

CENTRAL UNIVERSITY OF JHARKHAND

RANCHI



ORDINANCE

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
ESTABLISHMENT OF ACADEMIC DEPARTMENTS/CENTRES
[Under Section 28 of the Central University Act, 2009 read with Statutes 15]

The University may establish the following Departments/Centres to start with and other Departments/Centres as may be specified in the Regulations from time to time:

1. Centre of Mass Communications under the School of Mass Communication and Media Technologies.
2. Centre of Business Administration under the School of Management Science.
3. Centre of English under the School of Languages.
4. Centre of Applied Mathematics under the School of Natural Sciences.

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE
ON THE MEDIUM OF INSTRUCTION AND EXAMINATION
[Under Section 28 of the Central Universities Act, 2009 read with Statute]

1. English shall be the medium of instruction and examination in the research and study programmes of the University unless otherwise decided by the University.

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
THE ESTABLISHMENT, STRUCTURE AND MANAGEMENT OF CENTRE OF
STUDIES IN THE UNIVERSITY**

[Under Section 6, 28 of the Central Universities Act, 2009 read with Statutes 15 (5) (a)]

1. The University may establish Centre(s) of Studies within any of its Schools in any of its Campuses or anywhere else within its territorial jurisdiction. A Centre may also have one or more Sub-Centres.
2. A Centre of Studies may have one or more of the following functions:
 - (i) Inter-disciplinary research.
 - (ii) Teaching of inter-disciplinary courses or teaching in any discipline not specifically assigned to any Department or which may be necessary as a common service facility to a number of Departments or teaching-cum-research in such disciplines.
 - (iii) To provide guidance, facilities and opportunities for development of certain faculties of the student over a wide spectrum including creative arts.
 - (iv) Field studies in relation to any facet of social and cultural life of the people including activities involving providing facilities for training in relation thereto.
 - (v) Basic studies in any aspect of education including pilot programmes and field studies associated therewith.
 - (vi) Formulate and conduct programmes on a pilot basis to make the new advances in various fields of knowledge in a form which can be appreciated and assimilated by the people and become a living link between the University or any section thereof and the community.
 - (vii) To provide any services by way of studies, lectures, training and such like for the advancement of social and economic conditions, of the people living in the hill areas and instilling scientific temper in the community.
3. (i) The designation of the faculty in the Centre may be Professor, Associate Professor, Assistant Professor. The faculty members of a centre shall enjoy equal rights of privileges as that of a faculty member of a Department of the University.

4. The Head of a Centre of Studies will be designated as Head. However, if the Head of the Centre happens to be in a grade lower than the Associate Professor, she/he will be designated as In-Charge.
5. The Head of the Centre will be appointed for a tenure not exceeding 3 years and she/he will be eligible for re-appointment.
6. The Centres of Studies may have Visiting Faculty drawn from outside the University for a tenure not exceeding three years which may be renewed in suitable cases.
7. (1) Each Centre of Studies shall have a Steering Committee with the Head as its Chairman and the following as members :
 - a) All members of the Centres in the rank of Professors.
 - b) One Associate Professor, by rotation in order of seniority
 - c) One Assistant Professor, by rotation, in order of seniority
 - d) Not more than two members from Adjunct Faculties other than Professors.
 - e) Three persons from other Departments within the School or from other Schools to be nominated by the Vice-Chancellor.
 - f) Two members from other Centres having interdisciplinary interest recommended by the concerned School Board.
 - g) One Associate Professor/Assistant Professor from Units of the Centre not represented, if any.
 - h) Three external experts of which at least one should be from the concerned subject and the rest from allied/cognate subjects. In case of Centres offering Ph.D programme, all 3 external experts shall be subject experts.(2) The term of members of the Steering Committee shall be 3 years.
8. The functions of the Steering Committee shall be as follows:-
 - a) To formulate a long-term perspective for the Centre and recommend a plan of action in consonance with the University's plan.
 - b) To formulate and approve the programme of the Centre within the policy laid down by the School Board and Academic Council.

c) To review half-yearly the progress of work done in the Centre, identify the bottlenecks, if any, and make suggestions for their removal.

OA-3

d) To discharge such other functions as may be assigned by the competent authority.

e) To approve subjects for research for various degrees.

f) To recommend to the Board of Research Studies, through the School Board, applications of students as candidates for the Doctorate Degree along with the details of the subjects proposed to be investigated by the applicants.

g) To recommend to the Board of Research Studies the names of teachers in the Centre to be appointed as Supervisors of Research.

9. To recommend to the Board of the School measures for the improvement of research in the Centre.
10. Every member of the Centre shall prepare a brief resume of her/his work and submit it to the Head half-yearly.
11. The Head shall prepare a general resume of the Centre's activity based on the assessment by its members which will be placed before the Steering Committee.
12. The Steering Committee will send this report along with its comments to the concerned School Board for their information and suggestions, if any.
13. Each member of the Centre shall also prepare a resume of his work at the end of the year and submit it to the Head.
14. The Head shall prepare a detailed review of work in his Centre for the year in a prescribed pro-forma bringing out clearly the achievement with reference to tasks undertaken during the year and progress made in relation to achieving its basic objectives. This report shall be finalised by the end of the year and placed before the Steering Committee soon after.
15. The report along with the observations of the Steering Committee shall be sent to the School Board for information and suggestions, if any.
16. The Annual Report of the Centre, as approved by the Steering Committee, shall be sent to the Academic Council for further necessary action.
17. The specific objective of each Centre shall be laid down in the Regulations.
18. Notwithstanding anything contained in the provisions of the Ordinance, the organisation and structure of a Centre of Studies established for teaching interdisciplinary course and research relating thereto may be the same as of the

Departments of the University provided a decision to this effect is taken by the Academic Council and is approved by the Executive Council.

OA-4

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE**

ON POWERS AND FUNCTIONS OF THE DEAN OF A SCHOOL

[Under Section 28 of the Central Universities Act, 2009 read with Statute5]

1. The Dean of School shall have the following powers and functions:

- a) To conduct and maintain the teaching and research work in the School;
- b) To take steps to promote inter-disciplinary teaching and research, wherever necessary;
- c) To keep a record of the evaluation of sessional work and of the attendance of the student at lectures, tutorials, seminars or practicals wherever these are prescribed;
- d) To arrange for the examination of the University in respect of the students of the School in accordance with such directions as may be given by the Schools of Studies and the Academic Council;
- e) To take steps to give affect to the decision and recommendations of the School; and
- f) To perform such other duties as may be assigned to her/him by the Academic Council, Executive Council or the Vice-Chancellor.

2. Removal *:

A Dean may be removed from office:

- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the Office of the Dean,
- b) if she/he has been found to work against the interest of the School and the University.

The Vice-Chancellor shall constitute a Committee of Deans on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final.

In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting role.

* Enabling Clause desirable in Statutes

OA-5

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
HEADS OF DEPARTMENTS/CENTRES AND POWERS & FUNCTIONS OF HEADS OF
DEPARTMENTS/CENTRES**

[Under Section 28 of the Central Universities Act, 2009 read with Statutes 15]

1. Appointment

(i) In the case of Department/Centres which have more than one Professor, the Head of the Department/Centre shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the Professors.

(ii) In the case of Department/Centres where there is only one Professor, the Executive Council shall have the option to appoint, on the recommendation of the Vice-Chancellor, either the Professor or an Associate Professor as the Head of the Department.

Provided that it shall be open to a Professor or Associate Professor to decline the offer or appointment as the Head of the Department/Centre.

(iii) A person appointed as the Head of the Department/Centre shall hold office as such for a period of three years and shall be eligible for re-appointment, but shall not be considered for third consecutive term. Notwithstanding anything contained above a teacher shall cease to be Head on attaining the age of superannuation.

(iv) A Head of a Department/Centre may resign her/his office at any time during her/his tenure of office.

2. The Head of Department/Centre shall have the following powers and functions

(i) The Head of Department/Centre of studies shall convene and preside over meetings of the Department/Centre, and shall under the general supervision of the Dean:

a) organize the teaching and research work in the Department/Centre;

- b) frame the time table in conformity with the allocation of the teaching work made by the Department /Centre;
- c) maintain discipline in the class room and laboratories through teachers;

OA-5

- d) assign to the teachers in the Department/Centre such duties as may be necessary for the proper functioning of the Department/Centre or and assign work to and exercise control over the non-teaching staff in the Department / Centre and
- e) perform such other functions as may be assigned to him by the Dean, the Board of the School concerned, the Academic Council, the Executive Council and the Vice-Chancellor.

3. Removal *

A Head of Department/Centre may be removed from office:

- a) if she/he has been found to be maintaining indifferent health for long period(s) of time so as to adversely affect the working of the office of the Department/Centre,
- b) if she/he has been found to work against the interest of the Department/Centre and the University.

The Vice-Chancellor shall constitute a Committee of Deans on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final.

In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting role.

* Enabling Clause desirable in Statutes

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
BOARDS OF THE SCHOOLS**

[Under Section 23 and 28 of the Central University Act, 2009 read with Statute 15(2)]

1. Constitution

The Board of the School, shall consist of

- (i) The Dean of the School;
- (ii) Heads of the Departments/Centres in the School ;
- (iii) all Professors in the School ;
- (iv) one Associate Professor and one Assistant Professor from each of the Departments/Centres by rotation on the basis of seniority;
- (v) one representative from each of the Boards of other Schools which have inter-disciplinary work with the School, to be nominated by the Vice-Chancellor on the recommendation of the School Board concerned;
- (vi) not more than two teachers of the subject from recognized institutions nominated by the Vice-Chancellor on the recommendations of the Board of Under-Graduate Studies; and
- (vii) not more than five persons nominated by the Academic Council, who have specialized knowledge of the subjects around which the Departments/Centres in the School are organised and who are not employees of the University or of any of its recognized institutions.

Provided that , as per Statute 15(2) of the Central University Act 2009, the first School Board shall be nominated by the Executive Council for a period of 3(three) years.

2. Terms of Office

The term of office of members, other than that of the Dean, Heads of Departments/Centres and Professors shall be two years.

3. Chairman

The Dean of the School shall be the Chairman of the Board and shall convene the meetings of the Board.

