The President of the University shall have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts in consultation with and approval of the Chairperson of the University.
- 15.** The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged etc. candidates as per the rules framed by the Board of Management of the University and approved by the Chairperson.
- 16.** If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications & age etc, it shall be so stated and recorded.
- 17.** When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so by giving reasons therefore.
- 18.** 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.
- 19.** The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict/short-list the candidates to be called for interview 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.
- 20.** The in-service candidates shall be required to apply through proper channel.
- 21.** The Chairman of the Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act, Statutes & Ordinances with prior approval of the Chairperson of the University.
- 22.** Canvassing in any form by the candidate and/or on his/her behalf will disqualify such candidate.
- 23.** The Selection Committee's recommendations, when approved shall remain valid for a period of one month from the date of such approval.

24. The University shall encourage candidates to apply online by logging on to the website of the University. However, application forms for various post may be downloaded from the University Website or may be purchased from the University for the price as determined by the University from time to time.
25. The applicants shall be required to pay a non-refundable application fee as prescribed by the University from time to time.
26. In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Kota.

**Promotion Policy:**

27. Promotional avenues to the non-teaching staff shall be in accordance with the Rules as determined by the Board of Management and approved by the Chairperson of the University.

**Departmental Promotion Committee:**

28. The constitution of the Departmental Promotion Committee for promotion to non-teaching posts shall be as per regulation of the university:

**CADRE RECRUITMENT RULES**

29. The University shall have the following methods of recruitment for employees of the University, other than teachers and other academic staff:
  - a. By direct recruitment;
  - b. By promotion;
  - c. By deputation of employees whose services are borrowed from other organizations;
  - d. By appointment of contract service; and
  - e. Re-employment of persons who retired from service.
30. Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the lower grade in a service, subject to such conditions of eligibility as may be prescribed by the Board of Management with approval of the Chairperson of the University.
31. Every appointment by promotion shall be on the basis of qualifications, suitability, past performance and conduct, as evident in the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.

32. The scales of pay for the posts in various cadres of employees shall be as prescribed by the Board of Management with approval of the Chairperson of the University from time to time.

**Qualifications, experience and age etc. for selection to the statutory, non-teaching posts.**

33. The qualifications, experience and age etc., required for different posts are set out in Schedule III and for such other posts that may be created in future, the same shall be prescribed in these rules as recommended by the Board of Management and approved by the Chairperson of the University.
34. A separate regulation consisting of composition of selection committee for appointment, Minimum prescribed qualification for teaching and non teaching positions and other related provisions shall be prepared and implemented by the university.

**Transfer Policy:**

The services of an employee shall be transferable to any location as per the requirement of the University.

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**DRAFT ORDINANCE NO: 22**

**PROCEDURE/NORMS TO BE FOLLOWED BY THE SELECTION COMMITTEE FOR  
APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR,  
ASSISTANT PROFESSOR AND OTHER ACADEMIC STAFF  
(Section 30(k) (xii), the Career Point University, Kota Act No. 13)**

1. In order to attract the most talented candidates, the University shall have the policy of rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year, and all applications received before the meeting of the Screening Committee shall be considered for being called for the interview.
2. In order to provide equal opportunity to all, the University will also advertise all vacancies in leading newspapers giving time to all eligible candidates to apply.
3. The number of positions advertised by the University may be treated as tentative and that the University shall have the right to increase/reduce the number of positions at the time of selection and make appointments accordingly.
4. The prescribed application forms for various positions shall be available at request, for a predetermined price, as prescribed by the Board of Management of the University from time to time. However, the prescribed application forms may be also downloaded from the university website.
5. Applicants shall be required to pay a application processing fees, as prescribed by the Board of Management of the University from time to time, in the manner prescribed in the advertisement notification.
6. Applicants already in the service/employment shall be required to apply through proper channel. They may, however, submit an advance copy of their application. However, the duly forwarded application form along with the No Objection Certificate (NOC) and Verification of the Employer must, however, reach the University at least ten days prior to the date of interview, failing which the applicant may not be called for interview.
7. Applicants shall be required to attach self-attested copies of all the relevant documents in support of their educational qualifications, work experience, research and publications, which they shall be required to produce in original for verification at the time of interview.
8. The terms and conditions with regard to the minimum qualifications and other terms and conditions shall be as prescribed by the UGC from time to time. In addition to the above, the President of the University may prescribe, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other condition as required for the post to be filled up.



