

झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND
 (भारतीय संसद अधिनियम, 2009 के द्वारा स्थापित)

(Established by an Act of Parliament of India in 2009)

No. CUJ/LC/EMERGENT -AC/ 151

Dated: 04 January, 2024

अधिसूचना / NOTIFICATION

It is notified for information of all concerned that the Ordinance and Regulations Governing Self-Financing Programmes, 2023 has been approved by the Academic Council in its emergent meeting held on 2nd December, 2023 and subsequently by the Executive Council in its 45th meeting held on 26th December, 2023.

A copy of the Ordinance and Regulations Governing Self-Financing Programmes, 2023 is attached herewith.

The Ordinance and Regulations is effective from the date of its approval by the Executive i.e. 26th December, 2023.



कुलसचिव
REGISTRAR

Copy for information to:

1. All Deans of the School
2. Controller of Examinations
3. Librarian
4. Director, IQAC
5. Dean, Academic Affairs/ Research & Development / Students' Welfare
6. Chairperson, Proctorial Board
7. All Heads/Coordinators of the Departments
8. Deputy Registrar I & II
9. I/c Placement Cell / International Cell / Admission Cell
10. I/c Executive Engineer / Health Centre / Purchase Cell
11. Technical Cell I/c – For University website
12. Public Relations Officer
13. PS to Vice Chancellor / Registrar / Finance Officer
14. Concerned File / Guard File



कुलसचिव
REGISTRAR

झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND

(A Central University established by an Act of Parliament of India in 2009)



ORDINANCE & REGULATIONS

GOVERNING

SELF FINANCING PROGRAMMES

OFFERED IN THE UNIVERSITY

**ORDINANCE GOVERNING SELF FINANCING PROGRAMMES OFFERED IN
THE UNIVERSITY**

[under Section 28 (1) (b) of the Central Universities Act, 2009]

The Self Financing Programmes offered by the University shall be governed by **“Regulations Governing Self Financing Programme, 2023”** and amendment made thereunder.

**REGULATIONS GOVERNING SELF FINANCING PROGRAMMES,
2023**

**[under Statutes 14 (d) read with Statutes 38 (ii) of Central Universities
Act, 2009]**

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Abbreviations

S. N.	Abridged Form	Abbreviation
1	UGC	University Grants Commission
2	NEP-2020	National Education Policy 2020
3	CUJ	Central University of Jharkhand
4	GPA	Grade Point Average
5	SGPA	Semester Grade Point Average
6	CGPA	Cumulative Grade Point Average
7	HEIs	Higher Education Institutions
8	UG	Undergraduate
9	PG	Post-Graduate
10	MoE	Ministry of Education
11	GoI	Government of India
12	BoM	Board of Management
13	BoS	Board of Studies
14	HoD	Head of the Department
15	ESE	End Semester Examinations
16	ICT	Information and Communication Facilities
17	DPR	Detailed Project Report
	CRR	Cadre Recruitment Rules

Preamble

The NEP-2020 as a vision document, while advocating for a multidisciplinary higher education system, aims to transform the HEIs into hubs of skill-based training centres, and to promote a self-financing model with the sole objective of giving a free hand for the corporate to get involved in trading with the institutions.

This policy outlines the guidelines and procedures for the establishment and management of self-financing programmes in HEIs in a viable manner. Self-financing programmes are designed to generate revenue for the university while maintaining high academic standards and providing additional educational opportunities. These programmes would not only bridge skill gaps in the locality / nation / region, but also play an important role in contribution to societal and market needs. The University proposes to adopt the self-financing model in offering different courses in consonance of the vision and mission of NEP-2020.

Objects

- To give access to the skill based and professional programmes as needed by the region and the nation in an affordable manner.
- To promote collaborative research & programmes by broadening industry-academia interface.
- To enable an individual to be self-reliant by developing entrepreneurship skills

1. Title and Commencement

The Regulations shall be called "**Regulations Governing Self Financing Programme 2023**".