OA-6

4. Powers and Functions

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

- a) to prescribe the qualifications for and procedure for admission of candidates to the various study programmes in the Departments/Centres in the School;
- b) to co-ordinate the teaching and research work in the Departments/Centres in the School;
- c) to recommend to the Academic Council the various courses of study, other than research degrees offered by the Departments/Centres in the School and courses of study for research degrees to the Board of Research Studies;
- d) to appoint Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department/Centre in the School and to supervise the work of such subject;
- e) to recommend to the Academic Council the creation or abolition of teaching posts, and consider proposals received from the Departments/Centres or Committees mentioned in clause (d) above;
- f) to consider schemes for the advancement of the standards of teaching and research and to submit proposals in this regard to the Academic Council;
- g) to formulate arrangements for the School to participate in the work of the different Departments/Centres of Studies in the University ;
- h) to promote and review research within the School and to submit reports on research to the Academic Council,
- i) to frame general rules for the evaluation of sessional work;
- j) to recommend to the Academic Council panel of examiners/ moderators/paper setters for appointment for the courses other than research degrees, offered by the Departments/Centres on the recommendation of the Boards of Studies of the concerned Departments/Centres;

- k) to recommend to the Academic Council through the Board of Research Studies, the names of examiners for the evaluation of thesis after considering proposals received in this regard from the Departments/Centres;

OA-6

- l) to recommend to the Academic Council through the Board of Research Studies the award of research degrees to candidates who have been found qualified and fit to receive such degrees;
- m) to consider and act on any proposal regarding the welfare of the students of the Schools;
- n) 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 Executive Council, the Academic Council or the Vice-Chancellor ; and
- o) 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;

5. Meetings

- a) the Board shall hold at least two meetings in an academic year, one in each semester;
- b) the Board shall constitute a Committee of the local members of the Board which shall hold two meetings in a year, one in each semester; and the Dean may convene special meetings of the Board at her/his own initiative, or at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the total members of the Board.

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

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

8. Agenda: The agenda for the meeting of the Board shall be issued at least 7 days before the date fixed for the meeting.

9. Rules of Business: Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.

OA- 7

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE
FIRST ORDINANCE ON
THE BOARDS OF STUDIES**

[Under Section 23 and 28 of the Central University Act. 2009 read with Statutes 16 (2)]

1. Constitution The Board of Studies of each Department shall comprise:

- (i) The Head of the Department;
- (ii) All Professors of the Department;
- (iii) Two Readers and two Lecturers of the Department by rotation, on the basis of seniority;
- (iv) One teacher each from other departments within the School having common courses with the Department;
- (v) Not more than two teachers teaching allied or cognate subjects in other Schools nominated by the Vice-Chancellor on the recommendations of the Department concerned; and
- (vi) Five Teachers from constituent colleges and recognized institutions if any, engaged in teaching the subject concerned nominated by the School of Studies.
- (vii) not more than three persons nominated by the Board of the School, who have specialized knowledge of the subjects around which the Departments/Centres in the School are organised and who are not employees of the University , any of its constituent colleges or recognised institutions.

Provided that where there is no teaching at the University Department for which the Board of Studies is to be constituted, the constitution will be as follows:

- (i) Three persons not below the rank of Associate Professor to be appointed by the Academic Council, one of whom shall be appointed as Chairman by the Vice-Chancellor provided that she/he should be member of the Academic Council.

OA-7

- (ii) Five Teachers from constituent colleges and recognised institution if any, engaged in teaching the subject concerned nominated by the School of Studies.
- (iii) two external experts nominated by the Vice-Chancellor on the recommendation of the Chairman of the School of Studies.

2. Term of Office The term of office of members, other than the Head of the Department and the Professors, shall be three years; however, such members who are also members of the Department can be re-nominated if the number of teachers in the Department is not large enough for rotation.

3. Chairman Head of the Department shall be the Convenor and Ex-officio Chairman of the Board.

4. Functions Functions of the Board shall be:

- (a) to recommend to the Board of the School, courses of studies offered by the Department;
- (b) to recommend to the School Board appointment of examiners/paper setters for the courses offered, other than for research degrees, in accordance with the provisions of the Regulations about examinations of the University;
- (c) to approve subjects for research for various degrees;
- (d) to recommend to the Board of Research Studies, through the School Board, applications of students as candidates for the Doctorate Degree along with the details of the subjects proposed to be investigated by the applications;
- (e) to recommend to the Board of Research Studies the names of teachers in the department to be appointed as supervisors of research;
- (f) to recommend to the Board of the School measures for the improvement of teaching and research in the Department; and

(g) to perform such other functions as may be assigned to it by the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor.

(h) to make recommendations to the Academic Council in regard to the syllabii of the courses of study and examinations in the subject with which it deals;

OA-7

5. Quorum The quorum for the meeting of the Board shall be one- third of the total membership of the Board.

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

7. Minutes The Chairman of the Board shall keep the Minutes of the meetings of the Board.

8. Rules of Business The rules of conduct of the meeting shall be as may be prescribed by the Regulations.

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
THE BOARD OF RESEARCH STUDIES

[Under Section 23 and 28 of the Central University Act, 2009 read with Statutes 16 (1)]

1. Constitution The University may constitute a Board of Research Studies, the composition of which will be as under:

(i) Vice-Chancellor	Chairman	Ex-officio
(ii) Deans of Schools of Studies	Members	Ex-officio
(iii) Heads of Departments and Centres	Members	Ex-officio
(iv) Professors other than Deans of Schools and Head of Departments and Centres	Members	Ex-officio
(v) Six Associate Professors	Members	
(vi) Four external experts to be appointed by the Vice-Chancellor	Members	
(vii) Registrar	Secretary/ Convener	Ex-officio

2. Functions Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, inter alia, 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 review the current status of research in each Department/Centre and critically examine the progress thereof from time to time;
- (iii) To indicate the priority areas of research in the Departments particularly with reference to the role and responsibility of the University under Section 6 of the

University Act, taking into account the facilities available in the University, the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;

(iv) To perform such other functions as may be assigned to it by the Academic Council.

(v) To consider and approve Ph.D. Supervisor.

OA-8

3. Meetings The Board of Research Studies shall meet regularly at least once in a year.

4. Procedures The Board may determine its own procedures for working.

5. Quorum The quorum of the Board shall be one-third of the total members.

6. Terms The term of office of the members other than ex-officio members shall be for a period of two years.

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE
FIRST ORDINANCE ON
THE DOCTOR OF PHILOSOPHY PROGRAMME

[Under Section 28 of Central Universities Act, 2009 read with Statutes 15]

Admission and Eligibility

1. a) The admission to the Ph.D. Programme will be done preferably in the beginning of each semester. The candidates with at least 55% marks in their Master's Degree in the subject concerned or allied/cognate subject offered by the Departments/Centres of Studies will be required to appear in a written test and/or an interview to be conducted by the Department/Centres of Studies. The candidate will be selected according to merit determined after giving suitable weightage to the following as defined in the Regulations:-
 - i) Persons with M.Phil. Degree from this University.
 - ii) Students securing average 'A' grade or 60% and above in the course work of M.Phil. Programme of this University.
 - iii) Percentage in Master's Degree or equivalent (at least 50% weightage)
 - iv) Performance in the test and/or performance in the interview.
- b) Candidates qualifying in any of the National Level test recognized by UGC will also be considered for Selection.
- c) Recognised teachers of this University.
- d) Persons with M.Phil. Degree from any other recognized University.
- e) Persons who have completed at least one year of research in a research laboratory/institute.
- f) Persons having Master's degree in the relevant or allied subject and at least seven years experience of administration, management and specialised knowledge in the proposed field of research to the satisfaction of the University Department/Centre of Studies concerned.

- g) Persons who have completed at least one year of research in a University/Institution after his registration, provisional or otherwise under the supervision of a teacher who may have since joined the University.

SC/ST candidates will be given 5% relaxation of marks for eligibility to the Ph. D. Programme.

OA-9

2. Course work

Departments/Centres of Studies would have course work in Ph.D. programme. Such courses should be limited between two to four courses. The number of such courses will not vary in one and the same Department/Centre of Studies. Such courses will be formally examined and the grades obtained therein will be reflected in the final result. It is mandatory for the scholar to pass the examination in all the courses, prior to her/his submission of thesis.

3. Supervisor

- (i) The Department/Centre of Studies shall appoint a Supervisor. The Supervisor shall be a Professor, Associate Professor or an Assistant Professor with Ph.D. and with at least three years experience of research/teaching experience and should be a teacher of this University. Research experience would be counted from the date of award of the thesis for the Ph.D degree. The teacher should have at least one publication in a refereed journal.
- (ii) Provided that the Department/Centre of Studies may, with the approval of the School Board, 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 recognised as per the University Regulations.
4. (i) The application for registration of Ph.D. shall be made to the Department/Centre of Studies concerned in the Performa as may be prescribed by the University along with a detailed research proposal including the topic, scope of its study, tentative hypothesis, research methodology including sampling and design, where necessary. The Department/Centre of Studies shall forward the research proposal to the School through the Board of Studies or the Steering Committee in the case of the Centres of Studies. The date on which the School Board accepts the proposals for registration shall be the date of registration of the scholar for the

purpose of this Ordinance. However, the maximum permissible period between the date of admission and the date of registration for Ph.D. programme shall be 18 months.

- (ii) 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 School Board through the Board of Studies or the Steering Committee in the case of the Centres of Studies for its consideration and approval.

OA-9

5. Duration

- (i) No scholar shall be permitted to submit the thesis for the Ph.D. degree, unless she/he has pursued research at the University for not less than two years from the date on which his candidature has been registered.
- (ii) The name of a scholar shall be removed from the rolls of the University if she/he fails to submit her/his thesis within five years from the date of his registration.

Provided in exceptional circumstances, the School Board on the recommendation of the Department/Centre of Studies may extend the Registration of the candidate for a maximum period of two more years. If the candidate fails to submit her/his thesis within the extended period her/his registration shall lapse automatically.

6. Review of Progress

The Supervisor will regularly monitor the progress of the research work of the candidate. If the Supervisor finds that the progress of the work is not satisfactory, a report to that effect shall be submitted to the School Board through the Department/Centre of Studies for appropriate action.

7. Pre-Submission Seminar

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 her/his research findings, well in advance.

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 outside the Department/Centre of Studies.

The candidate may incorporate the recommendations of the Committee in the thesis.

8. Panel of Examiners

A Supervisor shall submit a panel of six names of examiners including the supervisor in the prescribed proforma to the School Board through the Head of the Department/Centre of Studies for approval and submission to the Controller of Examinations. The School Board shall also submit a copy of the panel of examiners to the Chairman of the Academic Council.