- 9.** The fact that a candidate possesses the minimum prescribed qualification and experience, shall not necessarily entitle him/her to be called for interview and that the University shall 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.
- 10.** No TA/DA and/or local conveyance shall be paid by the University to the candidates called for interview.
- 11.** Canvassing in any form either by the candidates himself/herself or by any one on behalf of the candidate will disqualify the candidate.
- 12.** Appointments to the post of Professors, Associate Professors and Assistant Professors and other Academic Staff shall be made on the recommendations of the duly constituted Selection Committee as per Chapter 5, clause 5.1.1 of Statute.
- 13.** The Selection Committee shall follow the procedure laid down by the appropriate government and its agencies from time to time.
- 14.** 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 and that the President-Convener shall issue, to each member a Notice, not less than seven days before the meeting, stating the time and venue of the meeting.
- 15.** The President-Convener shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/Statute/Ordinance. The President-Convener shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.
- 16.** 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.
- 17.** The Selection Committee shall have no power to recommend candidates for appointment with condition(s) attached to the occurrence of the future events.
- 18.** The recommendations of the Selection Committee shall be submitted to the Board of Management and orders of appointment shall be issued after the approval of the Board of Management in accordance with Chapter 2, Part –I, Clause 2.1.2 (iv) of Statute.
- 19.** The statutory provision relating to the relaxation in age, minimum qualification, experience etc. shall be adhered to.

- 20.** 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., the reasons justifying the same shall have to be duly recorded in the proceedings of the Selection Committee.
- 21.** While recommending advance/additional increment(s) to a selected candidate, the Selection Committee shall abide by the rules relating to the additional/advance increment. Further, when the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, the reasons justifying the same has to be duly recorded in the proceedings of the Selection Committee.
- 22.** The Selection Committee's recommendations, when approved by the Board of Management, shall become valid.
- 23.** Notwithstanding the provisions contained in these ordinances, It would be open to the Board of Management to offer appointment to suitable persons who may not have applied.
- 24.** In cases of any disputes, any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Kota which is the head quarter of the University in, District Kota, which is the Headquarter of the University.

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**DRAFT ORDINANCE NO: 23**

**TERMS AND CONDITIONS OF SERVICE AND CODE OF CONDUCT FOR  
TEACHERS AND OTHER ACADEMIC STAFF**

**(Section 30(k) (xiii), the Career Point University, Kota Act No. 13)**

1. 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 School or Department or Center or Institution maintained by the University and are designated as teachers by the Ordinances.
2. 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.
  - i. No teacher or staff 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 consultancy or other work to which any emolument or honorarium is attached.
  - ii. Provided that teachers may be permitted to undertake such assignment as examination work of Universities or learned bodies or Public Service Commissions or any literary work or publication or radio/ television talk or extension lectures or, any other academic work with the permission of the President of the University.
  - iii. Provided further that teachers shall be encouraged to actively engage in research, publication, consultancy and management/executive development programmes with prior approval of the University.

**Nature of Duties:**

3. The work load of teachers in term of contact hours, presence on the campus and other activities relating to teaching, research, examination, evaluation, curricular development, self study and preparation for lectures shall be as per the norms.
4. Organization of teaching, teaching of courses of studies assigned and other work related to the effective teaching such as development, revision of curriculum & syllabi, laboratory & field work, tutorials, work related to examination and evaluation of students, maintenance of discipline in the classroom, general welfare of students etc shall be the primary duties of the teachers.
5. In addition to the teaching of assigned courses of studies, teachers shall be expected to actively engage in research, publications, patent development, promotion of academic culture etc in true spirit of the best intellectual traditions.

6. Teachers shall be bound by the decision of the Department, the Board of Studies, Faculty Board, the Academic Council and the Board of Management of the University and shall act and work under the general direction and supervision of the Head of the Department and Dean of the Faculty/School concerned.
7. Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required of him/her in accordance with the letter and spirit of the Act, the Statutes and Ordinances as made from time to time and as in force.
8. Every teacher is appointed as a teacher in the University and his/her present placement in a particular Faculty/Department/Centre is in accordance with the current needs and requirements of the University. The University reserves the right to establish, abolish, merge, reorganize and rename its Faculty/School/Department/Centre as warranted by the changing needs, requirements and circumstances and that the placement/place of posting of teacher may be changed accordingly at any time in the best interest of the University.

**Probation:**

9. Teachers shall be appointed on probation ordinarily for a period of twelve months, which may be extended as per the discretion of the Chairperson on recommendation of the Board of Management/the President of the University.

**Confirmation:**

10. 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 as recommended by the Board of Management.
11. The Board of Management shall have the power to confirm the teacher or decide not to confirm him/her, or extend the period of probation by a maximum of twenty-four months in all.
12. In case the Board of Management decides not to confirm a 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, the teacher shall be informed to that effect, not later than thirty days before the expiration of that period.

**Increment:**

13. Every teacher shall be entitled to increment in his/her scale of pay, as per rules, unless the same has been withheld or deferred or postponed by the President subsequently ratified by the Board of Management.

