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PART IV-B

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made
by the Government of Gujarat under the Gujarat Acts

EDUCATION DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar.

Dated 28th January, 2014.

Gujarat Private Universities Act, 2009.

No: GH/SH/02/FSU/2013/162/kh-1 :- In exercise of the powers conferred by the section 28 of the Gujarat Private Universities Act, 2009 (Guj. Act No.8 of 2009), the Government of Gujarat hereby approves the First Ordinances of the Indus University, Ahmedabad as proposed by the Governing Body of the university in its meeting held on 4-12-2012.

By order and in the name of the Governor of Gujarat,

M. H. KHUMAR,

Under Secretary to Government.

INDUS UNIVERSITY

FIRST ORDINANCES

BHANDARI CHARITABLE TRUST

INDUS UNIVERSITY FIRST ORDINANCES

1. These Ordinances may be called The Indus University Ordinances; **Short title and Commencement**
2012. These shall come into force at once.
2. **Definitions**
(1) In these Ordinances unless there is anything contrary to Statutes and the Act:-
- (a) "Act" means the Gujarat Private University Act, 2009
- (b) "Equivalent examination" means an examination conducted by:-
- (i) Any recognized board of Higher Secondary Examination, or Higher Secondary Board.
- (ii) Any Indian or Foreign University recognized by this University as equivalent to its corresponding examination;
- (c) "Proctor" means a Proctor appointed under Act 13 of the Gujarat Private Universities Act 2009
- (d) "Qualifying examination" means an examination, the passing of which makes a student eligible for admission to a particular course of study leading to Bachelor's or Post Graduate or Research Degree or Diploma Certificate conferrable by the University.
- (e) "The Statutes" means The Statutes framed under the Provision of the Act.
- (f) "Private University" means "The Indus University under the provisions of section 3 of The Gujarat Private Universities Act, 2009 declared by Gujarat Act No. 12 of 2012 under serial No.9
- (2.) Words and expressions not defined elsewhere in these Ordinances but defined in the Act shall have the meaning assigned to them in the Act or the Statutes
3. Subject to the provisions of the Statutes and regulations made there under or in pursuance thereof, the following requirements shall be applicable, namely **Admission of Students to the University and their enrolment and continuance as such**
- 1(a) A student seeking admission to the University constituent Institutes / colleges of the University as its center or Study Centre of the University, shall on or before the date prescribed for submission of application for admission, submit the duly filled in application along with the prescribed fee to the University, the Institute/college or the Study Centre as the case may be.
- (b) Application for admission shall be accompanied by :-
- (i) Evidence / Proof of Birth Certificate.
- (ii) ID, Bonafide & Conduct certificate from the Principal of School / College last attended
- (iii) True copy of the Marks Statement of the Qualifying examination.

- (iv) Fee prescribed for the course.
2. The admission of students to the regular programs of the University will be only on the basis of merit. There shall be no reservations of any kind in the admission of students other than those permitted under the Act or reservation prescribed by the state government for AICTE approved programs or the Statutes. The Academic Council of the University may determine the minimum qualifying requirements for entry into each of the programs of the University from time to time and state the same in the prospectus or any other admission related literature.
- 3 (a) Admissions Committee constituted in First Statutes will undertake the following functions :-
- (i) preparation of the admissions calendar ;
 - (ii) stipulation of minimum qualifying requirements for admission into the various programs of the University, in consultation with the Academic Council
 - (iii) stipulation of the requirements for the admission test – the nature of admission test, duration, minimum qualifying grades (cut-off requirements) in the admission test, etc ;
 - (iv) selection of examiners (paper setters) for the admission test;
 - (v) stipulation of guidelines for conducting the admission test ;
 - (vi) determining the centers for conducting the admission test ;
 - (vii) stipulation of guidelines for the evaluation of students and announcement of results ;
 - (viii) stipulation of method of personal interview of the students;
 - (ix) selection of students who have qualified for admission and announcement of results and eligible candidates student list.
- (b) The Admissions Committee shall conduct the admission process and shall report to the Registrar who shall oversee the admissions to various programs. The Registrar as chairman of committee shall submit a report of compliance with the procedures laid down by the Admissions Committee to Member Secretary of Board of Management to place before the Board of Management.
4. The Admission process shall be as follows:-
- a. The University shall seek applications from eligible candidates for admission into various programs of the University, through press advertisements and other forms of announcements.
 - b. The University may supply to the students priced prospectus containing the highlights of the academic programs and the rules relating to the admissions.
 - c. The Admissions Committee shall monitor the response from the eligible candidates and shall subject them to the admission process.
 - d. On completion of the selection process, the Admissions Committee shall declare the list of applicants who have secured admission into the various programs.
 - e. Upon the announcement of the admissions, each eligible applicant shall pay the stipulated fee and furnish all necessary documents in original or provide an undertaking that he/she shall provide the same latest by the date stipulated by the Board of Management, failing which the admission shall be liable to be cancelled. Any extension of time for submission of

documents shall be given only with the written approval of the Provost.

f. Refund policy to be mentioned in the prospectus.