OA-9

9. Evaluation

The thesis submitted by the candidate for the Ph.D. Degree shall be examined by at least three examiners appointed by the Executive Council on the recommendation of the Academic Council. Two of the examiners shall be those who are not the staff of the University, while the third examiner shall be the Supervisor.

Provided that the Supervisor shall not serve as an examiner where a candidate is a wife or husband, son or daughter, brother or sister.

10. Examinee's Report and Viva-Voce

- a) Each examiner shall, after examining the thesis submitted by the candidate for the award of the Ph.D. Degree, submit a report in a prescribed proforma to the University containing a clear recommendation that in her/his opinion (a) the thesis is recommended for the award of Ph.D. Degree (b) the thesis should be modified/revised; or (c) the thesis may be rejected. The examiners may, however, recommend a Viva-Voce examination for some clarifications, if necessary. to be mentioned in the Evaluation Report.
- b) If one of the external examiners recommends that a Viva-Voce examination should be held, a Board may be constituted by the Vice- Chancellor for holding the Viva-Voce examination consisting of the Supervisor, who will also be the Convener and at least one of the external examiners. This examination shall be held within a period of three months of the receipt of the reports from the External examiners. The Convener will submit a report of Viva-Voce examination to the Controller of Examinations.
- c) 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 examiner 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 Vice-Chancellor.

- d) A thesis shall be accepted for the award of the Degree of Doctor of Philosophy on the unanimous recommendation of the examiners.

OA-9

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 Vice-Chancellor out of the panel already approved by the Academic Council and the Executive Council. The opinion of the fourth Examiner shall be final.

11. Re-Submission of Thesis

- a) A candidate whose thesis has been referred back for revision shall re-submit it for the award of the Ph.D Degree within one year of the intimation of the decision of the University.
- b) A thesis which has been re-submitted 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 Vice-Chancellor from the approved panel of examiners.

12. Award of Degree

Based on the reports of the examiners and the Viva- Voce the School Board shall recommend to the Executive Council through the Academic Council for the award of the degree or otherwise.

13. Removal of Difficulties

Notwithstanding anything contained in the above the Vice-Chancellor may take such measures as may be necessary for removal of difficulties.

14. Submission of Thesis

A candidate shall submit her/his thesis for the Ph.D. in which she/he may incorporate the text of any work which she/he may have published on the subject. But she/he shall not submit as her/his thesis any work for which a Degree has been conferred on her/him by this or any other University.

- a) 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.

- b) 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.

OA-9

- c) The application for submission of thesis shall be countersigned by the Head of the concerned Department/Centre of Studies. The Head of the Department/ Centre of Studies will then forward the thesis together with the observations of the Committee for pre-submission seminar to the Controller of Examinations for further necessary action.
- d) In the case of 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:
- (i) If the candidate has stayed in the University for at least 30 days in each year including vacation and participated in such academic programmes as may be decided by the Department/Centre of Studies and the total period of such stay in the University before submission of the thesis shall not be less than six months.
 - (ii) On the production of periodical certificates from her/his Supervisor that the candidate has been in continuous touch with her/him and has acquainted herself/himself adequately with the latest theories and methods in research in her/his field of specialisation.

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
THE MASTER OF PHILOSOPHY PROGRAMME**

[Under Section 28 of the Central Universities Act, 2009 read with Statutes 15]

1. Objective

- a) The University may organise an M.Phil. programme with the objective of providing deeper insight in the relevant subject, broadening horizons, emphasising 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.
- b) 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.

3. Course Work

- a) 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.
- b) The M. Phil. scholars will be required to attend and participate in seminars which will be organised 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 her/his dissertation/project work and the other just before concluding her/his work.

4. Admission

- a) The admission to M.Phil. programme will be done preferably in the beginning of a semester.

- b) 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) (ii) performance in the test and/or interview.

The admission will be finalised 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.

OA-10

- c) A candidate who is awarded a fellowship on the basis of a National level examination recognised 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.
- d) All teachers working in the constituent and recognized Institutes of the University and recognised 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 Board.

5. 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 three year's experience of research/teaching and should be a teacher of this University.

6. Duration

- a) A scholar should normally complete her/his 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.

- b) If a candidate after clearing the course work discontinues her/his dissertation work for some unforeseen reason, the School Board may condone a break of not more than two semesters and the candidate be allowed to resume her/his 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.

7. Attendance

An M.Phil. student is expected to attend all lectures pertaining to her/his 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 her/his M.Phil. programme.

OA-10

8. Evaluation of course work

- a) The evaluation of the course work will be internal.
- b) The performance of the scholar shall be evaluated in the following grades: 'O' (outstanding), 'A' and 'B' with grade point valuation in the 10 point scale, i.e. 7.00-10.00 corresponding to 'O' grade, 6.00-6.99 corresponding to 'A' grade, 5.00 to 5.99 corresponding to 'B' grade. Those securing less than 5 points shall be graded as 'C'. To clear a course, a candidate should secure at least grade 'B'.

9. 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 pre-submission seminar on her/his 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 her/his dissertation.

10 Submission of Dissertation

- a) 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.
- b) The dissertation/project work shall contain a declaration from the candidate and a certificate from her/his 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.

11. 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 Board for approval and submission to the Controller of Examinations. The School Board shall also submit a copy of the panel of Examiners to the Chairman of the Academic Council.

12. Evaluation

The dissertation/project work will be examined by two examiners (one of them being the Supervisor) to be appointed by the Vice-Chancellor from the panel approved by the Academic

OA-10

Council and the Executive Council. 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.

13. Award of the Degree

- (1) (a) The Dissertation/project work should be accepted for the award of the M.Phil. degree on the unanimous recommendation of the examiners.
 - (b) If there is a difference of opinion the matter should be referred to a third examiner to be appointed by the Vice-Chancellor out of the panel already submitted. The Third examiner will act as the adjudicator and his decision will be final.
- (2) 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.
- (3)(a) 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

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.

- (4) All the reports of the examiners shall be submitted to the School Board, which, on being satisfied, may recommend to the Academic Council that the M. Phil. Degree may be awarded to the candidate. A copy of the recommendation of the School Board may be sent to the Controller of examinations for declaration of the provisional result.

14. Removal of Difficulties

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

OA- 11

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
THE MASTER'S DEGREE PROGRAMMES IN ARTS, SCIENCE,
COMMERCE & MANAGEMENT**

[Under Section 28 of the Central Universities Act, 2009 read with Statutes 14]

1. The Master's Degree Programmes in the Schools under the University are full time courses of study spread over a period of ten academic semesters or five academic years. These courses cannot be combined with any other full-time course or any part-time post-graduate course offered by the University except those which may be designed by the University.
2. (a) A candidate seeking admission to any of the courses must possess the qualifications prescribed by the Board of the School as approved by the Academic Council from time to time.
(b) Admission to different courses shall ordinarily be made only in the first semester at the beginning of each academic year unless specifically decided for a course by the Academic Council.
(c) (i) Candidates who have Passed (10+2) examination or equivalent of any recognized Board/University shall be eligible to apply for admission to the courses offered by the Schools subject to provisions of the regulations relating to prerequisites if any. The

minimum qualifying marks for admission to the different courses in the Schools shall be as per regulations.

- (ii) However a student after passing the three year Degree course from a recognized University may seek admission to seventh semester for the award of master degree. For the purpose of computing her/his result, total marks obtained by him/her in University examinations during the 3 years of the degree course shall be taken as marks for first to sixth semesters. Such admission shall be subject to availability of seat.
- (d) Final admission to a course will be made on the basis of the candidate's performance at the eligibility test by the Admission Committee of the concerned Department, if any, and her/his past academic performance.

OA-11

- 3. (a) Subject to the general guidance of the Board of School, the instruction and routine in each course shall be under the control and direction of the Head of the Department/Centre concerned.

Provided that the number of lectures in a theory course shall ordinarily be not less than forty-five of one hour's duration each in a Semester:

- (b) Each student, with respect to her/his work in the course as well as her/his general conduct in the University shall remain under the control of the School and the discipline of the concerned Department/Centre.
 - (c) The Board of the School, on the recommendations of the Department/Centre, may recommend the removal of the name of a student from the course on the basis of unsatisfactory performance, or indiscipline.
- 4. A student must have attended a minimum of 75% of the lectures, seminars, tutorials and preceptorials organized by the Department/Centre during a Semester to be eligible to appear at the Semester examination.
 - 5. The School Board may, on the recommendation of the Department/Centre concerned, consider and decide on the request for condonation of shortage of attendance up to 5%. Condonation of any shortage more than 5% and less than 15% may be recommended by the Board to the Vice-Chancellor with full justification, whose decision shall be final.

6. A student who does not clear a course or courses (owing to failure to pass, or to appear in the Sessional work and Semester examination), may clear the course(s) subsequently in one of the remaining Semesters during which she/he is eligible to participate in the curricular programme.

Provided if a student by the end of the second Semester has not been able to clear sessionals in four of the eight courses of the first two Semesters or having cleared the course desires to improve her/his overall performance including the sessional work in four courses or more thus obliging him to attend regular classes, she/he shall not be eligible to move on to the third Semester or should seek fresh admission and pursue the entire course-work as a fresh candidate.

7. (a) Evaluation for each course shall be done on the basis of performance in Sessional work and Semester examination.

OA-11

- (b) Each course shall carry maximum marks/credits as may be prescribed by the School Board. For the purpose of determining the marks obtained by the student in any course, the weightage assigned to Sessional Work and Semester Examination shall be 2:3.

- (c) The pattern and schedule of sessional work and in evaluation for each course in a semester, as approved by the Board of the School on the recommendation of each semester.

8. (a) Each semester have at least 90 working days excluding examination days.
(b) An Academic Calendar should be prepared and notified before the beginning of the first Semester.

9. Examiners or Board of Examiners shall be appointed for each course by the Board of the School on the recommendation of the Board of Studies in accordance with the provision of Examination Regulation of the University.

10. A candidate shall apply for admission to the Semester examination in the prescribed form to the Dean of the School through the Head of the Department. Such application shall be accompanied by a certificate from the head of the Department, indicating that:

- (i) the candidate has attended the minimum lectures etc. in respect of all courses.
- (ii) the candidate has cleared all Sessionals, and
- (iii) all dues including prescribed examination fee have been deposited.

11. The end-semester result shall be placed before the Dean of the School for approval after they have been screened by a Committee consisting of the Head of the Department/Centre concerned and not less than three faculty members appointed by the Dean on the recommendation of the Head of the Department.

12. (a) In order to qualify for the Master's degree a candidate must have secured at least 40% marks or equivalent grade in each course and 45% marks or equivalent grades in the aggregate of all courses.