**Promotion through career advancement:**

14. The promotion through career advancement of Assistant Professors / Associate Professors / Professor in the University shall be governed by the Norms / Regulations prescribed by the Board of Management as per the guidelines of the University Grants Commission in vogue and as amended from time to time.

**Age of retirement:**

15. Every teacher confirmed in the service of the University, shall continue in such service until he / she attains the age of superannuation as prescribed by the Board of Management. according to the guidelines issued by the UGC to such effect from time to time.
- i. Provided 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 President 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.
  - ii. Provided further that 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 approved by the Board of Management in accordance with the UGC guidelines issued to such effect, from time to time.

**Transfer of Service:**

The services of an employee shall be transferable. Depending upon the operations and future plans of the university or its sponsoring body the services of an employee can be transferred to any other location.

**Professional Code of Conduct:**

16. Every teacher shall be bound by the Act, the Statutes, the Ordinances, the Rules & Regulations and Code of Conduct as formulated by the University from time to time.

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.

17. Every teacher of the University shall abide by the Code of Conduct framed by the University from time to time. As a matter of general rules, the following lapses would amount to and constitute misconduct on the part of a University teacher:

- i. Refusal, words or actions, to teach courses of studies, supervise research and/or other administrative and co-curricular activities assigned to him/her by the Department, the Board of Studies, the Dean of the Faculty, the Faculty Board and the President of the University.
- ii. Lapses or negligence or carelessness in performing or carrying out the responsibilities as defined or as assigned to him/her from time to time by the University.
- iii. Refusal to carry out the decisions of the University authorities, academic bodies and/or functionaries of the University.
- iv. Non-adherence to the highest standards of personal and professional ethics and/or indulging in plagiarism of any kind and sort, within the legal meaning, interpretation and expression of the term.
- v. direct and tacit involvement in activities leading to:
- vi. disturbance of peace and harmonious community life on the campus including involvement and abatement in inciting students, staff and outsiders against other students, colleagues, administration on campus.
- vii. spread of communal feeling, hatred, campus violence including making derogatory remarks on caste, creed, color, religion, race or gender.
- viii. in any activities, actions and deed adversely affecting or impinging upon the interest of the University.

**Resignation:**

18. A 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 or on a mutually agreed conditions.
19. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.
20. Provided that the Board of Management may waive the requirement of notice at its discretion.

**Written Contract:**

21. As mandated under the specific Section of the Career Point University, Kota Act every teacher of the University shall be required to enter into a Written Contract with the University in the form as prescribed in rules and regulations and as amended from time to time.

**Teaching Days, Work Load and Leave Rules:**

22. The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the Board of Management as per the guidelines of the UGC issued to such effect from time to time.

### **Fixation of Pay of Re-employed pensioners:**

23. As per the decision of the Board of Management of the University in accordance with the established laws and procedure.

### **Seniority of Teaching Staff:**

24. It shall be the duty of the Registrar to prepare and maintain in respect of each category of employees to whom the provisions of this Ordinance apply, a complete and up to date seniority list in accordance with the provisions of this Ordinance.

25. Seniority of teachers shall be determined in accordance with the rules framed by the University. However, while determining the seniority of teachers the following principles shall be observed:

- i. Seniority in each grade shall be determined in accordance with the length of continuous service from the date of appointment of the person.
- ii. If a teacher of the University is selected by a duly constituted Selection Committee for an appointment to a post in the same grade in another Department/Centre/Faculty/School of the University, his/her seniority in the University will be reckoned from the date of his/her original appointment to the post in the same grade in the University.
- iii. In case two or more teachers are recommended for appointment by the same Selection Committee held on the same date, the Selection Committee shall have powers to specify their seniority with due regards to the merit of the selected candidates and that the same shall be used for the purpose of determining seniority in service.
- iv. Seniority of the teachers appointed/promoted under the Career Advancement Scheme shall be determined in accordance with the UGC guidelines/regulations/norms in this regard. If a teacher is promoted to the next higher grade/post under the Career Advancement Scheme, his/her seniority in the higher grade/post shall be reckoned from the date of eligibility for promotion to the next grade/post. However, if a candidate is denied promotion, his/her seniority shall be reckoned from the date of the next eligibility.
- v. If two or more persons have equal length of continuous service in a particular grade or post or the relative seniority of any person(s) is otherwise in doubt or in question, the Registrar may, on his own motion or at the request of any person, submit the matter to the Board of Management whose decision thereon shall be final, after obtaining the approval of the Chairperson.
- vi. Seniority among the Deans of Faculty, Heads of the Departments, Directors of the Centres of Studies and Principals/Directors of the Colleges/Institutes maintained by the University shall be determined with effect from the date of their appointment to such position.

