



THE IIHMR University JAIPUR

ORDINANCE, 2013

(Ordinance No. 30 of 2013)

(Made and promulgated by the Governor on
the 27th day of September, 2013)

Government of Rajasthan
Education (Gr.4) Department

In exercise of powers conferred by Sub-section (3) and (4) of section 29 of the IIHMR University, Jaipur Act, 2014 (Act No. 3 of 2014), the Government of Rajasthan hereby approves the following Ordinances of the IIHMR University, Jaipur as required by sub-section (5) of section 29 of the said Act namely:-

ORDINANCE OF THE IIHMR UNIVERSITY, JAIPUR

In exercise of powers conferred by sub-section (1) and (2) of section 29 of the IIHMR UNIVERSITY, JAIPUR Act, 2014 (Act No. 3 of 2014), the Academic Council has prepared the Ordinances of The IIHMR University, Jaipur duly approved by the Board of Management of the University, Jaipur are being submitted to the State Government.

Chapter 1
Preliminary

1.1 Short-title and Commencement:

- 1.1 These Ordinances shall be called the Ordinances of The IIHMR University, Jaipur, 2015.
- 1.2 They shall come into force from the date of their approval by the State Government.

1.3 Definitions:

- (a) "Act" means the IIHMR University, Jaipur Act, 2014 (Act. No. 3 of 2014.), and
- (b) "Authorities of the University" means authorities specified in section 21 of the Act and includes authorities declared by the Statutes: and
- (c) "Statutes" means statutes of The IIHMR University, Jaipur.

Words or expressions used but not defined in these statutes shall have the same meaning as assigned to them in the Act.

Chapter 2
Students Enrolments

- 2.1. Application form for admission to the various programmes offered by the University shall be as prescribed by the Academic Council of the University, from time to time.
- 2.2. The last date for the receipt of applications for admission to various Faculty/Schools/Departments of the University shall be fixed each year by the Academic Council.
- 2.3. The last date for admission to various Faculty/Schools/Departments of the University shall be fixed each year by the Academic Council.
- 2.4. The number of Students to be admitted in each Faculty/Schools/Departments of the University in the respective sessions shall be prescribed each year by the Academic Council.
- 2.5. Admission of students shall be made strictly on the basis of merit adjudged through All-India Common Entrance Test. wherever applicable. aimed at assessing knowledge, comprehension and aptitude of the students to pursue higher studies, through written test/ viva/ group discussion/ personal interview or a combination of these.
- 2.6. However, provided that in case of programmes 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 Boards
- 2.7. The Entrance Examination shall be held at the University campus.
- 2.8. Question paper(s) for entrance examination(s) shall be set by expert(s) appointed by the President.
- 2.9. Relevant provisions aimed at maintenance of discipline during examinations. As per regulations to such effect. shall be applicable to entrance examinations, wherever applicable.
- 2.10. Admissions to the various programmes of studies shall be made by the Admission Committee constituted by the President of the University comprising of such members as approve by Academic Council and Board of Management of the University, from time to time.

- 2.11 The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee in consultation with the Dean of the respective Schools and approved by the President of the University.
- 2.12 Minimum qualifications for admission to the programmes in various Schools shall be prescribed by the Academic Council in consultation with the Dean of the of Schools each year, subject to the concessions provided for by the regulations, framed to such effect, from time to time.
- 2.13 In case of a tie/ 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.
- 2.14 Only such candidates who have passed an examination of an Indian University/Board established or recognized by State/ Central governments or such other examinations including Foreign University/Board, as has been recognized equivalent by State/Central Governments/University shall be considered for admission.
- 2.15 The reservation of seats in the academic programmes offered by the University for students belonging to socially disadvantaged community shall be as per the policy of the State Government from time to time.
- 2.16 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
- 2.17 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.
- 2.18 A candidate shall be admitted to the programme in a School after paying the prescribed fee for enrollment as a student of the University.
- 2.19 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

Chapter 3
Course of Study

- 3.1. The University shall offer Master of Business Administration Degree, Diploma and Certificate courses in Management Studies as per schedule – II of the Act.
- 3.2 The scheme, syllabi and the regulations in respect of all the programmes shall be framed by the respective Board of Studies for approval of Academic Council and Board of Management of the University.
- 3.3 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 Board, with the approval of Board of Management of the University.
- 3.4 The percentage of marks prescribed for the minimum eligibility requirements and allotment of seats, shall be approved by the Board of Management on recommendation of the Academic Council, from time to time.
- 3.5 The Degrees/Diplomas/Certificates of other Universities/ Institutions/ Boards, which have been recognized by an Equivalence Committee constituted by the President of the University, from time to time, shall be accepted regarding minimum requirement for admission to the respective academic programmes of The IIHMR University, Jaipur.