(b) A candidate who obtains 40% marks or equivalent grade in each course or above 45% in the aggregate of all courses but below 55% marks or equivalent grade in the aggregate may be permitted to repeat any course or courses and to participate in the sessional work and the semester examinations in order to improve her/his performance.

(c) However on completion of six semester examination a student may opt out of the course and she/he may be awarded the Bachelor Degree on the basis of her/his

OA-11

performance in the six semester examination. Such a student shall be awarded the Degree under following classifications.

First Division: 60 (sixty) per cent marks or equivalent grades or more in the aggregate of all the examinations and sessional work.

Second Division: 50 (fifty) percent marks or equivalent grade or more in aggregate of all the examinations and sessional work but below 60(sixty) per cent.

Simple Pass: 40 (forty) percent marks or equivalent grade or more in aggregate of the examinations and sessional work but less than 50(fifty) per cent.

(d) A student of this University may be permitted/allowed to attend course(s) available with other University(s) and the credits earned on theory courses shall have equal weightage for the purpose of clause 13(e) of this Ordinance. Similarly a student from other Central University(s) may be allowed to attend a course of this University on reciprocal basis provided she/he fulfils all other conditions as in force at that point of time.

13. Successful candidates shall be awarded the Degree under the following classification:

First Division: 60 (sixty) per cent marks or equivalent grades or more in the aggregate of all the examinations and sessional work.

Second Division: 50 (fifty) percent marks or equivalent grade or more in the aggregate of all examinations and sessional work but below 60(sixty) per cent.

14. No Candidate will be allowed to appear in any course more than twice and no candidate shall be allowed to appear in any course beyond fourteen semesters of his first admission to the programme.
15. The courses of study and the scheme of examination for the degree in each subject shall be such as may be approved by the Board of the School on the recommendation of the Board of Studies of the Department concerned.
16. The syllabii for the courses in any subject shall be such as may be recommended by the concerned Department and approved by the Academic Council which shall also prescribe reference books and other reading material for each course.

OA- 12

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
CHOICE BASED CREDIT SYSTEM AND EVALUATION
[Under Section 6(2) (iv) of the Central Universities Act, 2009]

The University shall follow the Choice Based Credit System:

Choice-Based Credit System is a flexible system of learning. 'Credit' defines the quantum of contents / syllabus prescribed for a course and determines the number of hours of instruction required. The distinguishing features of CBCS are the following:

It permits students to

- Learn at their own pace
- Choose electives from a wide range of elective courses offered by the University departments
- Undergo additional courses and acquire more than the required number of credits
- Adopt an inter-disciplinary approach in learning
- Make best use of the expertise of available faculty

1. Course

1.1 A programme consists of a number of courses. A 'Course' is a component (a paper) of a programme.

Every course offered by any University department is identified by a unique course code. A course

may be designed to involve lectures / tutorials / laboratory work / seminar / project work / practical training / report writing / Viva voce, etc or a combination of these to meet effectively the teaching and learning needs and the credits may be assigned suitably.

2. Semesters

2.1 An academic year consists of two semesters with instructional contact of four months in each semester.

Odd Semester (I and III Semesters): August to December

Even Semester (II and IV Semesters): January to May

2.2 A semester normally extends over a period of 15 weeks. Each week has 30 hours of instruction spread over a 5 day week.

2.3 A normal academic working day is from 8.00 AM to 4.30 PM with 45 minutes lunch break.

OA-12

3. Credits

3.1 Credit defines the quantum of contents / syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the courses, credits will be assigned on the basis of the number of lectures / tutorials / laboratory work and other forms of learning required to complete the course contents in 15 week schedule:

- **1 Credit = 1 hours of lecture per week (1 Credit course = 15 hours of lectures per semester)**
- **3 Credit = 3 hours of instruction per week (3 Credit course = 45 hours of lectures per semester)**

Instruction can take the form of lectures / tutorials / Laboratory work / fieldwork of other forms. In determining the number of hours of instruction required for course involving laboratory / field-work, 3 hours of laboratory / field work is generally considered equivalent to 1 hour of lecture.

4. Core Course

Core courses are those, knowledge of which is deemed essential for students registered for a particular master's programme. **As such all core courses shall be mandatory and a student must pass in all the core courses prescribed for the programme.** Where feasible and necessary two or more programmes offered by the same department or two different departments may prescribe one or more common core courses. Core courses shall be spread over all the four semesters.

5. Elective Courses

Elective courses are intended to:

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

6. Self-study Courses

- I. A Department may also allow students to choose three additional courses to enable them to acquire extra credits through self-study (Not to be taken into account for awarding grades / class).

OA-12

- II. The course will be in advanced topics in subject (core or elective) under the supervision of a faculty member. The student shall be required to make a minimum of two seminar presentations (as sessional tests for assessment) and submit a project report. There shall be a viva-voce examination on the report; the distribution of marks for the project report and viva-voce shall be 40 and 20 respectively.

7. Course Registration

7.1 After admission to a Programme, a Registration Number will be assigned to every student by the Department.

7.2 Every student must register (in consultation with her/his advisor) for the courses she/he intends to undergo in that semester by applying in the prescribed proforma in triplicate (duly signed by the candidate, student advisor and the HOD), within the dealing notified in the Academic Calendar (course titles are given in the handbook).

7.3 A student shall register for **minimum of 15 credits** and can register for maximum of 24 credits in a semester. However, in the final Semester, a student shall register for a minimum of **10 credits**. Late Registration may be permitted by the Dean (Academic) up to two weeks after the commencement of the semester.

7.4 Withdrawal from a course is permitted up to one week from the date of registration.

- 7.5 After registration, a student can drop an elective course agreed to earlier and can substitute it by another elective course for valid reasons with the consent of the Student Advisor, but before the deadline for withdrawal of courses **provided that the candidate will be able to fulfill the required minimum attendance in the substitute course.** Withdrawal from a course will not be permitted for those who undergo late registration. Cancellation of a course (Core / Elective / Self-study) may be permitted before the conduct of First sessional test.
- 7.6 From the Second Semester onwards, registration for the courses will be done by students on or before a specified date in consultation with their Student Advisors. A student will become eligible for registration only if she/he has cleared all dues to the Institution, during the previous semester.
- 7.7 The courses registered after withdrawal should enable the student to earn a minimum of 15 credits.

8. Evaluation

The Grading system of Evaluation shall be as per the Regulations as the subject.

- 8.1 Evaluation will be done on a continuous basis, three times during each semester. For the purpose of uniformity, particularly for interdepartmental transfer of credits, there will be a uniform procedure

OA-12

of examination to be adopted by all teachers. There will be two sessional tests and one End-semester examination in each course during every semester.

- 8.2 **Sessional Test I** will be held during the fourth week of the semester for the syllabii covered till then.
- 8.3 **Sessional Test II** will be held during the eighth week for the syllabii covered between fifth and eighth week.
- 8.4 **Sessional Test III** will be held during the twelfth week for the syllabii covered between ninth and twelfth week.
- 8.5 **Sessional Tests** (of one to two hours duration) may employ one or more assessment tools such as objective test, assignments, paper presentation, laboratory work, etc suitable to the course. This requires an element of openness. The students are to be informed in advance about the nature of assessment. Students shall compulsorily attend the two sessional tests, failing which they will not be allowed to appear for the end semester examination. A Student cannot repeat Sessional Tests. However, if for any compulsive reason the student could not attend the test, the prerogative of arranging a special test lies with the teacher. **In case of students who could not attend any of the sessional tests due to medical reason or under extraordinary circumstances, a separate test shall be conducted before the End Semester Examination by the concerned faculty member.**

8.6 **The sessional tests will carry 40% (20%+20%) of total marks for the course.** The marks of the best of two Sessional Tests shall be taken into account for the computation of Grades.

8.7 There shall be on **End semester examination** of 3 hours duration carrying 60% of Marks in each course covering the entire syllabus prescribed for the course. The End semester examination is normally a written / laboratory –based examination. The mode of End semester examination and evaluation will be decided by the teacher in consultation with the School Committee. Model Question Paper for each course has to be prepared by the teacher and the same should be forwarded to the Head of the Department.

8.8 End semester Practical examinations shall normally be held before the theory examinations.

OA-12

8.9 Valuation of Project Report / Dissertation and Viva-voce

The distribution of marks for the dissertation will be as below;

Periodical presentation --20 Marks

Concise Dissertation --60 Marks

Viva-voce --20 Marks

Total 100 Marks

Dissertation / project report will be valued jointly by the supervisor and one other examiner from a neighboring institution within the city.

The Grading system of Evaluation shall be as per the Regulation on the University.

OA- 13

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
ADMISSION OF STUDENT TO THE UNIVERSITY AND ITS RECOGNIZED INSTITUTES
[Under Section 28 of the Central Universities Act, 2009 read with Statutes 14]

1. Without prejudice to the provisions of the Act and Statutes of the University a student shall be eligible for admission to any undergraduate level or post Graduate level Course of study under the University provided she/he has passed the examination or examinations prescribed by the University as prerequisite for admission to the concerned course or courses.
2. The candidates seeking admission to a course of study in the University including the recognized Institutes must satisfy the Rules and Regulations made in this behalf.
3. The candidates are required to apply for admission to a programme offered by the University in the prescribed form within the last date fixed and notified.
4. The number of students to be admitted in a particular course of study and the last date of admission to such a course shall be fixed by the Academic council.

5. Admission to the 5-year integrated programme, if any, shall be made on the basis of a All India entrance-test or through any other method as may be provided for in Regulation(s).
6. Admission to the 7th semester in a 5-year intergraded programme or to Post Graduate and M. Phil programmes shall be made by the Admission Committee as constituted by the Centre/Department/School. The Committee shall consist of the Head of the Department/Centre, Dean of the School as Chairman and two senior most faculty of the Department /Centre as the members.
7. Admission to the programme leading to the Degree of Doctor of Philosophy shall be considered by the concerned School Board.
8. Such candidates who satisfy the requisite qualifications may be considered for admission on the basis of the academic record, and/or performance of the candidate at the entrance test/viva-voc. as may be prescribed in respect of each programme.
9. Only such candidates who have passed an examination of an Indian University incorporated by any law for the time being in force, or such other examination as has been recognized equivalent, shall be considered for admission.