The Regulations shall come into effect from the date of its approval by the Executive Council of the University and its notification by the University.

2. Definitions

- 2.1 'University' means Central University of Jharkhand.
- 2.2 'Academic Council' means Academic Council of Central University of Jharkhand.
- 2.3 'Executive Council' means the Executive Council of Central University of Jharkhand.
- 2.4 'Board of Management' means the Board of Management for self-financing programmes.
- 2.5 'Chairman' means Chairman of the Board of Management for self-financing programmes.
- 2.6 'Director' means the Chief Executive Officer of the Self-financing programmes.
- 2.7 'Member Secretary' means Member secretary of the Board of the Management.
- 2.8 'Course Coordinator' means Course Coordinator of a particular self-financing programme.
- 2.9 'Meeting of Board' means the meeting of the Board of Management of self-financing programmes.
- 2.10 'BoS' means Boards of Studies of departments.
- 2.11 'Department' means different departments of the University.
- 2.12 'Programme' means a set of courses to be offered under self-financing scheme.
- 2.13 'Subject' means a field of study in a discipline. e.g., Political Science is a subject under the School of Social Sciences.

- 2.14 'Course' means subject with specified units.
- 2.15 'Credit' means a unit that gives weightage to a value, level and / or time requirements of a course offered.
- 2.16 'Fee' means the fee prescribed by the department concerned offering the programme.
- 2.17 'Semester' means an academic time-frame of six months duration in an academic year normally having 90 working days.
- 2.18 'End Semester Examination' (ESE) means the examination conducted after the completion of the Course and at the end of the particular semester.
- 2.19 'Student' means a student who has enrolled for self-financing programme.
- 2.20 'Academic Year' means sum of Two Consecutive Semesters.
- 2.21 'Grade Point' is a numerical weight assigned to each letter grade on a 10-point scale.
- 2.22 'Credit Point' is the product of Grade Point and number of Credits in a particular course.
- 2.23 'Letter Grade' is an index of the performance of students in a said course.
- 2.24 'Grades' are denoted by O, A+, A, B+, B, C, P, and F.
- 2.25 'Semester Grade Point Average' (SGPA) is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 2.26 'Cumulative Grade Point Average' (CGPA) is a measure of overall cumulative performance of a student in all the semesters of a programme. The CGPA is the ratio of total credit points secured by a student in different courses in all the semesters and sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

3. Board of Management:

- 3.1 The Self-Financing Programmes will be managed and administered by a body namely, Board of Management. The Board will be constituted in the following manner:

- | | |
|---------------------|--|
| 1. Chairman | The Hon'ble Vice Chancellor shall be the ex-officio Chairman of the Board |
| 2. Member Secretary | The Director will be the ex-officio Member Secretary of the Board. |
| 3. Members | There shall be minimum nine members nominated by the Hon'ble Vice Chancellor from among schools of the University and from any other relevant field. The Vice Chancellor may also take into consideration the regulations of the concerned school regarding constitution of the Board if such regulations have been framed and passed by Statutory bodies of the University.

The term of members other than the Chairman and Director will be of three years. |
| 4. Meeting of Board | The meeting of the Board should be held minimum one time in a year and in addition there shall be an Annual Board Meeting where the Director shall present his annual report and budget and the Details of Account audited by a Chartered Accountant/ CAG. |

4. Powers and Functions of the Chairman, Board of Management

- 4.1 The Hon'ble Vice Chancellor who will be the Chairman of the Board of Management shall be the final authority.
- 4.2 He will preside over the meeting of the Board.
- 4.3 He can call the emergency meeting of the Board at any time.
- 4.4 He shall have the power of veto and also the right of casting vote in case of a division of opinion.
- 4.5 He shall have the power to invite any person to attend the Board Meeting as a Special Invitee.
- 4.6 He may constitute any sub-committee for the development and expansion of the self-financing programmes.
- 4.7 He may take any further step for development and better management of the self-financing programmes.