Chapter 4

Award of Degrees and Certificates

4.1 All the courses of study “Included in schedule -II” leading to award of Degrees/Diplomas/Certificates shall be conducted by the respective Faculty/Schools established by the University, from time to time.

4.2 Duration of the course.

- I) The duration of the Postgraduate course shall be three years spread over six Trimesters.
- II) Ph.D. programme shall be governed as per UGC norms/regulations (2009). as issued and amended from time to time.
- III) The duration of the Certificate & Diploma Programmes shall be as determined by the University and approved by the Academic Council, from time to time.

IV) **Attendance and Leave Rules**
Attendance Requirement

All students are expected to attend all sessions of the course. As per UGC, to appear in any examination, a student should have at least 75% attendance in each course conducted during the term. Attendance would be maintained by the course instructor. The student will be notified the status of their eligibility to appear in the examination by Examination Cell.

Attendance of students in every course will be monitored and relevant attendance record will be maintained by the Course Coordinator concerned. In a day attendance will be marked twice a day. Whenever a student avails leave, he/she will be required to take prior written permission from the course coordinator. Respective course coordinators will submit the attendance record of their courses immediately at the end of the respective course to the Academic Office. The completed and signed attendance record received from respective course coordinators will be computed by the Academic Office. While computing the attendance of the student the Academic executive will add up attendance of two sessions per day and then compute the percentage of sessions attended.

- a) The Academic Office will inform the Examination Cell the names of those students who are not eligible to take the examination.
- b) It is obligatory for the students to seek prior permission of the Course Instructor/Course Coordinator/Proctor and Dean Academic on the prescribed leave form before proceeding on leave. The leave sanction form is available in the Academic Office. The sanctioned leave form should be submitted to the Academic Office for record. In case the student resides in the hostel and desires to leave the campus during the leave, it is imperative to seek permission from the Hostel Warden prior to leaving the hostel premises.
- c) In case of medical emergency or any other emergency at home when the student needs to proceed, an approval on phone/SMS is necessary. The student is required to forward the leave application within two days of proceeding on leave. But grant of permission does not mean that the absence has been condoned for the purpose of computing attendance.
- d) The Examination Cell will permit only those students to take the examination, who have 75% or more attendance in the concerned course and total number of classes missed should not in any case exceed 5%. When a student is deputed by the University on official duty, such period of deputation can be considered for condonation provided the student has a minimum of 70% attendance in that course.
- e) In the event of illness requiring hospitalization of the student for longer periods, the authentication of the same is to be obtained from competent specialists. Under exceptional circumstances, such absence will be further condoned by 5%. Under no circumstances (even medical reasons) will a student with less than 70% attendance be allowed to take his/her examinations.
- f) Cases of those students with attendance between 70-75% with justifiable academic, medical or institutional ground can be considered for condonation of the period of shortage. The authority for condoning the period of absence is the Dean, Academic and Student Affairs. Under no circumstances will the period of absence (inclusive of the condoned period) exceed 30%.

- g) For initiating the process of condonation of period of absence, the candidate must apply justifying the period of absence with reasons and supporting documents. If the case is found valid by the Academic Office, the candidate will be directed to the course coordinator for taking extra assignment(s) to cover for the period of delay. These assignments will be decided and given by respective course coordinators. On submission of completed assignments, the course coordinator will certify that the candidate has satisfactorily completed the assignment and could be considered for condonation. Based on this, the Academic Office will prepare the case on a note sheet and forward the same to the competent authority for condoning the period of delay. The cases where absence is condoned shall be allowed to take the examination in the respective subjects.
- h) Prior to the scheduled commencement of examination, the Academic Office Cell will prepare and display a list of students who have been debarred from taking the examination on account of shortage of requisite attendance or any other reason.