OA-13

10. 15% of the seats in the academic programmes/programmes offered by the University shall be reserved for students belonging to Scheduled Caste, 7½% for students belonging to Scheduled Tribe. Provided that the University may also make such special provision for the admission of candidates belonging to the physically handicapped and such other disadvantaged groups on the recommendations of the Academic Council from time to time.
11. No Student shall ordinarily be admitted to more than one programme at a time.
Note: However, students admitted to evening P.G. Diploma programme are permitted to pursue any regular programme in other institutions. Students admitted to a regular programme in the University are also permitted to pursue part-time evening Certificate/Diploma programmes of professional nature in other institutions.
12. The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council.
13. If a student who has been admitted is found medically or otherwise unfit, his / her admission shall be cancelled.

14. A candidate shall be admitted to the programme in a School on her / his enrollment as a student of the University after paying the enrolment fee prescribed by the University.
15. A Student admitted to the University shall ordinarily be a member either of a Hall of Residence / Hostel or Non-Resident Students Centre of the University.
16. 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.

OA- 14

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON**

FEES PAYABLE BY STUDENTS:

[Under Section 6 (xix) & 28 of the Central University Act, 2009]

Fees payable by Students:-

- 1) The Students admitted to a course of studies in the University shall pay the fees including hostel fees and Mess-Charges as decided by the Executive Council of the University and notified from time to time. These shall be included in the Regulations.
- 2) 'Fees' in (1) above includes Caution Deposit, fines and any other payment a student is required to pay as per notification in force at that point of time.

- 3) Visually impaired students shall be exempted from payment of all fees other than the Caution Deposit.
- 4) The Vice-Chancellor shall have the power to grant full/partial free-ship to a student on the recommendation of a Committee constituted by him for the purpose. However, total free-ship should not exceed 5% of the total student strength in that particular course of study. The freeship should be sanctioned on year to year basis.
- 5) Following factors shall be taken into account while making recommendation on the applications of the students for grant of freeship:
 - a) Academic record of the students.
 - b) Financial position of the guardian of the students.
 - c) Any other factor to be put in record.

OA-15

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
CONDUCT OF EXAMINATION**

[Under Section 28 of the Central Universities Act, 2009 read with Statute]

1. The examination of the University for regular programmes shall be held at the Headquarters, unless notified otherwise.
2. Examination of the University, other than the Doctorate examination, shall be open to Regular Students i.e., candidates who have undergone a regular programme of study in the University or an institution maintained by the University for a period specified for that purpose.
3. A candidate shall be deemed to have undergone a regular programme of study for the period specified for the programme to be eligible to appear at the examinations, if he has fulfilled the requirements as prescribed for the purpose.

4. Application for permission to appear at any examination together with the fees prescribed for that examination shall be submitted to the Controller of Exams through the Dean of the School concerned not later than the date specified for the purpose from time to time.
Provided that late application may be entertained up to fifteen days after the prescribed date on payment of penalty as fixed by the University.
5. A candidate whose application is found to be in order and accepted shall be given a hall ticket, which shall be produced for admissions at the examination hall.
6. A candidate who fails to appear at an examination shall not be entitled to a refund of the examination fees paid by him.

Provided that the Controller of Examinations may, for sufficient cause permit such candidate to appear at the next examination without further payment of fees.

7. Question papers for all examinations shall be set and answered in the English Language subject to the condition that question papers for all examinations in the language courses shall be set and answered in the respective languages.

OA- 16

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
APPOINTMENT OF EXAMINERS, MODERATORS & PAPER SETTERS:
[Under Section 28 of the University Act, 2009 read with Statute 12 (i) (xiv)]

1. 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 scrutinised by the concerned School Boards. The scrutinized Panel(s) shall be placed to the Academic Council and then to the Executive Council for approval. The Executive Council may authorise the Vice-Chancellor to select the Moderators, Examiner(s), Paper-Setter(s), from the Panel so approved by the Academic Council and the Executive Council.

2. The Examiners for the Ph.D. Programme shall be appointed by the Vice-Chancellor from the Panel of examiners approved by the Academic Council and the Executive Council on the recommendation of the concerned School Board.
3. The Moderation Board consisting of the following members shall moderate the question paper on each subject of studies:
 - i) Head of the Department/Centre.
 - ii) Not less than one and not more than two members appointed from the approved list of Moderators.
4. 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 Vice-Chancellor who may order action, as deemed fit, against the particular Paper Setter.

OA- 17

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
DISCIPLINE AMONG STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS
[Under Section 28 of the Central Universities Act, 2009 read with Statutes 14 (d)]

- 1. Disciplinary Control of an Examination Centre** During an examination, the candidates shall be under the disciplinary control of the Superintendent of the Centre who shall issue instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, she/he may be expelled from the examination of that Session.

The 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. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under the Ordinances.

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

3. Use of unfair means

A candidate shall not use unfair means in connection with any examination.

The following shall be deemed to be unfair means:

- a) Talking to another candidate or any person, inside or outside the examination hall, using phone or any other electronic device not allowed by notification during the examination hours without the permission of a member of the supervisory staff.
- b) Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the Superintendent or Supervisor concerned and taking away, tearing off or otherwise disposing off the same or any part thereof.

OA-17

- c) Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything excepting the answer book or the continuation sheet supplied to the candidate.
- d) Using abusive or obscene language in the answer books.
- e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose or writing Roll number at place(s) other than the specified one for that purpose.
- f) Making an appeal to the Examiner through the answer book.
- g) Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him/her in answering any part of the question paper.
- h) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these act in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.

- i) Passing on or attempting to pass on, during the examination hours, a copy of a question or a part thereof, or solution to a question or a part thereof, to any other candidate or to any person.
- j) Smuggling into the examination hall an answer book or a continuation sheet, or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination, or through any other agency, whatsoever.
- k) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or menial staff or any outside agency, a solution to a question or to a part thereof.
- l) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, tabulator or any other person connected with the University examinations with the object, directly or indirectly, of inducing him/her to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- m) Undue influence that is to say direct or indirect interference or attempt thereof, on the part of the candidate or any person on his behalf, with the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination.

Provided that without prejudice to the generality of the provisions of the clause any such person as is referred to therein who:

OA-17

- (i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
- (ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with the duties of the Supervisory and the inspecting within the meaning of the clause.
- n) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- o) Presenting a thesis, dissertation, practical or classwork note-book, wherever required, not prepared or produced by the candidate him/herself.
- p) Arranging or permitting any person, whosoever she/he may be, to impersonate for the candidate at the examination.
- q) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.

- a) The Executive Council may declare, by resolution, any other act of omission or commission to be unfair means in respect of any or all the examinations.
- b) If the Executive Council is satisfied that there has been copying or use of unfair means in mass scale at a particular centre(s) it may cancel the examination of the candidates concerned and order re-examinations. OR

Disqualify the candidates from appearing at such examination of the University for a period not exceeding three years; in case disqualification is to be imposed than such action may be taken on the report/recommendations of the Examinations Discipline Committee, or the Executive Council may take such action suo motu after giving the affected candidates a reasonable opportunity of being heard. The Executive Council may take one or both the actions i.e. ordering re-examination or disqualifying them from appearing at such examination as stated above.

- c) The use of unfair means at the Centre(s) was aided, abetted or connived at by the authorities of the institution where the centre was located or by some other agency or due to the inability of the authorities to prevent the use of unfair means, it may abolish the Centre for a manner as stated in (i) above.

Explanation: In Clause 5(b) 'Mass copying' means: where the invigilator-in-charge is satisfied that 30 or more students are involved in using unfair means or copying in the particular paper.

- 5. a) The power of expulsion of candidates for the entire examinations as specified in Clause 4 above in respect of unfair means detected in the examination Hall and the

OA-17

- b) premises of the Centre shall vest in the Officer-in-charge of the Centre who shall decide the matter and shall report the matter immediately to the Controller of Examinations along with all incriminating materials for the consideration of the Discipline Committee.
- c) A candidate shall not be forced to give a statement but the fact that the candidate having refused to make a statement shall be recorded by the Officer-in-charge and shall be got attested by two other members of the Supervisory Staff, if on duty, at the time of occurrence. The decisions regarding the quantum of punishment beyond one year and other reported offences shall vest in the Discipline Committee.
- d) All cases of use of unfair means specified in sub-clauses d, e, l, n, o, q of Clause 4 shall be reported immediately to the Controller of Examinations by the examiner, paper setter, evaluator, tabulator or the person connected with the University Examination as the case may be, with all the relevant materials.

6.

- 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.

7. 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.
- b) The Committee shall consist of at least five but not more than seven members drawn from amongst the teachers/officers of the University and recognized Institutes. The Committee shall sit in one or two benches of three members each, as may be directed by the Vice-Chancellor.
- c) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- d) Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.
- e) At least three members present shall constitute the quorum.
- f) A decision taken by the majority of members present at a meeting shall be final; but if the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- g) A candidate may, within seven days of the receipt of the decision of the Examination Discipline Committee, bring to the notice of the Vice-Chancellor, in writing, any fact or material which may not have been considered by the Examination Discipline Committee. If the Vice-Chancellor is satisfied that there is force in the

OA-17

- h) representation of the candidate she/he may refer back the case to the Examination Discipline Committee for re-consideration.

8.

The Examination Discipline Committee shall reconsider the case and a unanimous decision of the Committee shall be final. In case of difference of opinion amongst members of the Committee the matter shall be referred by the Vice-Chancellor to the Executive Council, whose decision shall be final.

The Examination Discipline may recommend that:-

- (i) The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in sub-clauses (a) and (b) of Clause 4 be cancelled.

- (ii) The paper or the entire examination of candidate in respect or which she/he is found to have used unfair means specified in sub-clauses c,d,e,f, and g of Clause 4 be cancelled.
- (iii) The entire examination of a candidate in respect of which she/he is found to have used unfair means specified in sub-clause h,i,j,k,l,m,n,o, of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year. The entire examination of a candidate in respect of which she/he is found to have used unfair means specified in sub-clause p and q of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of two years.

OB-1

CENTRAL UNIVERISTY OF JHARKHAND
ORDINANCE ON
THE APPOINTMENT OF DEAN, STUDENTS' WELFARE AND POWERS AND FUNCTIONS
[(Under clause (1)(i) of the Statutes 36 of Central University Act, 2009]

1. Appointment:

A Dean, Students' Welfare shall be appointed from among Associate Professors/Professors by the Vice-Chancellor and shall be for a period of three years. A Dean of Student Welfare may be reappointed but shall not be considered for a third consecutive term.