### **Temporary Appointment of Teachers:**

- 26.** Temporary appointment of teachers shall be restricted to appointment against vacancies caused due to leave by teachers and shall be governed by the following rules:
- i. Vacancies caused due to leave of Professors/ Associate Professors/Assistant Professors will be filled in the cadre of Assistant Professor.
  - ii. Temporary vacancies shall be filled on the advice of the Selection Committees in accordance with the procedure prescribed by the Board of Management.
  - iii. A temporary appointment so made shall be continued for the period of leave granted to a permanent incumbent. However, the temporary appointee cannot, without any further express recommendations of Selection Committee, be continued after the exhaustion of his/her temporary tenure or be adjusted against any other vacancy/vacancies.
  - iv. A temporary teacher, who has been detained for official work during the vacation shall be entitled to an ex-gratia payment equivalent to the emoluments he/she would have received had his/her appointment continued till the end of the vacation, provided that the teacher has worked in the University for a minimum period of 180 days during that academic year and has held that appointment on the last day of that academic year. Provided further that such teacher must not hold any appointment elsewhere for remuneration during the period of that vacation.
  - v. The temporary appointment so held shall not confer any rights on the teacher(s), so appointed to seniority, regularization, absorption or preference in future appointment in the University.

### **Re-employment of Teachers:**

- 27.** The Board of Management may, in the interest of the University, re-employ a distinguished superannuated University teacher, who has contributed substantially to the field of knowledge after obtaining the approval from the Chairperson;
- i. University teacher retiring on superannuation shall intimate his/her willingness for re-employment to the President at least six months before the date of his/her superannuation through proper channel.
  - ii. The Head of the Department/Institution and the Dean concerned shall forward the same to the President with their express recommendations.
  - iii. In the case of the Head of Department seeking re-employment, the Dean of the Faculty shall forward his/her application with remarks to the President.
  - iv. If the Dean of the Faculty is himself/herself seeking re-employment, he/she shall submit his/her application to the President of the University directly.



- v. The application for re-employment shall be supported by the following documents:
  - i. Complete bio-data of the retiring teacher with special emphasis on the academic and other achievements made during the last five years. The bio-data shall include details regarding teaching and research experience, publications, attendance/presentations at conferences, workshops, seminars, symposia etc.
  - ii. Medical certificate of fitness from the recognized Health Centres/Hospitals. (The University reserves the right to get it verified by the University Medical Officer).
- vi. On receipt of the application/proposal and complete bio-data from the University teacher willing to work on re-employment, the President of the University shall, in consultation with the Head of the Department or with any other expert in the field/subject of the applicant teacher, form his/her opinion and views about the re-employment of such a teacher and place the same in the form of proposal before the Board of Management for consideration.
- vii. No teacher can claim re-employment as a matter of right.
- viii. The re-employment of a University teacher would be subject to the over-all age limit as prescribed by the Board of Management of the University, and beyond which there would be no provision for extension.
- ix. The re-employment shall be treated as a fresh temporary appointment.
- x. The Board of Management at its discretion may terminate the services of a re-employed University teacher by giving him/her one month's notice in writing.
- xi. The salary and other benefits admissible to a University teacher shall be in accordance with the Rules prescribed by the University from time to time.

**Professor Emeritus:**

- 28. Board of Management may, confer the title of "Professor Emeritus" on a Professor of the University, who has retired from this University after a total service of at least fifteen years as a Professor in this or any other University, including at least seven years service as Professor in this University.
- 29. The President may recommend to the Academic Council the conferment of the title of "Professor of Emeritus" and on the recommendations of the Academic Council, the Board of Management may confer the title. (Note: - The proposal for appointment of Professor of Emeritus is to be carried unanimously at all levels.)

30. The title of "Professor Emeritus" will be conferred only on scholars, who have made outstanding contribution to their subject by their published research work and teaching.
31. A "Professor Emeritus" may pursue academic work within the framework of the Department/Centre to which he/she is attached and shall not be entitled to any special facilities like a personal office or an independent laboratory nor will he/she be a member of any Committee of the Department or of the University.
32. Emeritus Professorship will carry with it no financial commitment for the University or responsibility for providing residential accommodation.
33. The conferment of the title of "Professor Emeritus" will be for life.

