



ARKA JAIN
University
Jharkhand

THE FIRST ORDINANCE
OF
THE ARKA JAIN UNIVERSITY, JHARKHAND, 2017
(JHARKHAND ACT 14, 2017)

In exercise of powers conferred by section 33, of the ARKA JAIN University Act, 2017 (Jharkhand Act, 14, 2017), the Board of Management of the ARKA JAIN University, Jharkhand hereby adopts the following Ordinance, namely: -

ARKA JAIN UNIVERSITY ORDINANCE 2020

ARKA JAIN UNIVERSITY

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THE ARKA JAIN University, Jharkhand ACT 2017

In exercise of the powers conferred under section 33 of the ARKA JAIN University ACT 14 of 2017 and the ARKA JAIN University Statutes, 2019, the Board of Management of the ARKA JAIN University, Jharkhand makes the following ordinances, namely: -

ORDINANCES OF THE ARKA JAIN UNIVERSITY, JHARKHAND-2017

PRELIMINARY

1. These ordinances may be called the ARKA JAIN University, Jharkhand Ordinances, 2020.
2. They shall come into force at once.
3. **DEFINITIONS-** In these ordinances, unless the context otherwise requires –
 - a) 'clause' means a clause of the ordinance in which that expression occurs;
 - b) 'Section' means a section of the Act;
 - c) 'Statutes' means the ARKA JAIN University Statutes, 2019;
 - d) The words and expressions used and not defined in these ordinances but defined in the Act and the Statutes and the ARKA JAIN University Act 2017 shall have the same meanings assigned to them in the Acts and Statutes.

ORDINANCE 1

ADMISSION AND ENROLMENT OF STUDENTS TO THE UNIVERSITY COURSES OF STUDY

- 1.01 A student shall be eligible for admission to any course of study offered by the University if she/he fulfills the eligibility criteria and followed the admission process prescribed by the University for that Particular Program of study. Equal opportunity to all should be given without any discrimination on the basis of gender, religion, caste or creed etc.
- 1.02 Admission of the candidates relating to the category- Non Resident Indians, Persons of Indian Origin and Foreign Candidates shall be made as per the policy laid by the regulatory bodies from time to time.
- 1.03 The University shall make provisions for reservation of admission for the students belonging of SC/ST/OBC categories as per directives of state government.
- 1.04 The condition of minimum eligibility with respect to educational qualifications, age and other requirements shall be declared well in advance by the admission committee.
- 1.05 Only such candidates who have passed an examination of an Indian University/Board established or recognized by State/Central governments or such other examination as has been recognized equivalent by State/Central governments/university shall be considered for admission.
- 1.06 There shall be an admission committee consisting of following members: -
- The Vice Chancellor - Chairman
 - The Director of Admission
 - All Deans of Program
 - Registrar – Member Secretary
- 1.07. The merit list shall be determined by the marks obtained by the candidates in an entrance examination and /or such criteria as may be specified by the admission committee i.e. written test, qualifying exam, personal interview, group discussions, physical check-up etc., which shall be duly published.
- 1.08. The conditions of minimum eligibility criteria with respect to educational qualifications, age and other requirements shall be declared well in advance by the admission committee for each academic programme or course and admission to various programmes/courses shall be made subject to fulfilment of these requirements.
- 1.09. It shall be open to the university to conduct such admission entrance test as it may prescribe from time to time for admission to specific academic programmes / courses, Provided that university may engage the services of external agency (ies) of repute for performance of any task(s) connected with such test(s) on such terms and conditions as it may

decide, Provided further that selection of such agency should be processed and evaluated by admission committee.

- 1.10. The Entrance Examination for the purpose of admission (Online or Offline) shall be held at headquarters and/or other such places as notified by the University from time to time.
- 1.11. Question Paper(s) for entrance examination(s) shall be set by expert(s) appointed by the Vice Chancellor.
- 1.12. Relevant provisions of the relevant Ordinance aimed at maintenance of discipline during examinations shall be applicable to entrance examinations, wherever applicable.
- 1.13. Application form for admission to the various programmes offered by University shall be as prescribed by the Academic Council of the University from time to time.
- 1.14. The last date for the receipt of applications for admission to various Departments of the University shall be fixed each year by the Academic Council.
- 1.15. The last date for admission to the various Faculties of the University shall be fixed each year by the Academic Council.
- 1.16. The number of students to be admitted in the Faculties of the University in the coming session shall be prescribed each year by the Academic Council.
- 1.17. A student shall be recognized as a member of the university as soon as he / she enroll with the university and enrolment number is being allotted to the students.
- 1.18. A candidate shall be admitted to the programme in a Department on his/her enrolment as a student of the University after paying the fee prescribed by the University.
- 1.19. If, at any time, it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission his/her name shall be removed from the rolls of the University.
- 1.20. A student's studentship shall expire on the date the result of the examination of the degree to which he is enrolled is declared.
- 1.21. On completion of the course and on clearing the dues, if any, the registrar, on request by the student passed out, will issue migration certificate to him granted in the form prescribed.

ENROLLMENT OF STUDENTS:

No one shall be admitted to any examination of the university unless he has been enrolled as a student of the University.

- 1.22. Student need to pay one-time registration fees, irrespective of the number of times, the candidate appears examination of the university

- 1.23 Student seeking admission to the university will not be enrolled unless their application for enrolment are accompanied by a Proof of verification of migration & transfer certificate with their Originals issued by his/her previous Institute/ University.
- 1.24 The university shall maintain a registrar and a card index of all the students enrolled in the university. The card shall contain the information required for identification purposes, at the time of enrolment and shall be supplemented by the scholar register in which information regarding re-admission, transfer, migration, success or failure at an examination shall be entered
- 1.25 The Registrar shall maintain an ENROLLMENT REGISTER. On enrolment, every student shall receive from the Registrar an ENROLLMENT CERTIFICATE on the prescribed form showing the Enrolment Number under which his name has been entered in the register and that number shall be quoted by the student in all communications to the University and subsequent applications for admission to an examination of the University.
- 1.26 A duplicate copy of the Enrolment Certificate may be granted on payment of prescribed fee.

MIGRATION

- 1.27 The Registrar shall maintain an ENROLLMENT REGISTER. On enrolment, every student shall receive from the Registrar an ENROLLMENT CERTIFICATE on the prescribed form showing the Enrolment.
- 1.28 Migration Certificate to join to other University or Educational Institution outside the jurisdiction of the University may be granted to the student on his putting an application along with required fee.
- 1.29 In the case of a student, who takes a migration certificate to join another University, his membership of the University shall lapse.
- 1.30 Without prejudice to the provisions of the Statutes, a student shall be eligible for admission to any programme of study of this University on migration from any other University or Board if he has passed an examination equivalent to the examination of this University prescribed by the Ordinances for admission to the concerned course of this University, provided that the application for admission shall be supported by,
 - A migration certificate or a no objection certificate from the concerned University or Board; and Provided further that the application of a student who has not completed his course of study of any other University may be considered for admission to a course of this University, if the pattern and syllabi are similar, subject to fulfillment of conditions and provisions, if any, regarding transfer of credits etc., which may be prescribed by Regulations in this regard.

READMISSION

- 1.31 A student of the University having failed at any examination of the University may be registered for re- admission to the class he studied last, at the discretion of the University, within the prescribed period of registration, subject to the norms that may be laid down by the Admission Committee for the purpose.
- 1.32 If a student's name is struck off the rolls of his department, he may be re-admitted to the same class at the discretion of the Head of Department/Dean of the Faculty concerned in the same academic year on payment of required fee.
- 1.33 The University shall follow reservation policy prescribed by the State Government for private universities from time to time for admissions to various courses.
- 1.34 The 10% of seats over and above the normal intake shall be for the students of foreign nationality/international students for admission to the programmes.
- 1.35 The commencement of classes for all courses, other than professional courses, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.
- 1.36 The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by national regulatory bodies from time to time

ORDINANCE: 2

CONDUCTION OF EXAMINATION

- 2.01. The provisions of the ARKA JAIN University (Provisions Regarding Conduct of Examinations) shall apply mutatis mutandis in connection with the conduct of examinations of the University.
- 2.02. There shall be a rigorous and continuous evaluation of the level of students' learning and their acquisition of knowledge.
- 2.03. The other components (class test, laboratory work, assignments etc.) of evaluation and their weightages for each course unit shall be decided by the Board of Studies of the concerned disciplines and shall require approval of the Academic Council.
- 2.04. The guidelines for an efficient, transparent and fair evaluation of students including the conduct of the semester examinations, shall be prepared by the Board of Examination and the conduct of the semester examinations shall be managed by the Examination Sub-committee in the concerned discipline and shall be coordinated by the Board of Examination. Evaluation and Grading Policy.
- 2.05. Subject to the provisions made by the Regulatory Bodies and other competent authorities, the performance of students, both in continuous evaluation as well as term-end examination for each programme, will be as per the provisions of respective courses, recommended by Board of Studies, approved by Academic Council and Board of Management.
- 2.06 The candidate may apply for scrutiny of marks on payment of requisite fee within a month from the date of issuance of the Mark-sheet.
- 2.07 Board of Studies shall draw up panels separately for paper-setters, moderators and examiners, not related with the University, for each course and submit them to the Board of Examination who shall appoint the paper-setters, moderators and examiners from such panels for a period not exceeding three years. Provided that the Professors (working or retired) and those persons only who have attained at least 5 year of academic experience shall be eligible for inclusion in the panel: Provided further that the Vice-Chancellor, in special circumstances may appoint paper-setter, moderators and examiners etc. in anticipation of the approval of the Board of Examination.
- 2.08 Question Bank shall be set up for short-answered or multiple-choice questions for smooth functioning of the examination system.

Conduct of Examination:

- 2.09 After-being enrolled in the University, each student will be required to fill in the Examination Form and submit the same within the prescribed time-limit along with requisite Examination Fee for the course concerned to the controller of Examinations.

- 2.10 The remuneration to be paid to paper setters, moderators, examiners and evaluators of student's assignments, answer scripts, projects, etc. shall be fixed by the Board of management from time to time on the recommendation of the Finance Committee.
- 2.11 The remuneration to be paid to various categories of persons appointed for the conduct of Examination shall be such as may be prescribed by the Board of Management from time to time on the recommendation of the Finance Committee.