2. The Dean, Students' Welfare shall have the following powers and functions:

- a) Co-ordinate the policies and procedures of the admissions to the various Courses of studies, research degrees and other full-time and part-time courses as prescribed by the University.
- b) Advise the Vice-Chancellor on matters relating to the admission of students under the Categories other than the 'Open Category'.
- c) Co-ordinate the admission process in the University.
- d) Co-ordinate the admission of students in various halls of residence, approved hostels, and approved Lodges of the University.
- e) Advise the Vice-Chancellor on the appointment of the Wardens/Warden-in-charge to the Halls of Residence approved Hostels and approved Lodges of the University.
- f) Assist the Vice-Chancellor in supervising and controlling the residents of all students by co-ordinating the activities of the Wardens.
- g) Deal with the matters of management, overall discipline and conditions of living in the halls of residence, approved hostels, and approved lodges of the University.
- h) Advise the University in the matter of organisations and development of student bodies.
- i) Co-ordinate the activities of the different bodies concerning student welfare.
- j) Advise the University on the nomination of student representatives on various bodies of the University.

OB-1

- k) Supervise and/or organise the co-curricular and sports activities of the Graduate/Post-Graduate Students and Research Scholars in the Campuses.
- l) Issue the travel concession to the students and shall recommend the educational tours/excursions of the students.
- m) Supervise and/or organise the career guidance and other counselling facilities for the welfare of the students.
- n) Supervise and/or organise such programmes and activities which shall strengthen the students-teacher relationship, student-administration and student-society relationships.

- o) Undertake such other duties and responsibilities relating to the welfare of the welfare of the students as directed by the Vice-Chancellor from time to time.

3. Removal:

A Dean of Student Welfare may be removed from office:

- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Dean students' Welfare.
- b) if she/he has been found to work against the interest of the School and the University.

The Vice-Chancellor shall constitute a Committee on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final. In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting role.

OB-2

CENTRAL UNIVERISTY OF JHARKHAND

ORDINANCE ON

THE APPOINTMENT OF PROCTOR (S) OF THE UNIVERSITY

[Under Section 28 of the Central University Act, 2009 read with clause 28 (2) of the Statutes]

1. Every Proctor shall hold office for a term of three years and shall be eligible for re-appointment.
2. All powers relating to the discipline and disciplinary actions in relation to the students of the University shall vest in the Vice-Chancellor in accordance with the Statute 28 (1) and 28 (3)

She/he shall be assisted by a Proctor(s) who shall exercise such powers and perform such duties as may be assigned to her/him by the Vice-Chancellor and as prescribed in the Ordinance.

3. The Proctor(s) shall be responsible for the maintenance of discipline among the students of the University.
4. The Proctor(s) shall on behalf of the Vice-Chancellor receive and act upon any report received by her/him from a teacher and public complaints against a student or a group of students.

OB- 3

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
APPOINTMENT OF WARDENS AND MANAGEMENT HOSTELS OF THE UNIVERSITY
[Under Section 28 and 6 (1)(xx) & (xxii) of the Central University act, 2009]

1. Appointment

Wardens of Hostels and Wardens in-charge of Lodges outside the Campus shall be appointed by the Vice-Chancellor on the recommendation of the Dean, Students' Welfare for a period of two years and they shall be eligible for reappointment.

2. Wardens of Hostels

- I. The Wardens of Hostels shall perform such duties as are assigned to them by the Vice-Chancellor from time to time and they shall function in consultation with the Dean, Students' Welfare.
 - II. Subject to the guidelines of the Central Committee, the Warden shall allot rooms to the students assigned to him/her, maintain a list of students along with permanent addresses of guardians and such other information as may be required, in form prescribed by the appropriate authority.
 - III. In addition to the specific duties assigned by the Vice-Chancellor, the Wardens shall perform the following duties:
 - a) Welfare of, and discipline, amongst the residents in the hall and to maintain daily record of the resident students such as students present each day, students absent from the Hall together with reason for absence;
 - b) Oversee health, hygiene and general life of the students in the Hostels and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof;
 - c) Report to the Dean, Students' Welfare all cases of misbehavior, indiscipline and illness of students residing in her/his hostel;
 - d) Safe custody and maintenance of such properties of the concerned hostel as are entrusted to him/her and for their repairs within the funds allotted and norms laid down by the University authorities for the same.
 - IV. The Wardens shall have the right to inspect hostel rooms.
 - V. The Wardens shall have administrative control over the staff assigned to the hostel.
- OB-3**
- VI. Unfurnished residential accommodation will be provided to Warden on rent-free basis for the period of her/his Wardenship .

3. Wardens in-Charge of Lodges

The Wardens In-charge of Lodges shall:

- a) Exercise supervision and control over all students in the zone;
- b) Maintain a register of all students and all information relating to the terms and conditions of their residence in the Lodges;

- c) Maintain information of accommodation available in the Lodges from time to time and help students to find suitable accommodation in the zone. The Warden shall be expected to maintain close and frequent contact with the students and so help in resolving the problems that they might encounter during their residence;
- d) Be responsible for the health, hygiene and general life of the students residing in the Lodges in the zone;
- e) Maintain discipline among students living in the zone and shall promptly report to the appropriate authority all cases of indiscipline, mis-conduct or illness of students;
- f) Be the liaison between students and the administration; and
- g) Perform such duties as may be assigned to him/her by the Vice-Chancellor from time to time

4. Remuneration

The Warden/Warden-in-Charge shall be entitled to such honorarium as may be determined by the University from time to time.

5. Miscellaneous

- (i) All students of the University, residing in and off 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 hostels maintained by Warden shall be in accordance with the Rules which may be framed in this regard by the University.
- (iii) Students living in approved hostels shall be under the disciplinary control of the management of the hostel concerned.

OC- 1

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
THE EMOLUMENTS AND OTHER TERMS AND CONDITIONS OF SERVICE OF
PRO-VICE-CHANCELLOR**

[Under Section 12 of the Central University Act, 2009 read with Statutes 4]

The Pro-Vice-Chancellor shall be paid a monthly pay and allowances as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time. Provided that if a Professor is appointed to discharge the duties of the Pro-Vice-Chancellor in addition to her/his own duties as Professor, she/he shall draw her/his pay on the substantive post plus a special pay, but the total amount so drawn shall not exceed the total emoluments of the maximum of the Pro-Vice-Chancellor's scale of pay.

**2. Residential
Accommodation**

The University shall provide free furnished residential accommodation to the Pro-Vice-Chancellor, appointed on full time basis. However, she/he will not be entitled to house rent allowance.

**3. Provident
Fund**

The Pro-Vice-Chancellor shall be entitled to the benefit of the Provident Fund as per existing norms of the University.

Provided that if a person already in the service of the University is appointed as Pro-Vice-Chancellor, she/he shall be entitled to continue to subscribe to the Provident Fund. The salary for the purpose of her/his subscription and contribution of the University shall be the salary she/he would have drawn as Professor but for her/his appointment as Pro-Vice-Chancellor.

**4. Travelling Allowance
and Daily Allowances**

The Pro-Vice-Chancellor shall be entitled to draw traveling allowances as per rules of the University.

**5. Medical
Attendance/LTC/
Travelling Allowance**

The Pro-Vice-Chancellor shall be entitled to:

- a) Medical reimbursement as per rules in force for University employees;
- b) Leave Travel Concession as per rules in force for University employees.
- c) Other benefits, if any, to be notified by the University from time to time.

6. Leave

- a) The Pro-Vice-Chancellor, appointed for full time basis, shall be entitled to leave as applicable to the non-teaching employees of the University from time to time.

Provided that if a Professor is appointed to discharge the duties and responsibilities of the Pro-Vice-Chancellor in addition to her/his normal duties as Professor of Department, she/he shall be entitled to leave as applicable to teachers of the University.

OC-1

7. Conduct Rules

The Pro-Vice-Chancellor shall be governed by the CCS (Conduct Rules) of Govt. of India, applicable from time to time.

8. Seniority

If a person holding a post in the cadre of the University is appointed as Pro-Vice-Chancellor, the service rendered by him/her as Pro-Vice-Chancellor shall be counted for her/his seniority in that cadre on her/his reversion to the post she/he held immediately before her/his appointment as Pro-Vice-Chancellor.

If a person in the pensionable service of the University is appointed as Pro-Vice-chancellor, the service or part of the service rendered as Pro-Vice-Chancellor, as the case may be shall be counted for pension and gratuity as if she/he had continued to serve in the same post which she/he held immediately before her/his appointment as Pro-Vice-Chancellor.

OC-2

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
THE EMOLUMENTS AND OTHER TERMS AND CONDITIONS OF TEACHERS
[Under Section 26 (d) of the Central University Act, 2009]
[read with Clause 22 (1)&(2) of the Statutes]

- 1. Member of the Teaching Staff** The members of the Teaching Staff shall be designated as follows:

- (i) Professor
- (ii) Associate Professor
- (iii) Assistant Professor

2. Scale of Pay The Scales of pay of the teaching staff shall be as prescribed by the UGC/MHRD, Government of India from time to time and as accepted by the University. In addition to the pay scales, the teachers shall be entitled to such other allowances, facilities and perks as may be sanctioned by the UGC/MHRD, Government of India/University from time to time.

3. Qualification The qualifications for the post of Professors, Associate Professor, Assistant Professor shall be such as may be prescribed by the University Grants Commission/AICTE/MHRD/other appropriate body from time to time.

4. Teacher to be Whole time employees

- (i) For the purpose of this Ordinance “teacher” means whole-time salaried teacher of the University and does not include honorary, visiting or part-time teachers.
- (ii) A teacher shall be a whole-time salaried employee of the University and shall devote his whole time to the University
- (iii) No whole-time salaried teacher of the University shall, without the permission of the Executive Council, engage directly or indirectly in trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached.

5. Nature of duties.

- (i) Every teacher shall undertake to take such part in the activities and development of the University and perform duties related to teaching, research, examination of students, and or any other official duties assigned to them by the Vice-Chancellor, Dean of the School or Head of the Department.
- (ii) A teacher who is assigned work relating to teaching or research in any Department, other than her/his, within the School or outside School, shall not be entitled to extra remuneration.

OC-2

6. Probation Professor and Associate Professor shall be appointed on probation ordinarily for a period of twelve months and Assistant Professor for a period of 24 months but in no case shall the total period of probation exceed twenty four months.

A teacher on probation may be terminated from service by giving three months’ notice or three months’ salary in lieu of notice without assigning any reason for such termination.

On successful completion of probation period and subject to the satisfactory self appraisal report, the teacher concerned shall be confirmed in the services of the University. The confirmation, however, shall be subject to approval of the Executive Council.