#### **Honorary Professor:**

34. The Board of Management may appoint any outstanding scholar or eminent person resident, whose association with the University would help in furtherance of the academic activities of the University as an Honorary Professor for a period of two years. This period may, however, be extended for a period of only one year;
35. The Head of the Department concerned in consultation with his/her colleagues in the Department, may propose to the President of the University the appointment of a person as Honorary;
36. The President of the University may, after satisfying himself recommend the appointment to the Academic Council and the appointment will be made by the Board of Management on the recommendation of the Academic Council.
37. No person shall be appointed or continued as Honorary Professor on his/her attaining the maximum age of superannuation as prescribed by the regulations.
38. An Honorary Professor shall be expected to be associated with the normal academic activities of the Faculty/School/Department to which he/she is attached but shall not be a member of any committee of the University except that of the Board of Studies of the Department concerned.
39. An Honorary Professorship will carry with it no financial commitment for the University or responsibility for providing residential accommodation.

#### **Visiting Professor:**

40. Distinguished persons, having special competence in one or other of the fields of study covered by the University, may, with the approval of the Board of Management, be invited by the President to function as Visiting Professors in the University. These Visiting Professors can be drawn either from within India or abroad.

41. Such Visiting Professors shall, according to arrangements entered into in each individual case, teach a course of study, deliver Lecture or take Seminar or supervise research scholars assigned to him/her or participate in such other manner as may be deemed appropriate.
42. Persons invited as Visiting Professors may be paid such salary, honorarium, travelling expenses, hospitality, etc. as may be decided in each case by the President of the University.
43. A Visiting Professor shall be expected to be associated with the normal academic activities of the Department to which he/she is attached but shall not be a member of any committee of the University except that of the Board of Studies of the Department concerned.
44. To the extent possible, the University will make arrangements for accommodating such Visiting Professors within the campus so that fruitful contacts could be established between them and the teachers and students of the University.
45. Subject to the above, the President will determine, at his discretion, such other terms and conditions including the duration of appointment as may be deemed necessary in the case of any Visiting Professor.

**Adjunct Professor:**

46. Distinguished persons, from within the country and/or abroad, having special competence in one or other of the fields of study covered by the University, may, with the approval of the Board of Management, be invited by the President of the University to associate with the University as Adjunct Professors.
47. Such Adjunct Professors shall, according to arrangements entered into in each individual case, teach a course, deliver Lecture or take Seminars or supervise research scholars assigned to him/her or participate in such other manner as may be deemed appropriate.
48. Persons invited as Adjunct Professors may be paid such honorarium, travelling expenses, hospitality, etc. as may be decided in each case by the President of the University.
49. An Adjunct Professor shall be expected to be associated with the normal academic activities of the Department to which he/she is attached but shall not be a member of any committee of the University except that of the Board of Studies of the Department concerned.
50. Subject to the above, the President will determine, at his discretion, such other terms and conditions including the duration of association as may be deemed necessary.

**DRAFT ORDINANCE NO. 24**

**CONSTITUTION, POWERS AND FUNCTIONS OF THE RESEARCH BOARD**

**(Section 30(k) (xiv), the Career Point University, Kota Act, No. 13)**

1. There shall be constituted a Board of Research Studies comprising of the following:

- i. Vice-Chancellor / PVC – Chairperson - Ex-officio
- ii. Deans of Faculty/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 - Members - Ex-officio
- v. Four Associate Professors to be nominated by the Vice-Chancellor/President representing different disciplines in the University - Members
- vi. Four external experts to be nominated by the Vice-Chancellor representing different
- vii. disciplines in the University - Members
- viii. Registrar - Secretary- Ex-officio

2. Subject to the overall guidance of the Academic Council, the Board of Research Studies 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 (xi) 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 Board of Research Studies shall meet regularly at least twice a year.
4. The Board of Research Studies 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.

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**DRAFT ORDINANCE NO: 25**

**THE DOCTOR OF PHILOSOPHY PROGRAMME**

(Section 30(k) (xv), the Career Point University, Kota Act No. 13)

1. The norms and procedure for awarding the degree of Ph.D. shall be in accordance with the UGC (Minimum Standard and Procedure for Award of M.Phil/Ph.D. Degree) Regulation 2009.
- 2. Admission and Eligibility**
  - i. Eligibility for admission to PhD program shall be as per UGC guidelines.
  - ii. The admission to the Ph.D. Programme will be done preferably in the beginning of each semester as per the UGC Regulation 2009.
  - iii. Eligible candidates will be required to appear in a written test and/or an interview to be conducted by the Department of Research in association with Departments/Centers of Studies. The candidate will be selected based on merit determined after giving suitable weightage to written test, interview and other academic & research credential as defined in the Regulations.
  - iv. Reserved category students shall be given relaxation in marks and other criteria as per UGC guidelines for PhD programme.
- 3. Exemption from the Written Test:** A candidate shall be exempted from the written test in following circumstances –
  - i. Candidates exempted as per UGC guidelines
  - ii. Persons with M.Phil. degree from any recognized University.
  - iii. Persons who have completed at least one year of research in a research laboratory/institute.
  - iv. Recognized teachers of Career Point University.
  - v. Candidate who have completed at least one year of research in any institution/university under the supervision of a teacher who now joined the Career Point University.
- 4. Course work:**
  - i. Department of Research in association with Departments/Centres of Studies would conduct course work.