Board of Examination

- 2.12 The University shall constitute a Board of Examination at the University level and Examination Sub-Committees at the department level. The Board of Examination shall consist of the following members –
- The Vice-Chancellor who shall be Chairperson;
 - Two Deans of the Faculties to be chosen by rotation in order of names of the Faculties as mentioned in Statutes;
 - At least One Professor nominated by Vice-Chancellor;
 - At Least One member nominated by the Executive Council;
 - Controller of Examinations as Member Secretary
- 2.13 The term of the members of Board of Examination, other than ex-officio members, shall be 3 (Three) years extendable up to next two years in special case by the order of Vice-Chancellor.
- 2.14 Save as otherwise provided in the rules or regulations made by respective Regulatory Bodies, with a view to improving the result, a candidate may be allowed to appear in one subject in any part of the undergraduate examinations and in any one paper of the post-graduate or second degree examination in next examination conducted by the University on payment of prescribed fees.
- 2.15 Promotion of student to next or higher semester / class shall be done as per individual course regulation, prepared by Board of Study and approved by academic council and board of management.
- 2.16 Unfair Means: - An Examinee shall be deemed to be under UFM if he/she is caught during conduct of Examination with unauthorized material under his/her possession: -
- If the material not relates to the paper, the Examinee shall be exempted with warning.
 - If the material relates to the paper but no content has been copied, the said paper of the Examinee shall be cancelled and he/she shall be entitled for the Examination of this paper with the next Examination.
 - If the material relates to the paper but any or whole part of the content has been copied, the said paper of the Examinee shall be cancelled and he/she may be debarred for one year from the Examinations of the University.
 - If an Examinee found guilty of misbehavior, he/she may be debarred for lifelong from the Examinations of the University and his/her Enrollment may be cancelled.

A register of UFM shall be maintained at office of Controller of examination, which will have record of all UFM cases and action taken against each UFM case, as per the approval of board of examination. The cases of UFM shall be enquired by the Board of Examination & the final decision on the report shall be taken by Hon'ble Vice-Chancellor, on the recommendation of controller of examination in anticipation of the approval of Board of Examination.

ORDINANCE: 3

FEES PAYABLE BY STUDENTS OF THE UNIVERSITY

- 3.01. The Board of Management on the recommendations of the Academic Council shall, from time to time, prescribe the fees payable by students.
- 3.02. The recommendation of the Fees committee shall be considered for approval by the Board of Management. A built-in provision for a reasonable yearly escalation of fees may be made in regulations to offset the rise in cost. This provision shall be included in the letters of admission to students.

The fee-structure shall be proposed by a Fee Committee comprising of following members-

- Vice-Chancellor - Chairperson
 - Chief Finance Officer, Member
 - A Chartered Accountant nominated by the Sponsoring Body, Member
 - A legal expert in financial matters, nominated by the Chancellor, Member
 - One of the Deans nominated by the Vice-Chancellor, Member
 - Registrar, Secretary
- 3.03. The fees committee will review the escalation and the level of the fee every year and may recommend changes in the fees structure as it thinks appropriate.
- 3.04. At the time of admission, a detail fees schedule need to be provided to the students
- 3.05. Due Date and Mode of Payment: The students shall deposit fees within the 15 days of completion of the semester/ Yearly exam or Annual exam as applicable. Student can pay the fees through different mode like Demand Draft / Cash / Online / ERP
- 3.06. Delay or default in payment: If a student does not pay the fee on time, a fine as fixed by Fees committee for that year will be charged. The Vice Chancellor, or on his/her behalf any other officer to whom this/her power has been delegated may on the recommendations of the Dean of the Faculty concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application stating the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, so that a decision may be taken.
- 3.07 Whenever a student proposes to withdraw from the University, Student shall submit an application to the registrar's office, forwarded Dean / HODs of the School by intimating the date of his/her withdrawal. If he/she fails to do so, his/her name shall continue to be kept on the rolls of the University till the semester end for which the student has to pay the fees for that semester. He/she shall also be required to pay all fees/charges that may fall due during his/her period.
- 3.08 Concession in Fees: The University shall award free ship to the students as per the guidelines issued by the State Government/UGC from time to time. Fees concession for

SC/ST/Kashmiri migrant students and any other category as per Govt. of India directives shall be applicable.

- 3.09 Refund of fees, security deposit etc.: The fee, security deposit etc. will be refunded as per the rules of the University, prepared in accordance with guidelines issued by UGC or other regulatory bodies from time to time.
- 3.10. The fees for the various Courses/Programmes, as decided by the University from time to time, shall be payable by the students.
- 3.11. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.
- 3.12. Fees for re-checking Examination results: The fees for re-checking examination results shall be fixed by Board of Examination of the University.
- 3.13. Fees for the supply of Duplicate of Statement of Marks: Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each Statement of marks.

3.14. FEES FOR ISSUING TRANSFER, PROVISIONAL AND OTHER CERTIFICATES:

The fees for issuing the following documents, and for duplicate copies thereof, shall be as prescribed by the University:

- Transfer Certificate
 - Provisional Degree Certificate
 - Degree Certificate (In-person) / Degree Certificate (In-absentia)
 - Migration Certificate
 - Bonafide Certificate
 - Any other certificate
 - Duplicate copy of any other or any of the above certificate
- 3.15 A student or candidate, who wishes to add or to alter his/her name as originally recorded in the University Registers shall pay a fees fixed for the purpose by the University. Such addition or alteration shall be made to his/her original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities.
- 3.16 A student who applies for alteration of the record of his/her date of birth as entered in the University Registers shall pay fees fixed for the purpose by the University. No change in the date of birth shall be made unless approved by the competent authority.

ORDINANCE: 4

MEDIUM OF INSTRUCTION & EXAMINATION

The medium of instruction and examination shall be as per the individual regulation of a course, approved by Board of Studies and academic Council.

ORDINANCE: 5

STUDENTS DISCIPLINE

Students' Conduct & Discipline Rule have been framed for the benefit of the students and proper functioning of the University. The smooth functioning of the University depends upon observance of discipline by the students. The University can help the students better when Rules of Discipline are observed properly. Violation of these rules deprives the students of the advantages of different facilities provided by the University.

The aim of the policy is to encourage self-discipline and awareness of the positive contributions that students can make to improve his stay at the University. The University aims to provide a moral framework for students' personal development so that they become tolerant members of the Society.

The University believes that duty, decorum and discipline are the hallmarks of a good student. Students with such qualities alone can prove to be productive manpower with an appreciable value system. Therefore, erring students would be subjected to disciplinary actions.

These Rules shall be called & referred to as "ARKA JAIN University, Jharkhand - Students' Discipline Cell - Rules & Regulations".

These are framed for the benefit of the students and also for effective implementation by the Management, Faculty & Staff.

5.01. The Vice-Chancellor may delegate any of his functions to any officer or staff of the University and may authorize them to deal with the offences by the students.

5.02. Students Behaviour in General:

- Students are expected to use only courteous and polite language and behave with decorum with the faculty members, staff & the co- students of the University.
- Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
- Students are required to develop a friendly relation with fellow students. Particularly they are expected to show kind and cordial consideration to the new entrants admitted to the University every year.
- Students shall conduct themselves within and outside the premises of the University in a manner befitting the prestige of the University and shall do nothing that will interface with the discipline of the University or tarnish the image of the University. They should uphold the good name of the University.
- No student shall commit any offence punishable under law including Ragging, Riot, Strikes, etc.,

- Teasing or disrespectful behaviour to fellow students (girls/ boys), Ragging, alcoholism, taking drugs, playing cards and other such unsocial acts will lead to immediate dismissal from the University.
- Students are not allowed to communicate any information about University matters to Press.
- Students are not allowed to upload images, videos or write any information about University matters on social media.
- Boy students shall have no entry into the Ladies Common Room/ Lounge & vice versa. Boys found loitering near Girls' Common Room are liable for punishment.
- Students are forbidden from entering the University office and the staff rooms during unspecified hours. They should seek permission before entering the Office or Staff Room.

5.03. Subject to the provisions of the Act and Statutes, maintenance of discipline shall primarily be the responsibility of the Student Discipline Cell which will be assisted by other teachers and officers of the University.

5.04. The University Student Discipline Cell shall be comprised of:

- Dean – Students Welfare, who shall be chairman person thereof,
- Other members, who shall be appointed by the Vice - Chancellor in consultation with the DEAN – STUDENT WELFARE from amongst the teaching staff of the University, out of which at least one shall be a lady teacher

The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University. The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he is of the opinion that the case merits' review, may refer the case back to the Discipline Committee for reconsideration. One-third of the total members shall constitute the quorum for a meeting of the said Committee.

5.05. All the incidents of indiscipline of the students shall may be reported by any staff of the university / students, to the Student Discipline Cell, in writing.

5.06. Not with standing any provision in ordinances laid down elsewhere, the Student Discipline cell, after examining the merit and seriousness of the case, may inflict one or more punishment(s) as detailed below:

- Impose a fine
- Suspend any student from attending the University
- Recommend to the Vice-Chancellor to expel the student from the University
- Recommend to the Vice-Chancellor to rusticate the student

- To take such other steps as it thinks proper: Provided that before inflicting aforesaid punishment, a reasonable opportunity of personal hearing shall be given to the student concerned.

General Regulation

- 5.07. Students should cultivate the habit of looking at the notice board every day. Students are expected to read notices/circulars displayed on the University Notice Board. University will not be responsible for the loss of any advantage due to negligence of reading notices on the part of the student. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
- 5.08. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded. Students shall leave their bicycles, scooters or motorcycles locked in the parking area at their own risk. No bicycle, scooters or motorcycles shall be parked in any other part of the University building/ campus. Four wheelers of students are not allowed inside the premise
- 5.09. Representation of complaints and grievances may be made through the concerned HOD/PC only or school level grievance Redressal cell.
- 5.10. No student's suffering from any contagious or infectious diseases will be permitted to attend the University.
- 5.11. Students shall not produce false information or documents for admission purpose
- 5.12. Students shall not fail to return loaned materials or settle debts with the University
- 5.13. No student, who has been expelled, shall be admitted to any course to this University and no student, who has been rusticated shall be admitted to the University.
- 5.14. Breach of discipline viz. tearing off answer books, question paper, incitement to others, to walk over or an attempt to force for walk out on other examinees, misbehaviour with any invigilator/s or officer/s of the University in or around the examination hall, at the time of the Examination, shall be dealt with the provision of the relevant ordinance related to conduct of Examination.
- 5.15. No society or association shall be formed or shall function within the campus without prior approval of the vice - chancellor
- 5.16. No notice shall be pasted on the Notice Board or circulated by a student without prior permission of the Chief Proctor / Chairman, Student Discipline Cell
- 5.17. Students shall not hold or organize any meeting or activity within the campus without permission of the Chief Proctor / Chairman of Student Discipline Cell.
- 5.18. During functions and other meetings of the University, proper decorum shall be maintained. Disciplinary action shall be taken against the student found creating

disturbance, or for disobeying orders and directions given to him/her by a teacher or authority of the University.