- 7. Confirmation**
- (a) It shall be the duty of the Registrar to place before the Executive Council the case of confirmation of a teacher.
 - (b) The Executive Council may then either confirm the teacher or decide not to confirm him/her. Where the Executive Council decides not to confirm the teacher, she/he shall be informed in writing to that effect.

Provided that the decision not to confirm a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.

- 8. Incentives for M.Phil/Ph.D.**
- Incentives, if any, for holding M.Phil or Ph.D. degree shall be granted to teacher of the University in accordance with the guidelines provided by the UGC/MHRD, Government of India from time to time.

- 9. Career Advancement Scheme**
- The Career Advancement Schemes as provided for by the UGC/MHRD from time to time, shall be applicable to the teacher of the University. The details of scheme, however, shall be notified by the University.

- 10. LTC/Medical Facility:**
- The teachers of the University shall be entitled to LTC and Medical facility as per rules adopted by the University.

- 11. Accommodation**
- The teachers of the University shall be provided with quarters as per norms of the University in the event of which they are not entitled to House Rent Allowances and they shall be liable to license fee as per GOI applicable from time to time.

- 12. Conduct Rules**
- The Teachers of the University shall be governed by the CCS (Conduct Rules) of Government of India.

OC-2

- 13. Age of Retirement**
- Subject to the provisions of Statue 19, every teacher in the service of the University, shall retire from such service on the afternoon of the last date of the month in which she/he attains the age of 65 years or if the date attaining 65 years falls on the first day of the month, the teacher shall retire on the afternoon of the last day of the preceding month. Continuation in service thereafter may be considered only under rules of re-employment.

Provided that no teacher re-employed after attaining the age of superannuation shall hold appointment as Head of Department or Dean of School or any other such administrative position.

14. Re-employment The Superannuated teachers, may be considered for re-employment in accordance with the guidelines of UGC subject to requirement of the Department from where the teacher concerned has superannuated.

15. Variation in terms & conditions of service Every teacher of the University shall be bound by the Act, Statutes Ordinances and Regulations, in force, of the University.

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

16. Regulation A teacher may, at anytime, terminate her/his engagements by giving the Executives Council three months' notice in writing or refund three month's pay and allowances in lieu of notice period.

17. Contract

A. The written contract between a teacher and the University required to be entered into under clause (3) of Statute 19, shall be in the form to be prescribed by the University.

B. Special contract: Notwithstanding anything contained in this Ordinance, the Executive Council may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit. Such teachers shall execute a contract in the form to be prescribed by the University.

Provided that no appointment shall be made under this clause for a period exceeding five years at a time.

18. Retirement Benefits A Teacher of the University shall be entitled to retirement benefit(s) as per rules of the University in force from time to time.

OC- 3

CENTRAL UNIVERISTY OF JHARKHAND

ORDINANCE ON

GOVERNING LELAVE TO TEACHERS OF THE UNIVERSITY

[Under Section 26 (d) & 28 of the Central University Act, 2009 read with clause 22 (1)&(2) of the Statutes]

A. PERMANENT TEACHERS The following kinds of leave will be admissible to the permanent teachers:
(a) Casual leave

- (b) Special Casual leave
- (c) Duty leave
- (d) Earned leave
- (e) Half Pay leave
- (f) Commuted leave
- (g) Extra-ordinary leave
- (h) Leave not due
- (i) Study leave
- (j) Sabbatical leave
- (k) Paternity leave (only for male teachers)
- (l) Maternity leave } **Only for female teachers**
- (m) Child care leave }

**B. TEACHERS
APPOINTED
ON
PROVATION**

The following kinds of leave will be admissible to the Probationers.

- a) Casual leave
- b) Special Casual leave
- c) Earned leave
- d) Half Pay leave
- e) Commuted leave
- f) Paternity leave (only for male teachers)
- g) Maternity leave } **Only for female teachers**
- h) Child care leave }

The Calculation of leave and the candidates of applicability shall be as per norms of the University, to be notified from time to time.

OC- 4

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
THE EMOLUMENTS AND OTHER TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR
*[Under Section 28 of the Central University Act, 2009 read with clause 6 (3) of the Statutes]***

1. Scale of Pay

The Registrar shall be paid a monthly pay and allowances as prescribed by the MHRD/UGC from time to time.

2. Term of appointment

The appointment to the post of Registrar shall be through advertisement and selection for a tenure of 5 years, which may be renewed for another term. No further renewal/extension would be considered beyond the second term.

Provided that the first Registrar will be appointed for a period of 3(three) year by the Visitor, as per the Central University Act 2009, Clause 44.

3. Qualification

The minimum qualification for appointment to the Post of Registrar shall be such as prescribed by UGC/MHRD, Government of India from time to time.

4. Accommodation

The Registrar shall be provided with the residential Accommodation, for which she/he will not be entitled to house rent allowance.

5. Provident Fund/Retirement Benefits

The Registrar shall subscribe to the Provident Fund/Pension scheme of the University, in force, from time to time. She/he shall be entitled to Retirement benefits as per rules of the University in force from time to time.

6. Entitlement of Leave

The Registrar shall be entitled to leave as applicable to the non-teaching employees of the University from time to time.

7. Medical Attendance/LTC

The Register shall be entitled to:

- a) Medical re-imburement as per rules of the University.
- b) Leave Travel Concession as per rules of the University.
- c) Other benefits, if any, to be notified by the University from time to time.

8. Conduct Rules

The Registrar shall be governed by the CCS (Conduct Rules) of Govt. of India, applicable from time to time.

9. Resignation

The Registrar may, at any time, terminate her/his engagement by giving 3 months notice to the Executive Council of the University or may refund 3 months pay and allowances in lieu of notice period.

OC-4

10. Removal

The Registrar can be removed from office:

- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Registrar,
- b) if she/he has been found to work against the interest of the University.

The Vice-Chancellor shall constitute a Committee comprising of members not below the rank of Professor on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final.

In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting role.

OC- 5

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
OTHER TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER
[Under Section 15 of the Central University Act, 2009 read with Clause 7 of the Statutes]

- 1. Qualification** The minimum qualification for appointment to the Post of Finance Officer shall be such as prescribed by UGC/MHRD, Government of India from time to time.
- 2. Accommodation** The Finance Officer shall be provided with the residential Accommodation, for which she/he will not be entitled to house rent allowance.
- 3. Provident Fund/Retirement benefits** The Finance Officer shall subscribe to the Provident Fund/Pension scheme of the University, in force, from time to time. She/he shall be entitled to Retirement benefits as per rules of the University in force from time to time.
- 4. Entitlement of Leave** The Finance Officer shall be entitled to leave as applicable to the non-teaching employees of the University from time to time.
- 5. Medical Attendance/LTC.** The Finance Officer shall be entitled to:
- a) Medical re-imburement as per rules of the University.
 - b) Leave Travel Concession as per rules of the University.
 - c) Other benefits, if any, to be notified by the University from time to time.
- 6. Conduct Rules** The Finance Officer shall be governed by the CCS (Conduct Rules) of Govt. of India, applicable from time to time.
- 7. Resignation** The Finance Officer may, at any time, terminate her/his engagement by giving 3 months notice to the Executive Council of the University or by paying 3 months pay and allowances in lieu of notice period.
- 8. Removal** The Finance Officer can be removed from office:
- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Finance Officer,
 - b) if she/he has been found to work against the interest of the University.

OC-5

The Vice-Chancellor shall constitute a Committee comprising of members not below the rank of Professor on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final.

In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting role.

OC- 6

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
OTHER TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS**

[Under Section 16 of the Central University Act, 2009 read with Clause 8 of the Statutes]

- 1. Qualification** The minimum qualification for appointment to the Post of Controller of Examinations shall be such as prescribed by UGC/MHRD, Government of India from time to time.
- 2. Accommodation** The Controller of Examinations shall be provided with the residential Accommodation, for which she/he will not be entitled to house rent allowance.
- 3. Provident Fund Retirement benefits** The Controller of Examinations shall subscribe to the Provident Fund/Pension scheme of the University, in force, from time to time. She/he shall be entitled to Retirement benefits as per rules of the University in force from time to time.
- 4. Entitlement of Leave** The Controller of Examinations shall be entitled to leave as applicable to the non-teaching employees of the University from time to time.
- 5. Medical Attendance/LTC.** The Controller of Examinations shall be entitled to:
 - a) Medical re-imburement as per rules of the University.
 - b) Leave Travel Concession as per rules of the University.
 - c) Other benefits, if any, to be notified by the University from time to time.
- 6. Conduct Rules** The Controller of Examinations shall be governed by the CCS (Conduct Rules) of Govt. of India, applicable from time to time.
- 7. Resignation** The Controller of Examinations may, at any time, terminate her/his engagement by giving 3 months notice to the Executive Council of the University or by paying 3 months pay and allowances in lieu of notice period.
- 8. Powers and Functions** Subject to the provisions of the Act and Statutes, the Controller of Examination shall perform the duties in regard to the arrangements for the conduct of the Examinations and such duties and functions as may be assigned to him/her from time to time by the Executive Council. Further, she/he shall exercise her/his powers and discharge her/his duties under the direction of the Vice-Chancellor.
- 9. Removal** The Controller of Examination can be removed from office:

OC-6

- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Controller of Examinations.
- b) if she/he has been found to work against the interest of the University.

The Vice-Chancellor shall constitute a Committee on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final.

In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting role.

OC- 7

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON**

OTHER TERMS AND CONDITIONS OF SERVICE OF THE LIBRARIAN

[Under Section 17 of the Central University Act, 2009 read with Clause 9 of the Statutes]

- 1. Scale of pay** The Librarian shall be paid a monthly pay and allowances as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.
- 2. Term of appointment** The appointment to the post of Librarian shall be through advertisement and selection.
Provided that the Librarian shall retire on attaining the age of 62 years.
- 3. Qualification** The minimum qualification for appointment to the Post of Librarian shall be such as prescribed by UGC/MHRD, Government of India from time to time.
- 4. Accommodation** The Librarian shall be provided with the residential Accommodation, for which she/he will not be entitled to house rent allowance.
- 5. Provident Fund/Retirement benefits** The Librarian shall subscribe to the Provident Fund/Pension scheme of the University, in force, from time to time. She/he shall be entitled to Retirement benefits as per rules of the University in force from time to time.
- 6. Entitlement of Leave** The Librarian shall be entitled to leave as applicable to the non-teaching employees of the University from time to time.
- 7. Medical Attendance/LTC.** The Librarian shall be entitled to:
 - a) Medical re-imbusement as per rules of the University.
 - b) Leave Travel Concession as per rules of the University.
 - c) Other benefits, if any, to be notified by the University from time to time.
- 8. Conduct Rules** The Librarian shall be governed by the CCS (Conduct Rules) of Govt. of India, applicable from time to time.
- 9. Resignation** The Librarian may, at any time, terminate her/his engagement by giving 3 months notice to the Executive Council of the University or by paying 3 months pay and allowances in lieu of notice period.