- ii. Course work curriculum approved by Academic Council will be followed in all Department/Centre of Studies.
- iii. The course work will be examined and the grades obtained therein will be reflected in the final result.
- iv. It is mandatory for the candidate to pass the course work examination prior to his/her submission of thesis.

## **5. Supervisor**

- i. The Supervisor shall be a Professor, Associate Professor, Assistant Professor or Lecturer with Ph.D. and with at least two years of experience of research/teaching. Research experience would be counted from the date of his/her registration in Ph.D degree.
- ii. Preferably, the supervisor should have published at least one publication in a national or international journal.
- iii. The Dean (Research and Higher Studies) may, with the approval of the School/Department of studies, appoint one or two Joint Supervisors in addition to the Supervisor, in which case the Supervisor shall be in overall charge of the supervision. A Joint Supervisor need not necessarily be a teacher of the University but should be a person recognized as per the University Regulations.

## **6. Registration Procedure**

- i. The application for registration of Ph.D. shall be made to the Dean (Research and Higher Studies) in the Performa as may be prescribed by the University along with a brief research proposal.
- ii. The written test or exemption from the same shall be made as per above clause 2 and The candidate shall be interviewed by the subject expert and person nominated by the Dean (Research & Higher Studies). The interview shall be based on tentative area of research and proposed title of the study.
- iii. The candidate shall be registered as a research scholar based on the performance in written test, interview and other research and/or academic credential.
- iv. The research scholar shall undergo for coursework of one semester. The scholar ~~can~~ should qualify the course work exam any time but before submission of the thesis.
- v. After coursework the research scholar shall submit a detailed synopsis of the proposed study to the Dean (Research and Higher Studies). The synopsis shall include the topic, scope of its study, tentative hypothesis, research methodology, including sampling and design, where necessary and other points as provided in the rules of the university.

- vi. The President shall constitute a committee/board to examine the synopsis/research proposal.
- vii. The committee/board after examining through presentation and interview either approve the synopsis or will suggest the improvement.
- viii. The research scholar can commence his research work after approval of synopsis from the committee.
- ix. In case a candidate wishes to change the topic of research, she/he should do so within one year from the date of her/his registration. The modified research proposal should be submitted to the Dean (Research and Higher Studies) for its consideration and approval.

## **7. Review of Progress**

- i. The Supervisor will regularly monitor the progress of the research work of the candidate.
- ii. If the Supervisor finds that the progress of the work is not satisfactory, a report to that effect shall be submitted to the Dean (Research and Higher Studies) for appropriate action.

## **8. Thesis Pre-Submission Seminar**

- i. When the Supervisor is of the opinion that the thesis is in the final stage of completion, the scholar shall be required to give a pre-submission seminar on his/her research findings, well in advance.
- ii. This seminar will be given in the presence of a member representative of Dean (Research and Higher Studies) and the supervisor.
- iii. The candidate may incorporate the recommendations of the member representative in the thesis.

## **9. Submission of Thesis**

- i. A candidate shall submit his/her thesis for the Ph.D. in which he/she may incorporate the text of any work which he/she may have published on the subject. But he/she shall not submit as his/her thesis any work for which a Degree has been conferred on her/him by this or any other University.
- ii. The thesis shall satisfy that it is a piece of research work characterized either by discovery of new facts or by fresh interpretation of facts or theories. In either case it should evince the candidate's capacity for critical examination, original thinking and judgment. It shall also be satisfactory so far as its literary presentation is concerned.



- iii. The thesis shall include a certificate from the Supervisor and the declaration from the candidate that the thesis incorporates the student's bonafide researches and that these have not been submitted for award of any degree in this or any other University or Institute of learning.
- iv. In case candidate is a teacher or researcher in a Research Institute or candidate who is not pursuing research on a full time basis, the thesis shall be accepted only on the production of periodical certificates from his/her Supervisor that the candidate has been in continuous touch with him/her and has acquainted himself/herself adequately with the latest theories and methods in research in his/her field of specialization.

**10. Panel of Examiners:**

- i. Supervisor shall submit a panel of six members of examiners including the supervisor in the prescribed Performa to the Dean (Research and Higher Studies) for approval and submission to the President.
- ii. The School Board may also submit a copy of the panel of examiners to the President.
- iii. Panel of three examiners shall be finalized by President out of which two examiners shall not be the staff of the University, while the third examiner shall be the Supervisor.