- 5.19 Every student shall always carry his/her Identity Card and shall produce it on demand by any officer of the University/Warden or the Librarian.
- 5.20 A student who undertakes a hunger strike in the campus may be expelled forthwith for the period as decided by the Vice-Chancellor.
- 5.21 A student acting in any manner likely to lead to indiscipline shall be liable for disciplinary action.
- 5.22 Any-breach of discipline not covered by these statutes shall be dealt with by.
- 5.23 A student need to be in a neat & decent dress.
- 5.24 The decisions to suspend, expel or rusticate a student shall invariably be accompanied by the durations/ or period for which the punishment has been related to.
- 5.25 If the Student's Discipline Cell realizes that an act of indiscipline by a student amounts an offence under the Indian Penal Code or any other law in force, it may take decision to report the matter to civil authorities.
- 5.26 Discipline includes the observance of good conduct and orderly behavior by the students of the University;
- 5.27 The following and such other Rules as framed by the University from time to time, shall strictly be observed by the students of the University;
- 5.28 Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
- 5.29 No student shall visit places or areas declared by the University as "Out of Bounds" for the students;
- 5.30 Any student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
- 5.31 The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority;
- 5.32 If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off the rolls.
- 5.33 He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
- 5.34 Indiscipline shall include causing, damage, spoiling or disfiguring to the property/equipment of the University; inciting others to do any of the aforesaid acts; Giving publicity to misleading accounts or rumour amongst the students; Mischief,

misbehaviour and/or nuisance committed by the residents of the hostels; Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race;

5.35 Students must deter/ refrain from indulging in any form of misconduct, including participation in any activity, including dharna or agitation on the campus or off the campus that may affect the University's reputation and interests. The various forms of misconduct include:

- (a) Any act of discrimination or abuse, physical or verbal, based on any person's gender, race, religion, religious beliefs, caste, color, region, language, disability, sexual orientation, marital or family status, physical or mental disability, etc.;
- (b) Intentionally damaging, destroying or causing harm to University assets and property or properties of other students, staff or faculty members;
- (c) Any disruptive activity in the class room, examination room or in any event sponsored or organized by the University;
- (d) Inability to produce the identity card issued by the University or refusing to produce it on demand by the University authorities, including the security personnel on the campus. Forcible entry through the turnstile gates or boom barriers or scaling of the boundary wall
- (e) Indulgence in the activities prohibited by the University include:
 - organizing gatherings/meetings or processions without permission from the University;
 - Accepting membership of religious, terrorist, and anti-national groups prohibited by the University/Government;
 - Encouraging or indulgence in violence or any act of moral turpitude
- (f) possession of or carrying of or use of any weapon, potential weapons, ammunition, explosives or fireworks, contrary to law or University instructions on the campus or off-campus;
- (g) Possession or use of harmful chemicals and banned drugs;
- (h) Indulging in physical assault or threat to use physical force against any member of the teaching, non-teaching staff or any student of the University.
- (i) Indulgence in any form of gambling, bribing, or corruption in any manner;
- (j) Indulgence in absenteeism, unpunctuality, and resorting to mass bunking, and or boycotting examinations, or extra-curricular activities;
- (k) Smoking on the University campus or University provided transport;

- (l) possessing, consuming, distributing, selling of alcohol on the University campus and/or throwing any empty/filled bottles inside the campus or on the University road, particularly with an intention to harm someone;
 - (m) parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles or bringing vehicle inside the University campus, without proper authorization;
 - (n) Rash driving on the campus that may cause any inconvenience or injury to others;
 - (o) not disclosing a pre-existing health condition, either physical or psychological, to the Mentor/Warden, which may cause obstruction to the academics of either self or other students or putting them to any kind of risk;
 - (p) Theft of University property or the property of any student, staff and faculty;
 - (q) Unauthorized access to the privacy or property of the University and other fellow students, Staff and Faculty members;
 - (r) Misbehaviour with other students, faculty and staff at any time, including at the time of University events or activities;
 - (s) engagement in disorderly, lewd, or indecent conduct including, but not limited to, creating unreasonable and loud noise; pushing and shoving of fellow students or any staff; inciting or participating in a riot or group disruption at the University premises.
 - (t) indulgence in any act that violates the dignity of or is derogatory to the women in general which may include any gesture, inappropriate behaviour, any verbal or written communication including WhatsApp messages, etc.; and
 - (u) Violation of any provision of the Civil Right Protection Act 1976; which prohibits casteism and untouchability in any form or inciting any other person to do so.
- 5.36 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus, without the permission of the University authorities
- 5.37 Students are not permitted to tape or record lectures/discussions/exchanges in the classroom or actions of other students, faculty, or staff through audio or video gadgets without prior permission.
- 5.38 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission
- 5.39 Students are expected to use social media such as face book, WhatsApp, twitter, etc. and other electronics and print media carefully and responsibly. They cannot post derogatory or offensive comments on social media or electronic & print, or indulge in any such

related activities that may have grave ramification on the reputation of the University or any individual.

- 5.40 Theft, abuse or unauthorized interference with the University IT infrastructure and other electronic resources such as computer and electronic communication facilities/systems and services that includes unauthorized entry, use, tampering, etc. of the University property or facilities, private residences of staff/faculty etc., offices, classrooms, and other such facilities are liable for strict disciplinary action which may include expulsions / rustication from the University
- 5.41 There is zero tolerance towards any student indulging in any form of obscene comments, harassment, etc., which are defined as misconduct and are triggered on account of a person's race, color, caste, creed, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, marital status, physical or mental disability, medical condition, etc

Disciplinary Measures:

- 5.42 If there is a case against any student for a possible breach of Code, the case shall be referred to the Dean of the school, who after proper enquiry will give his best effort to resolve the matter and may initiate suitable disciplinary action against the student/students involved after giving reasonable opportunity to defend the student. Considering the seriousness of the matter, Dean may refer the matter to Student Discipline cell also. Student Discipline Cell who will recommend a suitable disciplinary action after proper enquiry into the alleged violation. The accused shall be given a reasonable opportunity to defend himself but in case the accused fails to appear before the Student Discipline cell, the Committee may make an ex parte recommendation.

The Committee may interrogate the affected students and concerned staff to ascertain the misconduct and suggest one or more of the following disciplinary actions, but not limited to, based on the gravity/nature of the misconduct/offence committed for approval of the Vice- Chancellor.

- i. **Warning and/ or Placed on Conduct Probation** - Indicating that the action of the accused student was in violation of the Code of Conduct and Ethics for the students of the University, and any further act(s) of misconduct shall result in severe disciplinary action.
- ii. **Debarred from taking examinations** or punished by cancellation of examination results
- iii. **Suspension**- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various University facilities, unless permission is accorded by the competent authority. Suspension may also follow by

Possible expulsion / rustication from the University, along with additional penalties

- iv. **Restrictions-** Indicating that the student is perceived as a threat to other students, staff or university property, etc. and as such he is being reprimanded with restricted access to various facilities on the campus for a specified period
- v. **Community Service-** A student may be asked to do some kind of community service for a specified period of time, which may be extended, if need be. However, any future misconduct, along with failure to comply with any specified conditions imposed on the student, may lead to severe disciplinary action, including suspension or expulsion.
- vi. **Monetary Penalty-** A monetary penalty or addition security deposit may be imposed on the delinquent student, which may also include suspension and / or forfeiture of part or whole scholarship/fellowship, for a specific period.
- vii. **Expulsion/Rustication-** The student may be expelled/rusticated from the University permanently. The penalty may also include withholding the Grade cards, Degree Certificate or any other certificate for the courses studied or work carried out and ineligibility to reapply for admission to the University for a specified period.

5.43 Appeal

If any student is aggrieved by the imposition of any of the above mentioned penalties, He may appeal against the punishment to the Vice Chancellor. The Vice Chancellor May decide on one of the followings:

- a) may accept the recommendation of the Student Discipline Cell and confirm the punishment as recommended by the Cell, or may modify and impose any of the Punishments as contained herein, keeping in view the gravity of his misconduct; or
- b) May refer the case back to the Student Discipline Cell for re-consideration. The Vice Chancellor's decision shall be final and binding in all such cases.

5.44. RAGGING: PROHIBITION OF RAGGING:

- Ragging in any form is strictly prohibited within or outside the University premises, as well as on public transport.
- Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with severely.

- Ragging of any sort is strictly prohibited. Students found guilty are liable for severe punishment including dismissal from the University / hostel. Ragging means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students. It includes individual or collective acts or practices which:
 - Involve physical assault or threat, and/or use of physical force.
 - Violate the status, dignity and honour of women students.
 - Violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - Expose students to ridicule and contempt and affect their self-esteem
 - Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

- 5.45 In case any student, who has already obtained degrees of University, is found committing an act or practice of ragging she/he may be subjected under appropriate action for withdrawal of degrees conferred by the University.
- 5.46 The act of abetment of ragging amounts to ragging. Such Students will also be penalized.
- 5.47 Students shall not directly or indirectly indulge or commit any type of ragging inside or outside the University premises at any point of time.
- 5.48 Ragging is a criminal offence punishable under law including imprisonment and the University will report any such type of incidents to the local police immediately and debar or terminate the offender forthwith as the case may be.
- 5.49 If any incident of ragging comes to the notice of the authority, the concerned student may/may not be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.
- 5.50 RAGGING within or outside the institution is strictly prohibited. Whoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside the University shall be liable for the strict action as per the provision of Prohibition of RAGGING ACT.
- 5.51 Ragging within or outside of any educational institution is prohibited. Whosoever directly or indirectly commits, participates, or propagates ragging within or outside the institution shall be punished as per rule/law.
- 5.52 Ragging and Teasing are considered as crime and strictly prohibited. If any student indulges in any form of ragging or teasing inside the University premises or outside, he/she will be summarily expelled from the University.

ORDINANCE: 6

BOARD OF STUDIES

6.01. The Board of Studies shall consist of the following members –

- The Head of Department, as the chairperson and shall also be the convener of the Board; At least One Professors in the department, and if there is no Professor, then at least One Associate Professors;
- In a department having Associate Professors) as well as Assistant Professor(s), then one Assistant Professor
- In a department which has no Associate Professor, then two Assistant Professors in order of seniority by rotation; and
- Two persons possessing expert knowledge of the subject, not in the service of the University, to be nominated by the Vice- Chancellor from the following categories: -
 - Professor or Associate Professor in a teaching University,
 - Working or retired Principals of Post Graduate Colleges,
 - Director of a research institute: provided that not more than one person from a Category shall
 - A Scholar of Eminence in the subject
 - Senior member from relevant Industry

Note: For any matter concerning any subject or specialty, the senior — most teacher of that subject or specialty, if not already included in the foregoing items, shall be specially invited.