4.3 Eligibility for admission.

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

Eligibility Criteria for MBA Programmes

A recognized bachelor's degree of minimum three-years duration in any discipline (MBBS/BDS/B.Sc.(Nursing)/Paramedical/B.Sc./B.A./ B.Com./B.Tech./AYUSH or any other bachelor degree from a recognized university. Candidates applying for MBA Pharmaceutical Management should be from medicine / pharmacy / biotechnology / science . Candidates appearing at the final examination of the qualifying degree may also apply. Such candidates, if selected, will be given provisional admission and will have to submit the evidence of passing the qualifying examination within two months of the start of the session, failing which their admission will be automatically cancelled. All the MBA aspirants should have 50% marks in the qualifying exam except for categories mentioned in the reservation policy.

Entrance Test/Experience

Candidates should have a valid score at any one of the aptitude tests like MAT/CAT/XAT/ CMAT/ATMA (GPAT for MBA Pharmaceutical Management) or any aptitude test conducted by the IIHMR University.

Criteria for Short Listing: Candidates who meet the following criteria will be shortlisted for Personal Interview and Group Discussion:

Academic performance – 50% marks in the qualifying examination (Exception for reserved categories as per reservation policy).

Aptitude test: A valid score in the aptitude test to be decided by the University every year.

Final Selection/Admission

The final selection of the candidate is based on his/ her performance in the qualifying examination with a proportional score at MAT/CMAT/CAT/ATMA/XAT/ GPAT or the aptitude test conducted by the university, group discussion, experience and personal interview.

Candidates are required to bring original documents at the time of the interview.

The Ph.D. Program

The IIHMR University has introduced Ph.D. Program in 2014. It is a doctoral program in the health sector with a multidisciplinary focus. The areas of research include public health, health and hospital management, nursing management, pharmaceutical management, population and reproductive health, health economics and finance, urban health, health nutrition, health communication and behavior change, information technology in the health sector, health systems and related areas.

Program Duration

The minimum program duration is three years including the period of registration. Registration in Ph.D. is subject to passing the qualifying examination which will be based on the course work in the first year of the program. The program has three important milestones, namely course work with 32 credits; writing research proposal and data collection; and thesis writing and submission.

The maximum period allowable to complete Ph.D. is five years, the failing which candidate will have to re- register if he/she does not complete PhD in 5 years.

Eligibility Criteria

Masters' Degree or Post Graduate Diploma in Management (PGDM) from a UGC/AICTE recognized institution or university, with at least 55% marks (or equivalent grade) for general category and 50% marks for SC and ST candidates in hospital and health management, general management, medicine, nursing, pharmacy, health informatics, social and behavioral sciences, economics, commerce, science, demography and statistics.

Faculty in the teaching institutions, researchers/ scientists in research organizations and working professionals with relevant qualifications and experience is encouraged to join the program and will be given preference in selection.

The IIHMR University encourages working professionals (health administrators, policy makers, medical/nursing and management professionals) to undertake the Ph.D. program to enhance competence in evidence-based research for policy and program development. They will be given adequate weighting in admission. Such candidates should have a minimum of five years' experience of work in the health sector.

4.4 Programmes of study and framing of the Syllabi.

- i) The courses of study to be offered shall be approved by the Academic Council and Board of Management on the recommendations of the Faculty/School Deans.
- ii) The syllabi/ course structure for the programme of study, shall be framed by Board of Studies of the concerned Departments and approved by the Academic Council and Board of Management of the University in conformity to the norms and standards prescribed by the respective regulatory bodies, as issued and amended, from time to time.

Schools at University, Programmes and Objectives

4.1 Schools at The IIHMR University

- Institute of Health Management Research (IHMR)
- School of Pharmaceutical Management (SPM)
- School of Development Studies (SDS)

4.2 Programmes Offered at the IIHMR University

4.2.1 MBA Programmes

- MBA- Hospital and Health Management (IHMR)
- MBA-Pharmaceutical Management (SPM)
- MBA-Rural Management (SDS)

4.2.2 Other Programmes

- MPH- in Co-operation with Johns Hopkins University, Bloomberg, USA
- Ph. D.