5. Appointment, Powers and Functions of Director:

- 5.1 The Director will be appointed by the Vice Chancellor from among working or superannuated teachers of the University or reputed institutions of the Government associated with the University, or reputed persons in the

concerned field. He / She should be a person with academic vision and administrative skill.

- 5.2 He/she will be the executive / administrative Head for all the self-financial courses of the University.
- 5.3 The tenure of the Director shall be of three years, if a teacher working as the Director superannuates from his original post during the tenure he/she will continue till the completion of the term.
- 5.4 An extension for another one term may be given to a Director whose contribution are found to be impressive and praiseworthy and whose continuation will be beneficial for the institution.
- 5.5 The Director is entitled for an honorarium as determined by the Board of Management.
- 5.6 In special circumstances, in case of gross irregularities and misconduct the Vice Chancellor may replace the Director in the larger interest of the University

Duties and Responsibilities of Director

- i. Subject to any order, rules, Acts and Statutes, of the University, the Director shall be responsible for proper administration, functioning and financial management of self-financing Programmes.
- ii. The Director as Member Secretary will maintain a record of the Minutes of all the meetings of the Board and shall be responsible for the proper execution and implementation of the decision of the Board.
- iii. For all appointments, the Director shall issue the appointment letters.

6. Appointment, Powers and Functions of Course Coordinator:

- 6.1 The Course Coordinator will be appointed by the Vice Chancellor from among working regular teachers of the University for each Self-financing Programme.
- 6.2 He / She will look after all the academic activities of the self-financing programmes.
- 6.3 He / She will maintain all the records of the programmes along with the Cash book, Income & Expenditure account as well as the record of the students.

- 6.4 He / She will submit the expenditure proposal including the proposal for making the payment of remuneration of the Teachers/ staff to the Director.
- 6.5 The Course Coordinator will submit the Annual Budget through the Board of Studies to the Director.
- 6.6 The Course Coordinator is entitled for a remuneration/ honorarium as determined by the Board of Management.

7. Approval and Implementation:

- 7.1 The self-financing programmes must be aligned to the mission and the vision of the University. It must clearly define the programme and course outcome in terms.
- 7.2 In order to launch a self-financing programme in a department, a detailed project report (DPR) is required to be prepared by the department concerned. The DPR shall consist of need, objectives and outcomes of the proposed self-financing programmes keeping in view the relevance of the same at local/ national/ regional/global levels. While developing proposals for self-financing programmes, the vision and mission of the university should be taken into consideration for attaining excellence in teaching-learning, research and placement. Thereafter, the DPR shall be submitted to the Board of Management through the respective Board of Studies (BoS). Upon the receipt of the DPR, the Board of Management shall evaluate its financial and academic viability. The committee shall submit the recommendations to the Executive Council through the Academic Council.

8. Programme Structure and Design:

- 8.1 The departments shall offer those academic programmes under Self-financing scheme which generate sufficient revenue by way of tuition fees, admission fee so as to meet all expenses pertaining to staff, ICT facilities, recurring expenses for course material, establishment and maintenance of laboratories, academic expenses, official expenses and all other incidental expenses as applicable to run the self-financing programmes.
- 8.2 The self-financing programmes should be designed in such a fashion that all the necessary credits and requirements are fulfilled to award a particular degree in accordance with guidelines / regulations of Statutory Bodies like UGC / NCTE / AICTE etc.

9. Procedure for Admission:

- 9.1 The admission in the programmes shall be on all India basis involving written test or on the basis of marks obtained in the qualifying examination provided

the candidate meets the eligibility criteria for the particular programme or as decided by the Board of Management

- 9.2 The eligibility criteria shall be decided by the department concerned which will be notified along with the admission notification.
- 9.3 The intake capacity shall also be proposed by the Course Coordinator.
- 9.4 The eligibility criteria, mode of admission and intake capacity shall be approved by the Board of Management.