**11. Evaluation:** The thesis submitted by the candidate for Ph.D. degree shall be examined by examiners.

**12. Examinee's Report and Viva-Voce:** Each examiner shall, after examining the thesis submitted by the candidate for the award of the Ph.D. degree, submit Evaluation Report in a prescribed proforma to the University mentioning clear recommendation that in her/his opinion:

- i. The thesis is recommended for the award of Ph.D. degree; or the thesis should be modified/revised; or the thesis may be rejected.
- ii. The examiners may also, recommend a Viva-Voce examination for some clarifications, if necessary, to be mentioned in the Evaluation Report.
- iii. If one of the external examiners recommends that a Viva-Voce examination should be held, a Board may be constituted by the President for holding the Viva Voce examination consisting of the Supervisor, who will also be the Convener and at least one of the external examiners.
- iv. This Viva-Voce shall be held within a period of three months of the receipt of the Evaluation Report from the External examiners. The Convener will submit a report of Viva Voce examination to the Dean (Research and Higher Studies).

- v. In case an examiner suggests some modifications/ improvements of the thesis on certain specific lines or points out certain lacunae in the thesis, the candidate should be asked to reply or modify the thesis as suggested and resubmit the thesis to be forwarded to the concerned examiners within a period of one year from the date of intimation of the requirement of modification by the University. If the candidate decides to reply to the points/observations raised by an examiner and if the reply is neither accepted by the examiner nor the candidate the matter shall be referred to a Committee of experts to be appointed by the President of the University.
- vi. A thesis shall be accepted for the award of the degree of Doctor of Philosophy on the unanimous recommendation of the examiners.
- vii. If both the external examiners reject the thesis, no degree will be awarded. If there is a difference of opinion between the external examiners it should be referred to a fourth examiner to be nominated by the President out of the panel already given. The opinion of the fourth Examiner shall be final.

### **13. Re-Submission of Thesis**

- i. A candidate whose thesis has been referred back for revision shall resubmit it for the award of the Ph.D. degree within one year of the intimation of the decision of the University.
- ii. A thesis which has been resubmitted shall be examined by the same external examiner(s). In case the examiner(s) is/are unwilling to act as such, another examiner(s) may be appointed by the President from the approved panel of examiners.

**14. Award of Degree:** Based on the reports of the examiners and the Viva Voce the Dean (Research and Higher Studies) shall recommend to the President for the award of the degree or otherwise.

**15. Removal of Difficulties:** Notwithstanding anything contained in the above the President may take such measures as may be necessary for removal of difficulties.

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**DRAFT ORDINANCE NO: 26**  
**THE MASTER OF PHILOSOPHY PROGRAMME**  
**Section 30(k) (xvi), the Career Point University, Kota Act No. 13)**

**1. Objective**

- i. The University may organize an M.Phil. Programme with the objective of providing deeper insight in the relevant subject, broadening horizons, emphasizing the unity of all knowledge normally divided in numerous disciplines, equipping scholars with necessary tools and practical experience for further researches in different fields. M.Phil. shall be the first research degree of the University.
- ii. The M.Phil. programme shall comprise of two parts, viz., (a) course work and (b) dissertation/project work. Both the parts shall have equal weightage.

**2. Course Work**

- i. The course work shall consist of three courses offered by the Department/Centre. A teacher of this University having at least an M. Phil. degree shall be eligible to teach M. Phil. courses.
- ii. The M. Phil. scholars will be required to attend and participate in seminars which will be organized by the Department/Centre for the purpose of discussing new results, developments in the subject and/or interpretation of data. Each scholar shall be required to deliver two seminars, one in the early phase of his/her dissertation/project work and the other just before concluding his/her work.

**3. Admission**

- i. The admission to M.Phil. programme will be done preferably in the beginning of a semester.
- ii. The candidates with at least 55% (50% in the case of candidates belonging to SC/ST) marks in the Master's Degree in the subject concerned will be required to appear in a written test and/or an interview to be conducted by the Department/Centre. The candidates will be selected according to merit determined after giving weightage to the following percentage in the Master's Degree or equivalent (at least 50% weightage) performance in the test and/or interview.
- iii. The admission will be finalized on the basis of the number of seats available and the performance of the candidates. A candidate will be assigned a supervisor by the Department/Centre at the time of admission.
- iv. A candidate who is awarded a fellowship on the basis of a National level examination recognized by University Grants Commission may be admitted to the M.Phil. Programme directly without being required to appear at an internal test provided under this Ordinance.

- v. All teachers working in the constituent and recognized Institutes of the University and recognized as University teachers shall be eligible for admission to M.Phil. Course. The teachers working in colleges under the jurisdiction of other Universities may also be admitted subject to availability of seats and their satisfying such conditions as may be laid down by the concerned School/Faculty Board.