4.3 Programme Structure

4.3.1 First Year

- Introductory and Core Courses
- Summer Training

4.3.2 Second Year

- Specialized Courses
- Dissertation and Internship

4.3.3 Structure of the Courses

- Medium: English
- Duration: Two-years full time
- Term System: Trimester

4.4 Programme Objectives

4.4.1 MBA Hospital and Health Management

The broad objectives of the programmes are to build knowledge and skills to perform as effective professionals in health and hospital systems, both in the public and private sector. The syllabus and course content are designed keeping in mind the current requirements of the healthcare industry.

- To enhance decision making and administrative competence of students to enable to face challenges of healthcare industry.
- To develop skills in planning, building and managing healthcare organization.
- To participate and contribute to the formulation of public health policies.
- To promote knowledge through applied and conceptual research relevant to management and to disseminate this knowledge through publications.
- To collaborate with other institutions in India and abroad in furtherance of professional exposure.

Management education and assisting in University building in a meaningful manner.

4.4.2 MBA Pharmaceutical Management

The broad objective of the programme is to build knowledge and skills to perform as effective professionals in pharmaceutical systems, both in the public and private sectors. The syllabus and course contents are designed to meet the needs of fresh graduates and mid-career professionals.

- To help understand concepts and techniques of modern management and their application in making the managerial roles of the participants efficient and effective.
- To develop skills of analysing, diagnosing and solving operational problems in the delivery of pharmaceutical services.
- To help learn the application of qualitative and quantitative analytical tools as applicable to pharmaceutical industry.
- To help understand and appreciate methodologies of pharmaceutical management training and develop skills with the focus on strategic responsibility for training and human resources development for pharmaceutical industry.
- To enlarge the outlook and vision of participants about the larger background and context of pharmaceutical management.
- Management education and assisting in University building in a meaningful manner.

4.4.3 MBA Rural Management

The programme Educational Objectives (PEOs) of MBA RM course, is to facilitate integrative learning in the deepest sense of the term, so that graduates can walk into professional roles with ease and play a pivotal role both at the operational and strategic level in their jobs. Currently, students in MBA in rural management programme are largely being prepared for an “operational” engagement. For this to take effect, the course outline of MBA (RM) strikes a balance between three things:

Critical thinking, active engagement with multiple stakeholders, and lateral thinking that allows students to think practically and strategically.

Foundational managerial skills associated with development praxis, ideally for all sectors (government, civil society and private sector); and more specifically, those skills relevant for the specializations that the students choose.

Strong fieldwork and organizational skills based on off campus learning experiences enables students on graduation to hit the ground running.

4.5 Removal of Students from the Courses.

The Dean of the Faculty on a reference from a School/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.

4.6.1 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.

Provided that in case of emergency, the Board of Management may on its own make such proposals.

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 Philosophy

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

Chapter 5

Conditions for Award of Fellowships, Scholarships, Stipends, Medals and Prizes

5.1. In order to encourage meritorious and deserving students to pursue courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, for financial help, and also provide for award of Medals and Prizes.

5.2 There shall be instituted Scholarships in every programme to be awarded to the students of the University, subject to the availability of funds. Rules for award of the same will be laid down in the regulations approved by Board of Management of the University.

5.3 All types of Scholarships shall be administered at the University level, by a Committee to be constituted, by the Vice Chancellor/President.

5.4 There shall be a scheme to award medals/ prizes to the meritorious students of the University. for their best performance in various University examinations.

5.5 The University shall have power to institute endowments from time to time. in accordance with the provisions of The IIHMR University Jaipur. Act.

5.6 There shall also be a Committee constituted by the President for administration of each endowment and to implement the objects of the endowment.

Chapter 6

Medium of instruction, Examination,

Evaluation and Grading System

- i) The medium of instruction in respect of all courses conducted in the respective Schools shall be English.
- ii) Examinations of the University, other than the doctorate examination shall be open to regular and eligible students, i.e. such students who have undergone a regular 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.
- iii) All examinations of the University (Except entrance examinations) shall be conducted at the University campus; i.e., The IIHMR University Jaipur, through end term examinations.
- iv) Question papers of all examinations shall be set and answered in English language.
- v) Question papers of all examinations in English shall be set and answered in the English language.
- vi) Project Work/Project Report/Dissertation/Field Work Report/Training Report etc., if any. shall have to be written in English.