6.02. The term of members of the Board shall be two years.

6.03. The committee shall meet at least twice in a year unless otherwise directed by the Vice-Chancellor. If it is found necessary for any special reason to hold an additional meeting of a Board during the course of a session, special permission of the Vice-Chancellor shall be previously obtained by the Convener concerned.

6.04. The minutes of the meeting shall be submitted to the Dean and the Vice- Chancellor.

6.05. The following shall be the powers and functions of a Board: -

- To prepare proposal to start any programme in the school / department and submit to academic council for approval
- Identify PEO, PO and CO of each course and to frame Course regulation, define Course Structure, Course Matrix, Prepare Syllabus, Lecture Plan and assign required number of hours to complete each course
- To Recommend text book and reference book of each course
- Prepare and academic Calendar of the department
- To identify and recommend to academic council, number of sanctioned teaching & non-teaching post for the school/department

- To promote research and other activities in the School / Department;
 - To make recommendation regarding appointment of staff in the department for which the Head of Department is the appointing authority;
 - To initiate proposals regarding to revise of curriculum / syllabus from time to time,
 - To recommend suitable persons for inclusion in the list of persons eligible for appointment as Internal and external examiners etc. for the various courses
 - To recommend books, journals and other study materials to be prescribed for various courses
 - To consider such other matters of general and academic interests to the Department
- 6.06. If two or more Boards of Studies meet jointly, the Chairman at the joint sessions shall be the senior most convener from amongst the conveners present.
- 6.07. The majority of the members of the Board or in case of joint session, majority of the total number of members of the Boards (meeting jointly) shall form a quorum.
- 6.08. At the meeting, the Board shall draw up courses of study for the various courses being run or proposed to be run. All courses shall be drawn up one year ahead of the examinations for which they are intended to be prescribed. The draft of the courses shall be circulated among the members of the faculty concerned, and if in the opinion of the Convener, the comments received from any member of the faculty justify re-structuring of the courses, another meeting of the Board, with the permission of the Vice-Chancellor, may be called for the purpose.

ORDINANCE: 7

REGULATION OF COURSES OF STUDY

- 7.01. There shall be a regulation framed by Board of study for each Course / Programmes of study in the University for the Degrees, Diplomas and Certificates in various Faculties and will be forwarded to academic council for its approval
- 7.02. The course regulation shall clearly define at least following points in detail:
- Introduction
 - Exact Title of the Course as per UGC / regulatory body
 - Types of Courses
 - The Course & the Duration
 - Eligibility for Admission
 - Admission Procedure
 - Attendance Provision for End Term Examination
 - Entry through Lateral and Migration
 - Dress Code during Class Hours & Internship
 - Examination & Evaluation
 - Internal Evaluation: Mid Term Examination
 - External Evaluation: End Term Examination
 - Standard of Passing the Semester Examination
 - Re-Appear/ Improvement in End Term Examination
 - Criterion for Awarding Grading System
 - Semester Promotion
 - Criterion for Credit
 - Award of Degree
 - Withdrawal of Degree
 - Scholarship, Awards & Medals
 - Jurisdiction in case of any dispute
- 7.03. The Board study shall submit the draft regulation to academic council and academic council, on finding it in order, shall recommend for approval of board of management
- 7.04. On all regulation related to course of study, decision of board of management will be final

ORDINANCE: 8

PhD REGULATION, 2018

ARKA JAIN University offers Ph.D programmes and regulates these through its Academic Council, whose members are very eminent scholars in their respective fields. The research guide would be allocated by the research committee of each department following UGC guidelines in respect of the number of students that can be attached with a faculty member, her/his specialization and the research interest/preference of the student, as indicated at the time of interview. The University Research Coordinator facilitates research scholars to be on an active career path. The academic faculty provides support and guidance on identification of Research Topic as well as access to resources necessary to carry out research.

The rules about eligibility, entrance examination, interview, registration, supervision, submission and evaluation of dissertation/thesis, viva-voce, defense of thesis etc. are as follows:

Eligibility criterion for admission to Ph.D Programme

- 8.01. Candidates belonging to the General Category must have passed Post Graduate Degree (Master's Degree) or an Equivalent Examination with at least 55% marks or equivalent Grade Point Average (GPA) from an institution recognized by the UGC/AICTE/NCTE or any other statutory national body. However, candidates belonging to SC/ST/OBC categories shall get relaxation of 5% marks. That is, candidates belonging to reserved categories should have 50% marks in Post Graduate Degree (Master's Degree) or an Equivalent Grade Point Average (GPA) from an institution recognized by the UGC/AICTE/NCTE or such other national statutory body.
- 8.02. A Student whose M. Phil dissertation has been evaluated but the viva is pending may seek admission in the Ph.D programme of the University.
- 8.03. The foreign candidates (who have not obtained Master's degree from any recognized Indian University) should also have at least 55 % or equivalent GPA at Master's Degree level. Moreover, the foreign University must be recognized by AIU, New Delhi.

DURATION OF THE PROGRAMME:

- 8.04 The duration of the Ph.D programme shall be a minimum of three years (Full Time) or three years (Part time) including course work and a maximum of 6 years. Extension beyond the maximum period will be governed by the relevant Statute/Ordinance of the University.
- 8.05 Female candidates and Persons with more than 40% disability will be eligible for a relaxation up to one year for M. Phil. and two years for Ph.D in the maximum duration. In addition, the female candidates would be entitled to Maternity Leave/Child Care Leave once in the entire duration of M. Phil./Ph. D. for up to 240 days.

PROCEDURE FOR ADMISSION:

- 8.06 A candidate interested for Ph.D Programme has to appear for Entrance Examination by filling up the forms available at university website www.arkajainuniversity.ac.in or at admission office.
- 8.07 A candidate (Indian or Foreign) will be eligible for admission only after she/he qualifies an Entrance Examination conducted by the University.
- 8.08 ENTRANCE EXAMINATION: An Entrance Test shall be conducted with qualifying marks as 50%. The syllabus of the entrance test shall consist of 50% of research methodology and 50% shall be subject specific. An interview/viva-voce to be organized by the university when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee.
- 8.09 Candidates whose overall score is 50% or more for General category & 45% or more for SC/ST/OBC will be eligible for interview.
- 8.10 Candidates holding M. Phil. degree or those who have cleared JEST of DAE or UGC-NET or GATE-IIT will be exempted from Entrance Examination as per UGC Guidelines but shall have to register with the University and be interviewed by the Committee constituted by the University for the purpose.
- 8.11 Entrance examination can be conducted only twice in case allotted seats are not filled up. (After the declaration of the final results and candidates confirmation for admission, if the seats are vacant then another examination will be conducted to fill the vacant seats of respective courses in Ph. D).
- 8.12 INTERVIEW: Every eligible candidate desirous of pursuing Ph.D programme will have to appear in the interview by the Committee constituted by the University for the purpose. All such candidates will apply to the University and register for interview. In the interview/viva-voce the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee. The interview/viva voce shall also consider the following aspects, viz. whether:
- the candidate possesses the competence for the proposed research;
 - the research work can be suitably undertaken at the Institution /University;
 - the proposed area of research can contribute to new/additional knowledge.

Ordinarily, candidate's offered a fellowship by the University or any other agency will have to pursue the research programme on full-time basis. However, candidates employed in an educational or research organization may be permitted to register as Part-time students. Moreover, they will work and be present at the University Campus in Jamshedpur as and when needed for the purpose of their research.

ADMISSION / REGISTRATION:

- 8.13 The number of seats for Ph.D shall be decided on an annual basis well in advance and notified in the University website or advertisement. A pre-determined and manageable number of Ph.D scholars shall be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio, laboratory, library and such other facilities.
- 8.14 After the interview, selected candidates as per merit list, shall apply for the admission in Ph.D Programme in prescribed form available at admission office within the given admission schedule. The admission form dully filled by candidate should be submitted along with required fee (as fixed by the University). These candidates shall be admitted provisionally as Ph.D Scholar of the University on payment of the prescribe fee. The fee deposited will not be refunded for any reason, whatsoever. If candidate fails to apply with in scheduled admission timeline, his / her seats will be considered vacant and will be considered for 2nd round of Ph. D Entrance Test.
- 8.15 The application form for admission shall be accompanied by the prescribed fee, the original Master's degree / M. Phil. Degree (if any) for verification only and the original Migration Certificate of the University from which he took the last degree.
- 8.16 The University shall maintain the list of all the Ph.D registered scholars on its website on year wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.
- 8.17 No candidate will ordinarily be permitted to do research work for the degree of Ph.D in a Subject/Faculty different from the one in which he has obtained his/her Master's Degree. Permission to pursue Ph. D degree in a different Subject/Faculty may be granted in special cases on the recommendation of Departmental Research Committee.

ALLOCATION OF RESEARCH SUPERVISOR:

The following persons will be ipso-facto eligible to act as research supervisors:

- 8.18 Any regular Professor of the University/Institution Deemed to be a University/College with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university/institution deemed to be a university/college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 8.19 Only a full time regular teacher of the University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary

areas from other departments of the University or from other related institutions with the approval of the Department Research Committee.

- 8.20 Vice-Chancellor, Pro-Vice-Chancellor, Deans of the Schools/Faculties and persons holding any other academic position in the University, if they were recognized research guide in any other University prior to joining the ARKA JAIN University.
- 8.21 A teacher of the recognized University/college/Institution willing to act as a co-supervisor to guide Ph.D. scholars shall submit his/her request on prescribed application form available at University website along with the Bio-data giving teaching experience, research work, publications, etc. to the Registrar, ARKA JAIN University.
- 8.22 The University Central Research Council will consider the recommendation of the Departmental Research Council for allocation of teachers to research scholar and shall submit its recommendations to the Academic Council for its approval.
- 8.23 The allocation of Research Supervisor for a selected research scholar shall be decided by the Departmental Research Committee concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- 8.24 A Research Supervisor/co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight Ph.D scholars. An Associate Professor as Research Supervisor can guide up to a maximum of Six Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to Four Ph.D scholars.
- 8.25 The allocation of seats to the supervisor will be as per number of seats available with him and also keeping in view the available laboratory/ infrastructure, specialization and the research interest of the student.
- 8.26 The supervisor is directly responsible for the supervision and mentoring the student. The supervisor is to provide counsel on all aspects of the programme and be involved in the scholar's research activities and progress.
- 8.27 Departmental Research Committee may initiate the process of registration of the candidates (exempted from course work) immediately after their admission as Ph.D. student.
- 8.28 In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- 8.29 If the Supervisor of a candidate leaves the University before the completion of the research work or is otherwise unable to see the work through, due to some valid

reason(s), UCRC may allow the change of the Supervisor, on the recommendation of the Departmental Research committee.