OC-7

10. Powers and Functions

Subject to the provisions of the Act and Statutes, the Librarian shall exercise such other powers and performs such duties as may be assigned by the Vice-Chancellor on behalf of the Executive Council.

11. Removal

A Librarian may be removed from office:

- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Librarian.
- b) if she/he has been found to work against the interest of the University.

The Vice-Chancellor shall constitute a Committee on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final.

In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting role.

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
THE EMOLUMENTS AND OTHER TERMS AND CONDITIONS OF
SERVICE OF OTHER ACADEMIC STAFF.

[Under Section 28 of the Central University Act, 2009 read with Clause 22 (1) of the Statutes]

The Deputy Librarian(s), Director of Physical Education and Assistant Librarian(s) herein after shall be known as other Academic Officer/ Staff of the University.

- 1. Scale of pay** The Deputy Librarian, Director of Physical Education and Assistant Librarian shall be paid a monthly pay and allowances as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.

- 2. Term of appointment** The appointment to the post of Deputy Librarian, Director of Physical Education and Assistant Librarian shall be through advertisement and selection.

Provided that they shall retire on attaining the age of 62 years.

- 3. Qualification** The minimum qualification for appointment to the Post of Deputy Librarian, Director of Physical Education and Assistant Librarian shall be such as prescribed by UGC/MHRD, Government of India from time to time.

- 4. Probation** The Deputy Librarian and Director of Physical Education shall be placed under probation for a period of 1 year and the Assistant Librarian for a period of 2 years from the date of joining the post. On successful completion of probation period they shall be confirmed as per criteria laid down by Govt. of India for the purpose.

- 5. Provident Fund/ Retirement benefits** The other Academic Staff shall subscribe to the Provident Fund/Pension scheme of the University, in force, from time to time. She/he shall be entitled to Retirement benefits as per rules of the University in force from time to time.

The Deputy Librarian, Director of Physical Education and Assistant Librarian shall be entitled to retirement benefits as per rules of the University in force from time to time.

- 6. Entitlement of Leave** The Deputy Librarian, Director of Physical Education and Assistant Librarian shall be entitled to leave as applicable to the non-teaching employees of the University from time to time.

- 7. Medical Attendance/LTC** They shall be entitled to:
a) Medical re-imburement as per rules of the University.
b) Leave Travel Concession as per rules of the University.
c) Other benefits, if any, to be notified by the University from time to time.

- 8. Conduct** The Deputy Librarian, Director of Physical Education and Assistant Librarian shall be governed by the CCS (Conduct Rules) of Govt. of India, applicable from time to time.

OC-8

9. Removal

A Deputy Librarian, Director of Physical Education and Assistant Librarian can be removed from office:

- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of her/his office.
- b) if she/he has been found to work against the interest of the University.

The Vice-Chancellor shall constitute a Committee on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final.

In the case of removal, at least three fourth member of the Executive Council must be present of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting role.

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
THE EMOLUMENTS AND OTHER TERMS AND CONDITIONS OF OTHER GROUP A OFFICERS, GROUP B,C
AND D NON-TEACHING EMPLOYEES, OTHER THAN THE REGISTRAR/FINANCE OFFICER/
CONTROLLER OF EXAMINATIONS/LIBRARIAN OF THE UNIVERSITY.

[Under Section 28 of the Central University Act, 2009 read with Clause 23 (1) or (2) of the Statutes]

- 1. Scale of Pay** The Group A Officers, Group B, C and D non-teaching employees, other than the Registrar/Finance Officer/Controller of Examinations/Librarian of University shall be paid a monthly pay and allowances as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.
- 2. Term of appointment/Qualification** Such employees of the University shall be appointed in accordance with the Recruitment Rules notified by the University from time to time. The Recruitment Rules shall form part of the Regulations.
Provided that they shall retire on attaining the age of 60 years.
- 3. Probation** The employees as referenced to (1) above shall be placed under probation for a period of 2 years or 1 year as the case may be. On successful completion of their probation period they shall be confirmed as per criteria laid down by Govt. of India for the purpose.
- 4. Provident Fund/Retirement** The other Group A Officer, Group B, C and D Non-Teaching Employees, other than the Registrar/Finance Officer /Controller of Examinations/Librarian shall subscribe to the Provident Fund/Pension scheme of the University, in force, from time to time. She/he shall be entitled to Retirement benefits as per rules of the University in force from time to time.
- 5. Entitlement of Leave** They shall be entitled to all kinds of leave in accordance with the CCS (Leave Rules) of Government of India, applicable from time to time.
- 6. Medical Attendance/LTC** They shall be entitled to:
a) Medical re-imburement as per rules of the University.
b) Leave Travel Concession as per rules of the University.
c) Other benefits, if any, to be notified by the University from time to time.
- 7. Conduct Rules** They shall be governed by the CCS (Conduct Rules) of Govt. of India, applicable from time to time.
- 8. Removal** Group A Officer and Group B, C and D non-teaching employee can be removed from office:

OC-9

- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of her/his office.
- b) if she/he has been found to work against the interest of the University.

The Vice-Chancellor shall constitute a Committee on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final.

In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting role.

CENTRAL UNIVERISTY OF JHARKHAND
ORDINANCE ON
**ON SELECTION COMMITTEE PROCEDURES FOR REGISTRAR/FINANCE OFFICER/
CONTROLLER OF EXAMINATIONS**

[Under Section 28 of the Central University Act, 2009 read with Clause (4) of the Statutes 18]

1. a) The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, shall chair the meeting of the Selection Committee.
b) The Chairman shall fix the date and venue of the meeting of the Selection Committee
2. Ordinarily, three week's notice for a meeting of the Selection Committee shall be given to the members.
Provided that the meetings of the Selection Committee shall be fixed only after ascertaining the convenience of the Visitor's nominee and the persons nominated by the Executive Council.
Provided further that the Selection Committee shall form the quorum if at least three of the following members are present:-

The Visitor's nominee, two members of the Executive Council
nominated by it and one person not in the service of University
nominated by the Executive Council.

3. The Selection Committee shall make recommendations as to the suitability of the candidates referred to it, for consideration of the Executive Council.
4. The decision shall be arrived at by the Selection Committee by a majority vote. In case there is a tie, the Chairman shall exercise a casting vote.
5. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.
6. The proceedings of the Selection Committee shall be treated as confidential.
7. The panel drawn up by the Selection Committee shall remain valid for period of 1 year from the date of approval by the Executive Council.

OD-2

CENTRAL UNIVERISTY OF JHARKHAND
ORDINANCE ON

SELECTION COMMITTEE PROCEDURES FOR LIBRARIAN

[Under Section 28 of the Central University Act, 2009 read with Clause (4) of the Statutes 18]

1. a) The Vice-Chancellor, or in her/his absence the Pro-Vice-Chancellor, shall chair the meeting of the Selection Committee.
b) The Chairman shall fix the date and venue of the meeting of the Selection Committee.
2. Ordinarily, three week's notice of a meeting shall be given to the members.
Provided that the meetings of the Selection Committee shall be fixed only after ascertaining the convenience of the Visitor's nominee and the persons nominated by the Executive Council.
Provided further that the Selection Committee shall form the quorum if at least 3 of the following members are present:-

The Visitor's nominee, two persons not in the service of the University. Who have special knowledge of the subject of the Library Science or Library Administration nominated by the Executive Council and one person not in the service of the University nominated by the Executive Council.

3. The Selection Committee shall make recommendations as to the suitability of the candidates referred to it, for consideration of the Executive Council.
4. The decision shall be arrived at by the Selection Committee by a majority vote. In case there is a tie, the Chairman shall exercise a casting vote.
5. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.
6. The proceedings of the Selection Committee shall be treated as confidential.
7. The panel drawn up by the Selection Committee shall remain valid for a period of 1 year from the date of approval by the Executive Council.

OD-3

CENTRAL UNIVERSITY OF JHARKHAND

**ORDINANCE ON
SELECTION COMMITTEE PROCEDURES FOR TEACHING POSITIONS**

[Under Section 28 of the Central University Act, 2009 read with Clause (4) of the Statutes 18]

1. a) The Vice-Chancellor, or in her/his absence the Pro-Vice-Chancellor, shall chair the meeting of the Selection Committee.
b) The Chairman shall fix the date and venue of the meeting of the Selection Committee.
2. Ordinarily, three week's notice of a meeting shall be given to the members.
Provided that the meetings of the Selection Committee shall be fixed only after ascertaining the convenience of the Visitor's nominee and the persons nominated by the Executive Council.
Provided further that the quorum of the Selection Committee shall form if:-
 - a) For the post of Professor, in addition to the chairman at least four members should be present with the Visitor's nominee and at least two experts nominated by the Executive Council.
 - b) For the post of Associate Professor and Assistant Professor, three members should be present with the Visitor's nominee and at least one expert nominated by the Executive Council.
3. The Selection Committee shall make recommendations as to the suitability of the candidates referred to it, for consideration of the Executive Council.
4. The decision shall be arrived at by the Selection Committee by a majority vote. In case there is a tie, the Chairman shall exercise a casting vote.
5. The Selection Committee may, for reasons to be recorded, consider the curriculum vitae of a candidate in absentia and make recommendations for consideration of the Executive Council.
6. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.
7. If more candidates than the number of vacancies are recommended, the Selection Committee shall prepared a panel containing names of candidates in order of merit. The panel so make shall remain valid for 1 year from the date of approval by the Executive Council.
8. The proceedings of the Selection Committee shall be treated as confidential.

OE-1

CENTRAL UNIVERISTY OF JHARKHAND
ORDINANCE ON
THE MATTERS WHICH ARE NOT COVERED BY ORDINANCE, REGULATIONS AND RULES OF THE
UNIVERSITY

[Under Section 6 (I) (xxv) and 28 of the Central University Act, 2009]

A particular subject or an individual case which is not covered by the Ordinance, Regulations, and Rules of the University shall be dealt with in accordance with the rules and norms of the Government of India, as applicable from time to time.