6.2 Conduct of Examinations

Examinations: The examination system is divided into two phases: Mid-Term and Term Examination.

The Mid-Term and Term University Examinations shall be held under the Administrative Control and Supervision of Controller of Examinations. In consultation with Deans of Faculties of the respective Schools University, as per the University examination rules and regulations, framed to such effect, by the authority, and approved by Academic Council and Board of Management of the University, from time to time.

6.2.1 Mid-Term Examination: Looking at the very objective of Mid-Term Examination, it is left to the Course Coordinator to schedule this examination during any pre-announced date during the course. At the start of the course, the system planned by the Course Coordinator for the conduct of the Mid-Term assessment needs to be detailed out. This should be shared with the students in the form of a handout.

6.2.2 Term Examination: The examinations held for regular students will be known as Term Examinations. Each Term Examination schedule will have approximately 3 to 5 courses. The Term Examination will cover all the courses taught during the respective term. The maximum duration of a Term Examination for any course will be two to three hours. The dates of a Term Examination will be declared along with the teaching calendar for each year.

6.3 Indiscipline and Unfair Means/malpractice in Examination.

There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Nonadherence to such instructions shall attract disciplinary action, as per the University examination rules and regulations, framed to such effect by the competent authority.

Measures to Prevent Unfair Means during the Examination: It is made clear that with the promulgation of Rajasthan Public Examination (Prevention of Unfair Means) Act, 1992 by the Government of Rajasthan vide Extraordinary Gazette Notification dated 11th November 1992, the use of unfair means at a public examination is an offence under the law and accordingly the person(s) found guilty of resorting to or using unfair means at the examination can be punished with imprisonment for a term which may extend up to 3 years or with fine which may extend up to Rupees Two thousand or with both.

6.4 Paper Setting and Evaluation.

The paper setting and evaluation of answer scripts shall be made as per the examination rules and regulations, framed to such effect by the competent authority. On the formal request of the Controller of Examination, Four (04) question papers (two each for term and supplementary examinations) will be set for each course by the assigned paper setter who will be member/members of the Panel of Experts duly identified by the University. The paper of course will be in the standard format, which will be circulated by the Examination Cell. Each set of papers will be submitted by the paper setter in a sealed envelope. The mark distribution for the Term examination will be 70 percent, while it will be 100 percent for the supplementary examination. In case of papers for courses having up to two credits or less, the paper could be of 100 marks provided there is no Mid-Term Examination for that course. The marks should be appropriately distributed and matched for the maximum marks of the Term and Supplementary examinations by the paper setter.

The Examination Cell will ensure that it has received the question papers one month before the courses have been planned to be covered during the term. During the Term Examination, the Controller of Examinations and one nominee of the President will randomly pick one paper for the term examination. The selected paper(s) will be appropriately stamped with the date stamp and the required number of copies will be made.

In case a question paper is leaked before the examination, the examination will be postponed.

Supplementary Examination

A Supplementary Examination will be conducted by the University for students who were absent in the regular Term Examinations or who failed the regular Term Examinations. The pattern of a Supplementary Examination will be similar to a Term Examination, with short /long/multiple choice questions to test the knowledge and analytical ability of the candidates.

6.5 Award of Grades

The total performance within a term and the continuous performance from the second semester onwards will be indicated by a Grade Point Average (GPA) Cumulative Grade Point Average (CGPA) and respectively, as per the examination rules and regulations, framed to such effect by the competent authority.

6.5.1 Grading System and Marks

Grading System: The students will be awarded grade points. However, their equivalent percentage of marks will not be recorded in the report card/degree certificate. The grades, grade points and percentage equivalents are as follows:

Grade	Grade Points	Percentage Equivalents
• O (Outstanding)	10	91-100%
• A+ (Excellent)	9	86-90%
• A (Very Good)	8	81-85%
• B+ (Good)	7	71-80%

• B (Above Average)	6	61-70%
• C (Average)	5	56-60%
• P (Pass)	4	50-55%
• F (Fail)	0	Less than 50%
• Ab (Absent)	0	—

Chapter 7

Fees Chargeable

- 7.1 The Fees and other charges payable by the students of the University shall be prescribed on the recommendation of the University fee committee.
- 7.2 Details of fees and other charges payable by an applicant and students admitted to different Programmes of Studies shall be specified in the Admission Brochure/Prospectus issued by the University from time to time
- 7.3 A student shall be deemed to have been admitted to a Programme of Studies only after he/she pays the fees as prescribed.