COURSE WORK

- 8.30 The course work is compulsory for all students (except M. Phil. Candidates as exempted by the UGC) admitted to the Ph.D. course. Admitted candidates shall be required to undertake course work for a minimum period of one semester. The course work shall be treated as prerequisite for Ph.D degree.
- 8.31 The credit assigned to the Ph.D. Programme course work shall be a minimum of 08 credits and a maximum of 16 credits. A minimum of four credits shall be assigned to one or more courses of Research Methodology, which could cover areas in the relevant field, training, field work, etc. Other course(s) shall be advanced level courses preparing the candidates for pursuing Ph. D programme.
- 8.32 Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Academic Council on the recommendation of the Department Research Committee.
- 8.33 All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- 8.34 A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 5 - point scale (or an equivalent grade/CGPA in a point scale) in the course work in order to be eligible to continue in the programme and submit the thesis.
- 8.35 On qualifying course work examination, each eligible candidate shall submit his application for registration to Ph.D Programme on the prescribed form to the Head of the DRC, submitting a scheme or outline of the subject he proposes to investigate with a statement of work and any prior work and literature survey that he may have done on the subject within six months of completion of course work examination.
- 8.36 Department Research Committee shall examine these applications under the following conditions:
- (i) Whether the candidate is eligible for registration,
 - (ii) Whether the candidate is within the permissible quota of the supervisor,
 - (iii) Whether the candidate fulfills all conditions for registration. and shall test the applicant through seminar to probe his knowledge in the subject, determine his suitability, satisfy itself that the subject can be profitably pursued for research by the applicant under the superintendence of the Department and forward the application along with the name of Supervisor allotted to the candidate and the topic of research to UCRC for consideration

- 8.37 The UCRC shall decide the case of registration as it deems fit and shall approve the topic of research and the name of the supervisor/ co-supervisor (Intra-Departmental/ Inter Departmental/ External), if it considers it desirable in a particular case recommended by the Departmental Research Committee. The reason for recommendation of co-supervisor will be recorded in the proceedings.
- 8.38 In case, a student fails in the Ph.D course work, he shall be given one more chance to appear in the examination scheduled to be held by the University.
- 8.39 University Central Research Council (UCRC) shall have the power to cancel the admission of a student at any time, after the issue of a due show-cause notice, on disciplinary or any other grounds which are considered to be not in consonance with the dignity and behavior of a research scholar or non-payment of fees or any other dues.

Fellowship

- 8.40 The Candidates enrolled for Ph.D may be awarded scholarship/ fellowship by any funding agency and their payment of scholarship shall be released after their cases are recommended by the Department Research Committee.
- 8.41 JRF students registered for Ph.D. research work will be paid their fellowship as and when received from funding agency by the university.
- 8.42 Candidates availing the fellowships are bound to follow all the rules of the funding agency.

Duration

- 8.43 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- 8.44 Every candidate shall submit his thesis after a period of minimum three years from the date of his enrollment in the Ph.D. Programme, but not before two years from the date of his registration, whichever is later.
- 8.45 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.
- 8.46 In case a Candidate does not submit his thesis within the above mentioned period he will not be permitted to submit the thesis on the same topic and will be required to apply for a fresh registration on a changed topic.
- 8.47 A candidate has been registered as a student for the degree of Ph.D. in another University and has worked on the approved subject for not less than a year from the date of admission, he may be permitted by the UCRC on the recommendation of Departmental Research Committee, to register himself as a research student of the University and to submit his thesis after the expiry of the remaining period subject to minimum of one year in this University. He shall be liable to pay the minimum fee of Ph.D course for two years.

PROGRESS REPORTS

- 8.48 Every candidate registered in the Ph. D programme shall be required to submit, through his/her research guide, detailed progress report on the work done every six months. The six monthly progress reports shall be submitted by the Departmental Research Committee to the University Central Research Council. If a candidate fails to submit two progress reports consecutively, his/her registration could be cancelled on the recommendation of the supervisor, and DRC.
- 8.49 In case the progress of the research scholar is unsatisfactory, the Departmental Research Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Departmental Research Committee may recommend to the University Central Research Council with specific reasons for cancellation of the registration of the research scholar. University Central Research Council will forward its final recommendation to Academic Council regarding cancellation of registration of research scholar. Decision of academic council in such cases will be final.
- 8.50 Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.: Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in clause 9.34 above, as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft thesis within a reasonable time mentioned in clause 9.43

Prerequisite of submission of Thesis

- 8.51 The supervisor shall notify to the University Central Research Council (not earlier than six months of the date of submission of thesis) that the thesis is presentable in all its aspects and shall forward two copies of the brief summary of the thesis to the University for pre Ph.D presentation.
- 8.52 Prior to submission of thesis, the student shall make a pre Ph. D presentation in the Department concerned before the Departmental Research Committee, which will be open to all the faculty members and research scholars, for getting feedback and comments, which may be suitably incorporated into draft thesis under the advice of the Departmental Research Committee and the same be submitted within three months along with the deceleration. Only in extraordinary cases the Vice Chancellor may extend the time.
- 8.53 The student shall publish at least one research paper in refereed journal and make two paper presentations in conferences/seminars for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints at the time of pre Ph.D. presentation.

- 8.54 Every Ph.D. Scholar shall get a plagiarism check on the well-developed plagiarism checking software and gadgets of his draft thesis to detect plagiarism and other forms of academic dishonesty and shall submit the report generated on the plagiarism checking software of his draft thesis along with a soft copy of the draft thesis and declarations about the plagiarism on the prescribed format (policy on plagiarism is available on the website of university) for the consideration of Departmental Research Committee.
- 8.55 The UCRC may allow a topic of research be modified on recommendation of Department Research Committee.

FINAL THESIS

- 8.56 The literary presentation of the thesis should be of a high standard i.e. concise, laid out logically and in proper sequence, far from grammatical and typographical errors and referenced properly.
- 8.57 The thesis shall comply with the following conditions to merit the award for the Ph.D. degree:
- It should be a piece of research work characterized either by the finding of new facts or by a fresh approach towards interpretation of facts and theories.
 - It should reflect the candidate capacity for critical examination and judgment.
 - It should be satisfactory in its literary presentation.
- 8.58 The thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that: (i) there is no plagiarism, (ii) and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution on the prescribed format (Annexure –II).

SUBMISSION OF THESIS

- 8.59 After the thesis is complete, the candidate shall supply eight printed or type written copies of the thesis along with two soft copies (CD / Pen drive) of his thesis in the prescribed color & format.
- 8.60 The thesis should be in English.
- 8.61 All the fee, dues, fines, etc. of the University must have been paid at the time of submission of the thesis. The student should also produce 'No Dues Certificate' from all the concerned departments of the University.

PANEL OF EXAMINERS

- 8.62 The supervisor of the candidate will suggest a panel of eight names of external experts not below the rank of Associate Professors, preferably Professors giving their official and residential address, mobile number and email address. The supervisor shall give a certificate to the effect that the names suggested in the panel are not relatives of the supervisor or candidate. If the supervisor fails to supply the panel of Examiners within

one month after the submission of thesis to the controller of examination in the University, the Vice Chancellor may draw the panel in consultation with respective Dean / HoD.

- 8.63 The panel prepared by the supervisor will be sent through the Chairman, Departmental Research Committee concerned to Controller of Examination in a sealed cover. The Vice-Chancellor will appoint from the panel, two examiners who are not in employment of the university out of which at least one shall be from outside the state/country. The Vice Chancellor may add more names of the subject experts in the panel.
- 8.64 The thesis when received shall be referred for evaluation to the supervisor and two external examiners appointed by Vice-Chancellor. If the Supervisor is not sending the report of evaluation within four months, the Vice Chancellor may, if need be, send the thesis for evaluation to another examiner from the panel.

EVALUATION

- 8.65 The examiners shall send their reports normally within two months to the “Controller of Examination” by name marked ‘Confidential’. If, the reports are not received within four months, the Vice Chancellor may, if need be, send the thesis for evaluation to another examiner from the panel.
- 8.66 The examiners shall send their reports on the prescribed proforma normally within two months of the receipt of the thesis. The examiners will state categorically whether in his opinion: (i) Thesis should be accepted for the award of Ph.D Degree; OR (ii) It should be referred back to candidate for presenting it again in revised form; OR (iii) It should be rejected. The examiners shall state reasons for approval or rejection of the thesis. If the examiner recommends resubmission of the thesis, he shall specifically indicate what modifications he wants that candidate to effect and incorporate in the thesis.
- 8.67 If in the first instance, all the examiners evaluating the thesis, as well as those conducting the viva-voce examination recommend the award of degree to the candidate, the degree shall be awarded. (d) If the majority of the examiners recommend rejection of the thesis, the thesis shall be rejected.
- 8.68 In case of divergence of opinion among the three examiners not covered under clause(s) above, the following procedure shall be followed:
- one of the evaluation reports of the external examiner in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the University shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
 - If two examiners have accepted the thesis, while the third has asked for its revision, the extracts of reports of the external examiners be referred to the supervisor of the candidate and his opinion be obtained whether he would like to get the thesis revised

by the candidate or would recommend the appointment of a fourth examiner. Opinion of the fourth examiner shall be final.

- If two examiners have accepted the thesis and the third has rejected it, the thesis shall be sent for evaluation to a fourth examiner, whose opinion shall be final.
- If one of the three examiners has accepted the thesis another has rejected in, while the third has asked for its revision, the thesis shall be rejected. When the thesis is rejected under such circumstance, the candidate can get himself registered afresh on the same subject.

8.69 If a candidate is permitted to improve and re-submit his thesis, he shall be required to submit it not earlier than six months and not later than one year from the date of such permission along with the prescribed fee. The thesis so re-submitted shall be sent to the same panel of examiners including the fourth examiner, if any, who evaluated the original one, for adjudication unless they or any one of them expresses inability to adjudicate. The Vice-Chancellor shall in such contingency appoint another external examiner or examiners, as the case may be, from the original panel. The thesis shall be accepted if at least three examiners recommend its acceptance.