10. Programme Fee:

- 10.1 The programme fee in self-financing programmes shall be such that the revenue collection meets all the expenses to run the programme.
- 10.2 The programme fee structure shall be prepared by the Course Coordinator of the programme in consultation with the BoS taking into consideration the duration of the programme, the intended quality of instruction and facilities provided to the participants.
- 10.3 The fee structure will be submitted to the Board of Management for approval.

11. Examination:

- 11.1 All the rules and regulations of the Central University of Jharkhand on the subject of Examination will be applicable to all the self-financing courses.
- 11.2 The Course Coordinator shall lay down the academic calendar mentioning the semester and internal examination dates, which shall be well circulated. After commencement of the classes within fifteen days the course registration shall be done by the students. The Course Coordinator should look into that matter of examination. The details of the courses taught should be submitted to the Course Coordinator along with the external question setter list to the Director (SFC) for his approval. Director shall advise the Coordinator of the programme to contact the experts and set the question papers ready for the examination.
- 11.3 The examination time table will be published by the Course Coordinator who, will assist the Controller of Examinations in conducting the examinations.
- 11.4 The examination forms will be filled up at least fifteen days before the commencement of the examination following the prevalent system of filling up the form.

- 11.5 After due evaluation of the answer scripts, the results should be compiled by the Course Coordinator and should place it to the Director for due approval and publication. The Director shall place the result before the Academic Council for due approval. Any ambiguities raised in the result shall be sorted out at the Director level in consultation with the Course Coordinator of the programme.
- 11.6 On the recommendation of the Director, the Controller of Examinations shall issue the marks and Certificates to the students pursuing self-financing programmes.

12. Teachers and Staff:

- 12.1 The staff required for self-financing programmes shall be recommended by the Course Coordinator in consultation with the BoS along with the essential qualification for various teaching and non-teaching posts under self-financing programmes. The Board of Management will approve the same and the advertisement should be released accordingly. It shall be governed by the Cadre Recruitment Rules (CRR) of the University.
- 12.2 The appointment on various positions under self-financing programmes shall be purely temporary in nature and will continue as long as these are financially viable and continuation of the programmes. The employees under self-financing programmes shall have no right to demand to regularize their services. The staff shall be engaged for a period of full duration of the programmes. However, if a teacher is engaged in during the mid of the academic session for the first time, the contract period shall be co-terminus with the closure of the academic sessions. However, under no circumstances, the total contract period would exceed beyond the duration of the programme. A teacher/staff shall not be allowed to unilaterally terminate his/her contract during the mid of the academic sessions. However, if a teacher/staff is interested in getting his/her contract terminated, one month's notice shall be required in advance failing which salary of one month's notice period shall be required to be paid in lieu thereof.
- 12.3 The essential qualification in respect of teaching positions shall be as per the essential qualification prescribed by the UGC / AICTE / NCTE / other regulatory bodies as the case may be. The essential qualification in respect of non-teaching positions shall be as per the essential qualification prescribed in the 'Cadre Recruitment Rules (CRR) for Non-Teaching Employees' of the University.
- 12.4 The appointment shall not be in a regular pay scale with increments. The teachers will be recruited as Guest Faculty or Contractual Faculty on a consolidated remuneration as determined by the Board of Management. No other allowances as admissible to a regular faculty will be payable to the guest faculty/contractual faculty.