#### **4. Registration**

A candidate, during the course work, shall apply through the Department for registration along with the synopsis which shall be approved by the School Board. The date of registration shall be the date of approval by the School Board. The Department shall appoint a Supervisor. The Supervisor shall be a Professor, Associate, Professor or Assistant Professor with Ph.D. and with at least two year's experience of research/teaching and should be a teacher of this University. In the initial stage of inception of the University, a supervisor from outside the University may be appointed with the approval of the President of the University.

#### **4. Duration**

- i. A scholar should normally complete his/her M.Phil. in not more than three semesters. An extension of only one semester may be allowed in suitable cases on the recommendation of the Supervisor submitted to the Department. In the case of college teachers undertaking M.Phil. programme, one extra semester time may be given for completing the programme over and above that allowed for regular candidates.
- ii. if a candidate after clearing the course work discontinues his/her dissertation work for some unforeseen reason, the School/Faculty Board may condone a break of not more than two semesters and the candidate be allowed to resume his/her work. If the break is for more than two semesters, the scholar shall seek fresh admission to the M.Phil. programme. The period of the break shall be computed from the date of publication of the course work result.

#### **6. Attendance**

An M.Phil. student is expected to attend all lectures pertaining to his/her course work. The attendance of the candidate shall be at least 75% in each course. In addition to course work an M.Phil. student shall deliver at least two seminars in the Department/Centre during his/her M.Phil. programme.

#### **7. Evaluation of course work**

- i. The evaluation of the course work will be internal.
- ii. The performance of the scholar shall be evaluated as per regulation of the university.

#### **8. Pre-Submission Seminar**

When the Supervisor is of the opinion that the dissertation is in the final stage of completion, well in advance before the likely date of submission, the scholar shall be required to give a presubmission seminar on his/her research findings. This seminar will be given in the presence of a Committee of at least three faculty members including the Supervisor, of which one will be from the allied Department. The candidate may incorporate the recommendation of the Committee in his/her dissertation.

## **9. Submission of Dissertation**

- i. An M.Phil. candidate shall be required to submit a dissertation in triplicate duly recommended by the Supervisor and forwarded by the Department/Centre to the Controller of Examinations.
- ii. The dissertation/project work shall contain a declaration from the candidate and a certificate from his/her Supervisor that the dissertation/project work incorporates bonafide research of the student and that this has not been submitted for another degree of this or any other University.

## **15. Panel of Examiners**

At least two months before the proposed date of submission of the dissertation, the Supervisor shall present a panel of four names of examiners including the Supervisor to the Department to be forwarded to the School/Faculty Board for approval and submission to the Controller of Examinations. The School/Faculty Board shall also submit a copy of the panel of Examiners to the Chairman of the Academic Council.

## **16. Evaluation**

The dissertation/project work will be examined by two examiners (one of them being the Supervisor) to be appointed by the President from the panel approved by the Academic Council and the Board of Management. At least one of the examiners should be from outside the University.

However a Supervisor shall not act as an examiner where a candidate is a wife or husband, son or daughter, brother or sister of the Supervisor. Where a candidate is related to the Supervisor as such, the dissertation submitted by a candidate for M.Phil. Degree shall be sent to another examiner selected from the panel of examiners.

## **17. Award of the Degree**

- i. The Dissertation/project work should be accepted for the award of the M.Phil. Degree on the unanimous recommendation of the examiners.
- ii. If there is a difference of opinion the matter should be referred to a third examiner to be appointed by the President out of the panel already submitted. The Third examiner will act as the Adjudicator and his decision will be final.

- iii. In case the examiner suggests some modifications/improvement of the dissertation/ project work on certain suggested lines or points out certain lacunae in the dissertation/ project work, the candidate should be asked to reply or to modify the dissertation/ project work on the suggested lines and resubmit the dissertation/project work within a period of six months of the communication of the decision.
- iv. Both external and internal examiners shall award grade as well as grade point for dissertation. In the event of unanimous recommendation by both the examiners, the final grade point may be computed keeping in mind the average of both course work and dissertation grade points. In the event of one of the examiners for dissertation not 28 recommending, the final grade point may be computed keeping in mind the average of the course work and the grade point awarded to the candidate by the third examiner.
- v. All the reports of the examiners shall be submitted to the School/Faculty Board, which, on being satisfied, may recommend to the Board of Management that the M. Phil. Degree may be awarded to the candidate. A copy of the recommendation of the School/Faculty Board may be sent to the Controller of Examinations for declaration of the provisional result.

#### **18. Removal of Difficulties**

Notwithstanding anything contained in the above Ordinance, the President may take such measures as may be necessary for removal of difficulties.

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