8.70 A Candidate shall not be allowed to re-submit his thesis more than once.

8.71 A student whose thesis is rejected shall not be registered again for Ph.D. degree with same topic.

VIVA - VOCE

8.72 The public viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation reports of the external examiners on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination.

8.73 The reports of all examiners shall be placed before the Vice-Chancellor. If both of two external examiners recommend award of the degree, the student shall be examined through viva- voce examination by one of the external examiner (to be nominated by the Vice-Chancellor) and the supervisor. If both examiners are unable or unwilling to conduct the viva-voce examination, another name will be picked up for the purpose by the Vice-Chancellor from the panel.

8.74 A Viva-Voce examination to be conducted by one of the external examiner and the supervisor, the date of which is to be fixed by the Controller of Examination. It shall be open to be attended by Members of the Departmental Research Committee, all faculty members of the Department, research scholars and other interested experts/researchers, but they shall not be entitled to ask any question. However, if the Supervisor is unable to attend the viva-voce, it may be conducted by External Examiner.

8.75 The reports of all the examiners (including those of the viva-voce) shall be placed before the University Central Research Council, and on acceptance, it will be recommended to academic council for award of degree.

Treatment of Ph.D. / M.Phil. through Distance Mode/Part-time:

8.76 University shall not conduct Ph.D Programmes through distance education mode. Part-time Ph. D will be allowed provided all the conditions mentioned in the extant Ph. D Regulations are met.

Depository with INFLIBNET:

8.77 On the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph. D thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

8.78 Prior to the actual award of the degree, the University shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the UGC Regulations, 2016.

Publications of thesis

8.79 No Thesis shall be published without the prior permission of the University. The research scholar may apply to the Registrar for permission to publish his Thesis within two years from the date of award of the Ph.D. Degree.

With-drawl of degree

8.80 The Academic Council shall have the right to withdraw the degree as per the statutes of the University.

Fee

8.81 Fee to be paid by the candidate at the time of admission or annually or for extension or for evaluation etc., will be as laid down from time to time by the University.

Jurisdiction

8.82 Once registered, the student and his work shall be under the general disciplinary control of the Department. Any legal dispute relating to Ph.D. admission of students will be subject to Courts at District – Seraikela - Kharsawan, Jharkhand.

ORDINANCE: 9

STUDENTS' GRIEVANCE REDRESSAL

Definition: "Grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

- 9.1. Admission contrary to merit determined in accordance with the declared admission policy of the institution;
- 9.2. Irregularity in the process under the declared admission policy of the institution;
- 9.3. Refusal to admit in accordance with the declared admission policy of the institution;
- 9.4. Non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
- 9.5. Publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
- 9.6. Withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- 9.7. Demand of money in excess of that specified to be charged in the declared admission Policy of the institution;
- 9.8. Violation, by the University, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
- 9.9. Non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such University, or under the conditions, if any, prescribed by the Commission;
- 9.10. Delay by the University in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission or the State Government;
- 9.11. Non-transparent or unfair practices adopted by the University for the Evaluation of students;
- 9.12. Delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the University;
- 9.13. Complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;
- 9.14. Harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

9.15 STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC)

There shall be a School Level Student Grievance Redressal Committee constituted at the level of University. Each school may have their own grievance redressal cell. The composition of the Committee shall be as under:

- Vice Chancellor or His nominee as Chairperson
- Dean of the Schools, Member
- Dean Students Welfare, Member Secretary
- A representative from among students of the School to be nominated by the Dean / HOD of the school, based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance redressal mechanism;
2. Every grievance from the student should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;
5. The officer nominated by the Vice Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
6. He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice Chancellor for a decision.

9.16 Ombudsperson

1. Grievances not resolved by the Students' Grievance Redressal Committee within the time period provided in these regulations may be referred to the Ombudsperson of ARKA JAIN University
2. The Ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student
3. The university, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
4. The University shall comply with the recommendations of the Ombudsperson.
5. The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

ORDINANCE: 10

AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES

- 10.01. Awards of Scholarship, Internship, Medals and prizes etc. Shall be instituted as specified by the Academic Council and approved by the Board of Management.
- 10.02. The Eligibility criteria for the awards, their values and where required, their tenure methodology and procedure for selection of awardees, shall be approved by the Board of Management on the recommendations of the Academic Council.
- 10.03. In order to encourage meritorious and deserving students to pursue Courses/Programmes of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
- 10.04. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the rank holders in every subject will be awarded Scholarship the quantum of which shall be decided by the University from time to time.
- 10.05. All types of Scholarships and Freeships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
- 10.06. There shall be a scheme to award medals/prizes to the meritorious students of the University for their Best Performance in various University Examinations.

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

ORDINANCE: 11

RULES OF LEAVE, RETIREMENT, RESIGNATION & SUSPENSION

- 11.1. The policy is applicable to all employees across the University unless specifically specified
 - 11.2. Leave cannot be claimed as a matter of right
 - 11.3. Leave should always be applied in advance and sanctioned by appropriate authority, before it is availed, except in cases of unforeseen circumstances; such as on health grounds, accidents and any other mishappenings
 - 11.4. For the purpose of calculation, 'Year' shall mean the 'Calendar Year' commencing on 1st January and ending on 31st December.
 - 11.5. Holidays and weekly offs between the leaves will be treated as a part of leave only.
 - 11.6. Leaves availed from 25th to 30th / 31st of the current month will be calculated in the succeeding month's payroll.
 - 11.7. In case of exigencies at the University, the management may decide to refuse or revoke any sanctioned leave.
 - 11.8. Employees can not avail leave without getting it sanctioned by the appropriate authority.
 - 11.9. Any absence without prior sanction on a day proceeding or succeeding a weekly day off or a scheduled holiday, it will be treated as Clubbed / Sandwich Leave. In case of availing leave on both days, i.e. – proceeding and succeeding the weekly day off or a scheduled holiday, then the entire period shall be counted in the leave.
- Categories of leave available to the employees are:
 - Casual Leave (CL)
 - Sick Leave (SL)
 - On-Duty Leave (ODL)
 - Research Leave
 - Maternity / Paternity Leave (ML)
 - Compensatory Leave (Comp L)
 - Leave without Pay (LWP)
 - Casual Leave (CL): All employees who have completed 6(six) month of service are entitled to 15 days of CL in a calendar year, which shall be credited to them after 6 (six) month, on pro-rata basis. CLs are to be used at the discretion of the employee, subject to the approval of the appropriate authority. The application of CL if not sanctioned before, then it is to be submitted within 2 working days after joining back to work. Employees may avail CL for half day too.
 - Sick Leave (SL): All employees are entitled to 10 days of full pay SL, or part thereof, in a calendar year depending on the date of joining. An employee returning from SL must submit a physician's (at least a MBBS or equivalent degree holder) certificate and a fitness certificate.
 - SL up to 5 days need not require any Medical Certificate.
 - On-Duty Leave (ODL): On duty leave is granted when the University assign a specific duty to be carried out for official purposes and approved by respective Dean/HOD.

- Research Leave (RL): As per research policy of the University
- Maternity Leave (ML): Maternity leave may be granted to a female employee for 180 days and only up to twice during one's career.
- A confirmed female employee is entitled to a maternity leave.
- A lady employee, availing ML, who does not join services within 7 days after the prescribed period and does not inform Dean/HOD and HR Office and Registrar Office, in that case, management will wait for 15 days from the last date of her maternity leave and after that management may terminate the employee from employment considering last day of maternity as her last day with the organization.
- Extension of maternity leave on LWP basis will be on the sole discretion of management. A female employee in this regard will submit an application to Dean/HOD at least 15 days before the last date of maternity leave.
- Not more than 2 MLs can be availed by a lady employee while in service at the University.
- Paternity Leave [PA] can be availed by the male staff / faculty for a period not exceeding 3 days and not more than 2 PAs can be availed by male employees while in service at the Institute.
- Compensatory Leave (Comp L): If an employee is called upon to work during the weekend or a public holiday for more than half a day (at least 3 and half hours), equivalent compensatory off will be permitted by the Dean / HoD in units of half a day or full day (at least 7 hours). Comp Leave cannot be attached to any other leave type. This leave cannot be carried over to next calendar year. No extra payment or compensatory leave (even if duty is on weekly offs or holidays) is extended for doing examination duty.
- Leave without Pay (LWP): If an employee has exhausted his / her leave balance, on an exceptional basis s/he may be allowed to take leave without pay up to a maximum of 30 days in a calendar year; subject to approval by the Dean/HoD and the Director.
- A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal or institutional reason.
- Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
- A leave of absence may be granted only if the employee has a bona-fide intention to return to the university following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one years' service.
- In case an employee does not return within 7 days of the last date of LWP, his employment will be terminated and the last date with the organization will be considered as date from which the employee is on LWP.
- Vacation Leave (VL): Employees in the University are of two types:
 - Vocational employees that constitute of Faculties / Teaching staff only who are eligible for summer and winter vacations
 - Non-Vacational employees are rest all other staff who are Non-Teaching in nature.

This leave cannot be carried forward to next calendar year. The Dean of respective School will inform all such faculty members whose services are required during the vacation. Compensatory off may be provided by the dean. Vacation cannot be prefixed or suffixed with any other leave. Any such leave availed by the employee without prior approval of the approving authority will be considered for disciplinary action. Faculty availing vacation shall keep the management informed of their addresses of stay and contact details during the vacation period for any emergency needs.

- The entitlement of vacation days for employees will be as per the holiday calendar
- Unauthorized Absence / Abscondement: An employee who absents himself/herself from duty without permission for a period exceeding 10 days will be deemed to have absconded with effect from the date immediately succeeding his/her last day of attendance at his/her place of duty. If the requested leaves are not approved and sanctioned, and employee still Employee goes on leave, this will also be considered as unauthorized absence or abscondement. Management will take appropriate action on the recommendation of Dean/Reporting Authority.
- Half day is defined as minimum working for at least 3 and half hours.