Fee Payment Schedule

The programme fee is payable in five instalments. The payment schedule is given below. Students are required to deposit their fee through RTGS/NEFT/Cheque/demand draft made out in favour of “IIHMR University” payable at Jaipur, as per the fee schedule given below. The students are advised to mention their name and roll number on the back side of the demand draft.

Particulars	Due date for Payment
First Installment	Within 10 days of admission
Second Installment	Within 20 days of admission
Third Installment	Before 5 December
Fourth Installment	Before 5 April
Fifth Installment	Before 5 August

Failing to deposit the fee on time, students are required to pay the late fee @ 100/ day. If a student fails to deposit his/her fee, will not be allowed to take the examinations.

Refund of Fees in case of cancellation/Withdrawal of Admission.

- 7.4 In case a student, after having paid the fees, desires his/her admission to be cancelled, he/she shall be entitled to refund of fees.

Fee Refund Policy

In case, a student/candidate withdraws before the starting of the academic session, the University will deduct Rs. 1000/- (Rupees one thousand) and shall return the remaining fees deposited by the candidate.

If the student/candidate leaves the course after joining, the IIHMR University will not return the fee collected.

Hostel Accommodation Fee Refund Policy:

- The proportionate deduction of hostel fee will be made if the student/candidate leaves the course one month before joining the course.
- No refund is permitted during the middle of the course unless the candidate withdraws
- Refund is not permitted if the student is expelled from the hostel.

Scholarship Policy

Late Shri P D Agarwal Scholarship / Fellowships

The Scholarship Policy of the University is Reproduced Below

- The IIHMR University, Jaipur envisages providing Scholarships in the form of tuition fee waiver to prospective students, financial assistance and fellowships to students already enrolled in academic course of the University.
- Scholarship policy of IIHMR University offers limited scholarships on merit- cum-need basis.

Refund of Security Deposit/Caution Money etc.

- Security Deposit/ 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. Also, the caution money is refunded after passing out.

Examination Fees and Other Charges.

Examination fees, including the fees for the statement of marks as prescribed by the University shall be collected in the installments as mentioned in the admission brochure.

Chapter 8

Students Accommodation

8.1 The University shall maintain such halls of residence/ hostels as may be necessary to fulfill the objectives of providing residence to the students.

8.2 The Students will be admitted to the University hostels, subject to availability of seats.

8.3. The students residing in the University hostels shall pay such fees. as may be prescribed by the University, from time to time. Similarly, the NRS shall be required to pay such fees, as may be prescribed by the University, from time to time.

8.4 Every hostel shall maintain such Register and records, as may be prescribed by the university and shall furnish such statistical information, as the university may require, from time to time.

8.5 Every resident shall have to observe discipline as per the hostel rules, framed to such effect, from time to time, and approved by the competent authority of the University

8.6 Women students residing in the Women's Hostels, shall be governed by the specific regulations, made to such effect, from time to time and approved by the competent authority of the University.

8.7. Each hostel shall have a warden, who shall be appointed by the President for a period of three years, from amongst the teachers or other suitable employee of the University, on such terms and conditions, as may be prescribed by the University from time to time.

8.8 The supervision and control of the University hostels shall be made as per the rules and regulations framed to such effect, from time to time, and approved by the competent authority.

Chapter 10

CREATION, COMPOSITION AND FUNCTION OF ANY OTHER :

BODY WHICH IS CONSIDERED NECESSARY FOR

IMPROVING THE ACADEMICS

10.1 The university shall constitute a Committee of Deans of the University to be known as the Deans' Committee.

10.2 The Deans' Committee shall comprise the following

- | | |
|---|----------------------------|
| i) The President | - Chairperson (Ex-Officio) |
| ii) All Deans of faculties | - Members (Ex-Officio) |
| iii Directors of School of studies | - Members |
| iv Controller of Examinations | - Members |
| v Registrar | - Member Secretary |
| vi Any other Member as decided by the President | |

10.3. The functions of this Committee will be as follows:

- a. To consider such matters as may be necessary arising from the conduct of examinations, standard of results. etc.. :
- b. To consider general administrative matters relating to functioning of Schools and Departments: and
- c. To consider such other matters as may be assigned to it by the Board of Management or may be referred to by the President.