- 12.5 The non-teaching employees will be engaged on a monthly consolidated remuneration as decided by the Board of Management. No other allowances as admissible to a regular employees will be payable to the contractual employees.
- 12.6 The teachers/employees engaged on contractual basis shall be entitled to the leave 1½ days per calendar month on pro-rata basis.
- 12.7 The teachers and employees in the self-financing programmes shall be engaged by way of personal interview and/or skill test (wherever applicable) after inviting application through advertisement to be released in the local newspaper and University website through a duly constituted Selection Committee(s).
- 12.8 All the appointment to the various categories of the posts shall be made by the Chairman of the Board of Management on the basis of recommendation of the Selection Committee.
- 12.9 The Selection Committee shall have the following members for teachers:
- | | | |
|----------------------------------|---|------------------|
| Director | - | Chairman |
| Dean of the School concerned | - | Member |
| Head of the Department concerned | - | Member |
| Course Coordinator | - | Member |
| Two Subject Experts | - | External Members |
- 50% members along with one subject expert shall make the quorum.
- 12.10 The Selection Committee for Non-teaching employees shall be constituted by the Director in consultation with the Course Coordinator(s).
- 12.11 In addition to the above, existing faculty members of the department concerned may be engaged for taking classes of self-financing programmes subject to the condition that he /she will take the classes beyond his/ her normal working hours, with the same compensation approved by the Board of Management.

13. Financial Management:

- 13.1 The Course Coordinator in consultation with the BoS will prepare and approve an Annual Estimate Budget which will be placed before the Board of Management through the Director. The estimates will be met under the budgetary provisions.
- 13.2 A separate bank account will be maintained for the self-financing programmes. The accounts will be operated jointly by the Director and the

Course Coordinator(s). All funds received from the participants will be deposited in the bank account.

- 13.3 One third of the revenue collected from the self-financing programmes will be transferred to the University account. Two third of the revenue will be utilized for meeting the expenditure of the self-financing programmes including the remuneration of the Teachers & staff, etc.
- 13.4 Day to day contingency expenses may be met by the orders of the Director.
- 13.5 All the purchases will be made in accordance with the GFR-2017.

Expenditure Norms:

The following expenditure norms are required to be followed:

- i. For the expenses pertaining to various support services within the institute (Seminar Hall/ auditorium, honorarium to Institute faculty, staff and students etc.), bills will be directly paid by the office of Director, after these are duly endorsed by the Course Coordinators.
- ii. Advances will be granted to the Course Coordinator(s) of the programmes for workshops and meeting expenses of petty nature only. Such advances will be normally restricted to Rs. 50,000/-. No advance will be granted unless the previous advance is settled.
- iii. Except for approved off-campus courses, workshops and conferences during the specified duration and the reasonable travel time margins, all other outstation travels of the coordinators and the resource persons (internal and external) will require prior approval of Director (SFC), in a specified format along with the submission of leave form. The travel bills will require the approval slips attached. Any post-facto approval will not be entertained.
- iv. To facilitate the Course Coordinator, a 3-member Self-financing courses purchase committee will be constituted by the Course Coordinator to process all expenses, utilizing non-Institute services (registration kits, mementos, food etc.). The committee will have one member from the coordinating team and two faculty members outside the team. The committee will carry out market survey, identification of vendors and price negotiations, etc. Purchase requisitions may be processed with the recommendations of the committee members and with the Course Coordinator's signature. The Course Coordinator(s) of the self-financing courses are required to provide the break-up of lecture and laboratory hours in the honorarium plans for faculty and technical staff. Any exception will require prior approval with justifications of Director (SFC).

- v. All honorarium payments will be made through online/account payee cheques only.
- vi. In case of courses wholly sponsored by Government or quasi-Government agencies, (AICTE, DST, CSIR, ISTE, and others) the rules and norms set by those agencies are to be followed.
- vii. A budget approved by the Department offering SFC need to be approved by the Director, SFC, before the commencement of the session.
- viii. A transaction audit will be made annually for the self-financing programmes.

14. Repeal and Amendment:

- 14.1 This Regulation shall supersede all erstwhile Regulations related to the subject of this Regulation.
- 14.2 The University may amend any provision of this Regulation in view of the Directives issued by the GoI/MoE/AICTE/UGC from time to time. Such amendments shall have to be passed/resolved/adopted by different statutory bodies of the University as per Central University Act 2009.

15. Saving Clause:

- 15.1 Notwithstanding any act of omissions and commissions within the Regulation, the Decision of the Vice Chancellor shall be final.