11.10. Retirement, Resignation & Suspension

- Retirement age for Teaching staff is 65 years and Non-Teaching staff is 62 years and for the Vice-Chancellor 70 years (5 years' term, may be renewed once, subject to attaining 70 years of age).
- Employee wishing to resign should inform his /her Head of the Department and tender his /her resignation in writing. He/she should state clearly the date from which he/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.
- Employee gives a minimum of thirty days' written notice, unless a shorter period of time is acceptable to the Head of the Department and further approved by Vice-Chancellor.
- Letter of resignation should be submitted in advance fulfilling the notice period. The letter can be accepted without detrimental to the class work and relieved at the end of the semester.
- The Management reserves the right to waive - off / reduce the notice period.
- Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department. Department is responsible for initiating the necessary action to ensure that the University property and equipment are returned safely and a 'No Dues Certificate' is obtained from the HoD on or before the last day of work.
- Suspension:

11.11. Early termination of fixed-term employment;

A fixed-term contract may be terminated before its expiry date by the University:

- (i) During the probation period specified in the letter of appointment.

- (ii) On the grounds of unsatisfactory performance or gross misconduct
- (iii) Where the work is no longer required to be undertaken.

Termination on completion of fixed term contract:

The contract of an employee appointed on fixed-term contract will terminate automatically at the end of the contract period. The extension of the contract shall be as per the decision of the University specific to the contracted employee.

11.12. Termination due to Inefficiency/ Retrenchment:

- The termination of services of an employee may be resorted to on account of incapacity or inefficiency. However, the following must be taken into account before initiating the process of termination:
- The University must be able to demonstrate that the employee has consistently failed to perform up to the required standards, notwithstanding all possible remedial measures, including opportunities provided for improvement.
- The University must be certain that the employee is incapable of improving or unwilling to improve his/her performance.

11.13. Termination on account of Disciplinary Action:

- Employees are required to uphold the highest standard of professional and personal behaviour in University. An employee who is guilty of misconduct/ gross misconduct rendering him or her unsuitable for employment in the University is in effect, in breach of her or his contract and may therefore be terminated
- Advance notice is not required when termination is the result of incidents which themselves are so serious as to justify immediate discharge. It is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, violation of university policy. Terminated employees are entitled to all salaries and wages earned till the date of termination.
- The employee's immediate superior may affect dismissal or suspension when the Management determines that the employee's performance of duty or personal conduct is unsatisfactory.
- The employee shall be informed in writing the reasons for the action taken and granted an opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of action. However, under emergency circumstances when immediate action is necessary as decided by the Management, the employee may be immediately dismissed or suspended, with or without pay.

11.14. Exit procedure, in case of Resignation

- Employee will submit his / her resignation to Dean/Reporting Head and a copy will be sent to Department of HR.
- All non-teaching employee will submit their resignation to their reporting head and will send a copy to Registrar and Department of HR.

- On receipt of a resignation, the Dean/HOD shall forward the same with their recommendations normally within a period of 5 working days to the Deputy Registrar, HR Department.
- The Department of HR will notify the employee within 7 working days about acceptance / rejection of resignation to the employee.
- In case of acceptance, after due approval of competent authority HR shall issue a notification to all the concerned departments.
- Any leave applied thereafter/ already sanctioned shall be treated as LWP (leave without Pay).
- All leaves taken during the notice period will be LWP.
- Casual leave available on pro rata basis can be adjusted from the notice period.
- The HR department will release the No Dues Form. The No Dues Form will be given only after the employee surrender the ID card issued to him/ her
- The employee will obtain clearance and submit the No Dues Certificate complete in all respect to HR Department.
- The Accounts Office after making all the recoveries shall arrange the statement of final settlement. On receipt of signature on the statement of Final settlement, payment of dues will be credited to employee's bank account within 15 days of last working day.

ORDINANCE: 12

EMPLOYEE CODE OF CONDUCT

- 12.1. Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.
- 12.2. Unless otherwise specifically provided in the appointment order, every employee shall be a whole-time employee of the university and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature. Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect his official duties. Provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.
- 12.3. An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.
- 12.4. An employee shall perform all the duties assigned to him by a competent authority even beyond the scheduled working hours and on Sundays and Holidays, if the exigencies of work so demand.
- 12.5. No employee shall leave the station without prior approval of the competent authority.
- 12.6. Subject to the general laws on the subject, no employee shall; (a) be under the influence of liquor or drugs; (b) appear in public in a state of intoxication. (c) Participate in demonstration, dharna etc.
- 12.7. No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.
- 12.8. No employee shall participate in any kind of demonstration or resort to any kind of strike, prejudicial to the interest, integrity or security of the State, Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the University
- 12.9. No employee shall, except with the permission of the competent authority or in the bonafide discharge of his duties, participate in a Radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical. Provided that no such permission shall be required, if such broadcast or such contribution is purely of literary, artistic or scientific character.
- 12.10. No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionaries of the university.
- 12.11. No employee shall communicate without authorization; any information or documents save in cases where such communication is in the discharge of duty assigned to him.
- 12.12. No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or company.

- 12.13. No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.
- 12.14. An employee is expected to manage his personal affairs in a manner that it does not lead to insolvency or habitual indebtedness.
- 12.15. No employee shall contract a bigamous marriage in contravention of the law on the subject.
- 12.16. No employee shall misuse or carelessly use the facilities provided by the University to facilitate the discharge of his official duties.
- 12.17. Acts of commission enumerated below will be in violation of code of conduct and will constitute serious misconduct:
- a) Theft, fraud, deliberate falsification of records
 - b) Fighting with/ assault on another person
 - c) Physical violence or bullying
 - d) Deliberate damage to University property
 - e) Serious act of insubordination.
 - f) Unauthorized entry to computer records
 - g) Deliberately accessing internet sites containing pornographic, offensive or obscene material
 - h) Conviction of a felony involving moral turpitude
 - i) Bringing discredit to the university
 - j) Falsifying, grafting, or forging of any record, report, or information
 - k) Discourteous behavior
 - l) Any other misconduct interfering with performance of job tasks
 - m) Unauthorized absence from assigned work area
 - n) Sleeping on duty
 - o) Negligence
 - p) Dereliction of duty
 - q) Interfering with the work performance of another employee
 - r) Favoritism
 - s) Wasting materials
 - t) Willful damage to equipment or property of the university
 - u) Entering an unauthorized work area
 - v) Continued failure to perform assigned duties
 - w) Failure to report absence
 - x) Habitual absence or tardiness
 - y) Job abandonment.
 - z) Serious breach of health and safety rules
 - aa) Remaining absent from duty for 10 days without the information to H.O.D /officer concerned/ superior officer in line.
 - bb) Bribery or corruption including taking and giving inducements.
 - cc) Manipulation of University documents /records.
 - dd) Deliberate failure to comply with statutory or regulatory requirements or the University rules, policies or procedures
 - ee) A criminal activity or offence (Whether committed during or outside normal working hours).
 - ff) Inappropriate relationship with student even consensual.
 - gg) Violent or abusive or indecent behaviour

- 12.18. Confidential Information: Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter
- 12.19. Political Activities: As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the university is allowed to be a candidate for a political party seeking votes while being employed with the university or take part in a political employment campaign while on duty.
- 12.20. Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters.
- 12.21. Every employee or person shall deal with and be responsible for all the legal matters pertaining to or arising out of, the functions performed by him and/or liabilities and responsibilities assigned/entrusted upon him and/or in exercise of various powers conferred upon him.
- 12.22. Every employee or person shall deal with and be responsible, for obtaining recognition/ permission/ approval/ sanction etc. (as applicable), for observing and ensuring the compliance of the rules, regulations, obligations etc. of the Government, regulatory authorities or any other body, Law of the Land and/or any other law or policy for the time being in force, pertaining to or arising out of, the functions performed by him and/or liabilities and responsibilities assigned/entrusted upon him and/or in exercise of various powers conferred upon him.
- 12.23. Every employee or person shall make sincere efforts to provide or to contribute towards a solution to face any exigency or crisis management, in or in relation to the University and its institutions, like student unrest, attack etc. and otherwise to facilitate the functioning of the University.

ORDINANCE: 13

CONVOCATION

13.1 CONVOCATION:

1. Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Chancellor.
2. In the Absence of the chancellor, The Vice Chancellor shall fix the date and preside over the Convocation.
3. The candidate who have passed their examination in the years since the last convocations shall be eligible to be admitted to the convocation
4. Provided that in case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorize admission of successful candidates in the year to their respective degree in absentia and issue the degrees on payment of prescribed fees.
5. As per the UGC guide lines, successful candidates are issued degree without convocation. Such a candidate shall also be admitted to the convocation for receiving his/ her degree in public. However, after the receipt of the degree if he/she fails to attend the very next convocation, he/ she will lose the chance of receiving the degree in Public and shall not be admitted in the convocation held thereafter.

13.2 SPECIAL CONVOCATION

A special Convocation may be held at such time as may be decided by the Governing Body for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

The Visitor, when present, shall preside over at the Convocations of the University held for conferring Degrees. In the absence of the Visitor, the Chancellor shall fix the date and preside over the Convocations.

13.3 NOTICE

Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.

The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.

13.4 APPLICATION

The registrar shall invite the degree/ diploma/ gold medal recipients for the convocation, as per the list prepared & supplied by the Controller of Examination. The invited candidates must

inform the registrar before 10 clear days of the date fixed for the University Convocation, in writing of their intention

to be present. No invited recipient shall be admitted to the convocation who has not sent his name to the registrar within the prescribed time. In exceptional cases, the Vice - Chancellor may permit candidates who have not sent their names to the registrar within the prescribed time to be admitted to the Convocation, provided their application are received by the registrar not later than 72 Hours before the time of the Convocation.

A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.

Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.

13.5 FEES

The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University. Fees for admission to the degree convocation in person shall be Rs. and absentia for convocation will be Rs.

13.6 HONORARY DEGREE

On the recommendation of the Academic Council, if the Board of Management Council at a meeting support the recommendations by two-thirds of the members present and voting and resolves to confer Honorary degrees upon a person who, on the ground that he is, by reason of eminent position and attainment or by virtue of his contribution to learning or knowledge or eminent service to the cause of education, is a fit or proper person to receive any such degrees; e.g.,- Doctor of Laws (LL.D.) / Doctor of Literature (D.Litt.) / Doctor of Science (D.Sc.)

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

The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice Chancellor or by a person nominated by him.

Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

13.7 ACADEMIC DRESS

The Academic Dress of the University for the Convocation shall be as follows:

- i. For the Chancellor: Gown of pure hand-spun head cover silk with lace on the front folds and round the neck with one University Crest fully interlined. Cap for the Chancellor in pure hand-spun hand woven silk with silver tassel and Mortar Band.