10.4 The meetings of the Committee shall be convened by the Chairperson.

10.5 The quorum of the Committee shall be 1/3rd of the total number.

10.6 The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

CHAPTER: 11

COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTIONS

AND OTHER AGENCIES; PROCEDURES

11.1 In consonance with the provision to such effect. the University envisages to network and collaborate with other institutions of repute from India and abroad.

11.2 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. With the above in view, the University may enter into Memorandum of Understanding (MOU) with other institutions of national and international repute. Any proposal received and/or initiated by the University to enter into an MOU with other institutions shall be examined by a Committee comprising the following:

- a) The Pro President or One of Deans. to be nominated by the president. who Shall be the chairperson
- b) Two faculty members not below the rank of Professor to be nominated by the President :
- c) Public Relation officer (PRO)
- d) The Directors of the Schools concerned
- e) The Chief Finance & Account Officer
- f) The Registrar, who shall be the Member Secretary

11.3. The Committee. referred 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 or not.

11.4 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.

11.5 All MOUs are to be for a specified time period and shall be reviewed periodically by the Committee for extension/continuation.

CHAPTER: 12
STANDING COMMITTEE FOR
RECOGNITION OF EXAMINATIONS/DEGREES/CERTIFICATES

12.1. All proposals and requests for equivalence shall be examined by the Dean of the Faculty concerned with regards to the programmes of study and the standard of the programmes. Report of the Dean shall be placed before the Standing Committee on Equivalence of Examinations/Degrees

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.

12.2. The functions of the Committee shall be.

- i. To consider the proposal for the recognition of new programmes/examinations/degrees of other Universities/Boards/ Institutions.
- 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.

12.3. Rules of Business.

- i. One third of the members of the Committee shall constitute the quorum for a meeting of the Committee.
- ii. 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.

CHAPTER: 13

TRANSFER OF CREDITS

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

13.2 This Ordinance is aimed at prescribing:

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

Facilitation for Transfer of Credits to other Universities/educational institutions.

13.3 The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.

13.4 A student of the University seeking transfer of credit to other Universities/institutions shall Submit a written request. along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examinations.

13.5 The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the same along with the application of the students to the University/ institution concerned.

Policy and Procedure for accepting Credit Transfer from other Universities.

13.6 The University shall have a policy of accepting transfer of credits earned by a student from other Universities/educational institutions/research institutions as approved by the competent authority of the University. from time to time.

- a) Such Indian or Foreign University/educational _institution/research Institution with which the University has signed an MOU for students and faculty exchange.

b) Any other University/ educational institution/ research institution that has been recognized and approved for the purpose of credit transfer by the | Academic Council of the University.

13.7 Request for acceptance of transfer of credits shall be:

a) Entertained only if received from such Candidates who have been duly selected for admission in a Programme of Studies, as per the rules governing admission in the University:

b) Made by the student concerned within 10 days from the date of his/her in the University.

C) Made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.

d) Supported by such documents as may be prescribed by the Academic Council

13.8 Dean of the Faculty concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Director may constitute a Committee comprising a senior faculty as chairperson and two faculty members to process and finalize the request for acceptance of credit

13.9 The maximum credits that can be accepted for transfer shall not exceed the limit as prescribed by the Academic Council and approved by the Board of Management of the University. from time to time.

13.10 Only such Courses may be considered for acceptance of credit transfer. In which the student has secured at least B grade/ GPA of 8 or above/ a minimum of 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions. The Student may indicate his/her preference for credit transfer However, the decision of the Dean of the Faculty concerned in this regard shall be |considered as final.

13.11 The credit equivalence for accepting credit transfer shall be prescribed as per regulations framed to such effect and approved by the competent authority from time to time.

13.12 The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions In full or partial fulfillment of the required Course work In such cases

a) The student shall be required to obtain prior approval of the Dean of the faculty.

b) The Courses can be undertaken only in the institutions specified in Para 8 above.

By Order of the Governor

Shri Pawan Kumar Goyal

Principal Secretary, Higher Education