- ii. For Vice-Chancellor: Gown of Pure Hand spun Hand woven silk with lace on the front folds round the neck and around the sleeves with one University crest fully interlined. Cap of pure hand spun hand woven with silver tassel and Mortar Band.
- iii. For Chief Guest : Gown of pure silk Hand spun Hand woven with white silk facing round the neck and one University crest with Black tassel.
- iv. For Registrar: Gown of pure silk hand spun hand woven with white silk facing round the neck and one University crest fully interlined cap with black tassel .
- v. For Members of the University Authorities: Superior black silk gown with facing of golden silk and with stripes on the arm. Cap of Black silk cloth with black tassel and mortal Band.

Every candidate and person sitting on the dais at the time of Convocation shall also be required to wear gown and hood prescribed as under, with a distinctive colour badge. This badge shall be provided with two strips of different colours, as per the colours of respective shoulder robe

13.8 PROCEDURE OF CONVOCATION

1. For the award of degree at the Convocation, candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice Chancellor for admission to their respective degrees. The Deans of respective Faculties will present the candidates for admission to the respective Post- Graduate degrees. Senior-most professor will present the candidates for admission to the doctoral degree. The Registrar or the person appointed for the purpose by the Vice Chancellor will present the candidates for degrees in absentia. The names of the recipients of medals and prizes shall be read out by the Registrar or the by the person appointed for the purpose.
2. Degree/ Certificate shall be supplied to the candidates in a manner to be prescribed by the Vice Chancellor after the Convocation is over.
3. The Visitor, The Chancellor, The Chief Guest, The Vice-Chancellor, the Registrar, the Controller of Examinations, the Finance Officer, the Deans of Faculties and the members of the University Authorities shall wear their special convocation dress as prescribed by the University.
4. The Visitor, The Chancellor, The Chief Guest, The Vice-Chancellor, the Registrar, the Controller of Examinations, the Finance Officer, the Deans, the members of the University Authorities shall assemble in the meeting room at the appointed hour and shall walk in procession in the following order to the Convocation Hall:
5. The Controller of Examination (with the Convocation Flag)
6. MEMBERS OF THE AUTHORITIES
 - The Governing Body
 - The Board of Management
 - The Academic Council
 - The Deans of Faculties

- The Finance Officer
 - The Registrar
 - The Chief Guest
 - The Vice Chancellor
 - The Chancellor
 - The Visitor
7. When the procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
 8. Depending upon the number and size of the Convocation procession, the seating Plan shall be finalized with prior approval of the Vice Chancellor.
 9. The Visitor, The Chancellor, the Chief Guest, the Vice -Chancellor, the Registrar, the Controller of Examinations, the Deans, the Finance Officer, the members of University Authorities shall take their seats in places reserved for them.
 10. The Registrar will then obtain the permission of the Chancellor or in his/her absence the Vice Chancellor, to declare the Convocation open.
 11. The Vice Chancellor then will deliver a welcome speech.
 12. The Convocation address will be delivered by the appointed speaker.
 13. The Chancellor or in his/her absence the Vice Chancellor, shall then say, "Let the candidates be presented".
 14. With the School, the degree certificate shall be awarded to the candidates in the following order:
 - a) Doctorate of Philosophy.
 - b) Post Graduate Degree
 - c) Under Graduate Degree
 - d) Diploma Certificate
 15. The person appointed for the purpose of presentation of candidates for their admission to respective degrees shall be in the following form. The candidates when presented will rise in their seats. "Sir/Madam Chancellor/Vice Chancellor, Sir, I present to you Candidates Who have been examined and found qualified for the Degree of to which I pray that they may be now admitted".
 16. The Chancellor or in his/her absence the Vice Chancellor will admit the candidates to the degree in the following words: "By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of the ARKA JAIN University, Jharkhand, I admit you to the degree / diploma of and I charge you that ever in your life and conversation you show yourselves worthy of the same".
 17. The candidates will then take their respective seats.

18. The Registrar or the person appointed for the purpose will then request the Chancellor or in her/his absence the Vice-Chancellor to admit the candidates in absentia to the various degrees in the following words: "Chancellor/Vice - Chancellor Sir, on behalf of the other Candidates who have been examined and found qualified for the Degree of and have been permitted to receive their degrees in absentia. I pray that they be admitted to their respective degrees".
19. The Chancellor or in her/his absence the Vice Chancellor will admit those candidates to their respective degrees in the following words: "By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of the ARKA JAIN University, Jharkhand, I admit those candidates to their respective degrees in absentia.
20. The person designated for the purpose will then present the candidates for receiving Gold Medals that will be given to them by the Chief Guest or any other dignitary as decided by the Vice Chancellor.
21. The person designated for the purpose will then present the candidates for receiving Prizes that will be given to them by the dignitary as decided by the Vice Chancellor.
22. When all candidates have been admitted to their degrees, medals and prizes, the Registrar, when the Chancellor is present, shall propose a vote of thanks.
23. After this the Registrar shall, with the permission of the Chancellor or in his/ her absence, the Vice Chancellor, declare the Convocation closed.
24. The procession will then leave the Convocation Hall in the same order as that in which it entered, the graduates and the audience standing

ORDINANCE: 14

EMPLOYEES GRIEVANCES REDRESSAL MECHANISM

14.1. There shall be constituted a Mechanism for the redressal of the grievances of Employees of the University.

Unless otherwise mentioned:

- a) Grievance' may be related to any of the employees' dissatisfaction / not in agreement with any aspect of the University's activities and services including those of other employees or persons or students.
- b) 'Employee or Person' shall mean a member of academic faculty or an officer or staff of the University on the rolls of the University.
- c) In these Regulations wherever 'he' and 'his' occurs, these shall mean to imply 'he/she' and 'his/her' respectively.

14.2. The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance redressal mechanism;
2. To develop a culture of understanding, addressing and providing quick redress to any grievances and take steps to prevent recurrence of such incidents.
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;
5. The officer nominated by the Vice Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
6. He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice Chancellor for a decision.
7. To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
8. To ensure that there is a consistent response to grievances.

14.3. TEACHERS' GRIEVANCES COMMITTEE:

There shall be a Committee constituted by the Board of Management consisting of the following:

- A representative of the Vice Chancellor – Chairperson
- Five representatives from the teacher's community representing gender, minority, SC, ST, OBC.
- The Registrar or his nominee shall be the Member- Secretary of the Committee

POWERS AND FUNCTIONS:

- a) To entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- b) To enquire into the grievances, and make recommendations and report to the concerned authorities- Academic Council and Executive Council for redressal or suitable action; and
- c) To recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

14.4. NON-TEACHING STAFF GRIEVANCES COMMITTEE

- The Chairperson - to be nominated by the Vice Chancellor.
- Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC.
- The Registrar or his nominee shall be the Member- Secretary of the Committee.

POWERS AND FUNCTIONS:

- a) To accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- b) To enquire into the grievances, and make recommendations and report to the concerned authorities- Academic Council and Executive Council for redressal or suitable action; and
- c) To recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

14.5. PROCEDURE FOR REDRESSAL OF GRIEVANCE:

1. Informal resolution before an issue becomes a formal grievance

- a) Complainants will be encouraged to resolve concerns or problems directly with the person(s)/Department concerned through personal discussions/ counselling.
- b) Grievances of the faculty and staff shall, as far as possible, be resolved by their respective reporting authority

2. GRIEVANCE HANDLING AND RESOLUTION MECHANISM:

Formal grievances shall be submitted in writing stating full material facts to the Dean/ HODs / Reporting Authority of the department.

In case grievance involves Dean/ HODs / Reporting Authority of the department, matter will be forwarded to teaching/non-teaching staff grievances committee.

The committee will start the Redressal process within seven working days of receipt of the matter.

- a) The committee may allow an opportunity to the complainant to formally present his/her case along with the relevant documents in support. The committee may also seek

clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face- to-face interview with the complainant.

- b) The committee concerned will then endeavour to resolve the grievance as soon as possible, but within maximum of 5 and convey the outcome / action taken to the complainant.
- c) Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- d) The complainant may approach/appeal to the office of Vice-Chancellor in case he/she receives no response from either Dean/ HODs / Reporting Authority of the department or committee handling the complain
- e) The decision of the vice-chancellor will be final, and no further appeal will be entertained under any circumstances.

3. SAFEGUARDING CONFIDENTIALITY:

- a) It will be ensured by all authorities that the complainant and the respondent are not victimized or discriminated against.
- b) Implementation of this procedure will be done without prejudice to either party.
- c) At all stages of this procedure, a full explanation in writing for decisions and actions taken as part of the process will be provided, if so, requested by the complainant or the respondent.
- d) While dealing with the issue, all possible confidentiality and privacy will be maintained and all records relating to such complaints will be treated as confidential.
- e) Records concerning grievances handled under this procedure and their outcomes shall be maintained for a period of one year.

There will be no cost to the complainant for utilizing this grievance and appeals process.

ORDINANCE: 15

INTERNAL COMPLAINT COMMITTEE (ICC)

The University shall constitute an Internal Complaint Committee at Institution to deal with the issue of gender based violence & to conduct gender sensitization programme under U.G.C. (Prevention, Prohibition & Redressal of Sexual Harassment of woman Employees & Student in Higher Educational Institution) Regulation -2015.

15.1. The Constitution of ICC is given here under:-

1. Presiding officer: - Chairperson (A Senior woman faculty)
2. Two Faculty Teachers – Member
3. One non-teaching Employee – Member
4. A member from N.G.O. dealing with cases of women – Member.
5. Three students nominee (If the issue involves Students) - Members

The constitution should be in such manner that more than 50% members belong to women community.

On receiving complaint the ICC shall conduct a preliminary enquiry to ascertain the truth of allegation by collecting documents/evidence & recording statements of witness as well as complain.

ICC shall submit the preliminary enquiry to the Vice-chancellor.

In Case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell or to the HOD/Dean/DSW.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action

The ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowing it to be untrue or forged, or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

The Member Secretary, ICC shall receive the written complaints of sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received

15.2. Who can approach ICC for help?

Any female employee (faculty member, student or non-teaching staff member) of ARKA JAIN University can seek redressal from the ICC.

Definition of Sexual Harassment:

“Sexual harassment” includes any unwelcome sexually inclined behavior, whether directly or indirectly, such as:

- a) Physical contact and advances

- b) A demand or request for sexual favours
- c) Making sexually coloured remarks (including jokes)
- d) Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc. containing 'indecent representation of women')
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Under the Act, the following also count as sexual harassment:

- a) Implied or explicit promise of preferential treatment in her employment.
- b) Implied or explicit threat of detrimental treatment in her employment
- c) Implied or explicit threat about her present or future employment status
- d) Interference with her work or creating an intimidating or offensive work environment for her
- e) Humiliating treatment likely to affect her health or safety.



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