5. The following shall be the eligibility condition for the applicants for admission, namely:-

- a. Applicants who do not meet the admission requirements as prescribed by the Admissions Committee shall not be admitted to the programs at the University.
- b. No student who has passed a part of any degree or postgraduate examination from another University shall be admitted to subsequent higher class for such examination in any Campus / institution / center/constituent college without approval from the Provost.
- c. No person who is under sentence of rustication or has been disqualified from appearing from any other University / Institution shall be admitted to any course of study in this University and its institutions / centers during the period of rustication or disqualification.

6. The General conditions shall be as follows:-

- a. Admission to the regular programs will be once in every year. Admission to the Distance Education Programs shall be all through the year at any time. The admission to co-op programs/Industry oriented programs will be as per respective MoU.
- b. The admission of the students shall be completed in accordance with the Academic Calendar of the University and in the manner stipulated by the Admissions Committee.
- c. No student shall be admitted into the regular programs after the prescribed last date of admission. However, the Provost shall have the power to grant admission in case of genuine hardship beyond the last date of admission as given above; on the clear understanding that the attendance of all such students shall be counted from the date of admission to the course. Students admitted after the commencement of the session, shall be required to pay all the fees and dues from the beginning of the academic session.
- d. The student shall be enrolled as a student of the University upon meeting the admission requirements and upon undertaking to pay the prescribed fee, deposits and any other prescribed charges before the prescribed dates. Till date he / she will not be considered as the student of the university.
- e. The student will be required to pay Indus Alumni association fee at the time of getting admission in any of the courses.

4. There shall be a Board of Study for every group of courses (subject) of study at the University of group of courses of subjects.

(1) The Board of Study for each group of subjects shall consist of :-

- a. Professor in the concerned subject at the University or his nominee ;
- b. One other senior teacher of the subject at the University ;
- c. Provided that if the Board is constituted for a group of subjects in nominating members under clauses (a) and (b) above, care shall be taken

The Courses of study for all Degrees, Diplomas, Certificates and other academic distinctions of the University

1st January, 2014

to nominate such persons that all the subjects of the group are represented.

d. The Board shall co-opt two experts of the subject, at least one of whom shall be from the relevant industry or professional body. In case where the board is constituted for a group of subjects, the Board shall co-opt one expert from each subject and then the number of Co-opted members shall be equal to the number of subjects for which the Board is constituted. Additional guest members can be called at the time of meeting with the permission of Provost .

e. The Provost shall be the Chairman of the Board of Study.

(2) The term of the Board shall be three years.

(3) The Board shall lay down the detailed curriculum for the subject leading to a Certificate, Diploma, Graduate Degree, or Post Graduate Degree, and other academic distinctions of the University.

(4) It shall also identify the standard books and other materials, which may be consulted for preparing the course laid down for each subject leading to Certificate, Diploma, Graduate Degree, or Post Graduate Degree, and other academic distinctions of the University.

(5) The Academic Council shall decide program structure and the subjects to be included for meeting the qualifying requirements of various Certificates, Diplomas and Degrees, and other academic distinctions of the University.

(6) The detailed outcome document shall be presented to Board of Management by Provost for approval. This will be implemented only after approval of Board of Management.

5.

1. The candidate, after successfully completing the prescribed requirements for a particular Certificate / Diploma / Degree shall be eligible for the award of Certificate / Diploma / Degree respectively.

2. The Registrar shall place the names of all candidates who have been examined and found qualified for the award of Certificate / Diploma / Degree to Provost to place before the Academic council before the declaration of the result. On being approved by the Academic council, Provost shall advise to the Registrar to announce the result. The Certificates / Diplomas / Degrees shall be issued to the respective candidates at the convocation of the University presentia or absentia as selected by the candidate.

3. The Certificates / Diplomas / Degrees shall be signed by the Provost. Any Provisional certificates of any programme may be issued before the convocation signed by registrar after prior approval of Provost.

**The Award of
Certificates,
Diplomas, Degrees
and other
academic
distinctions of the
University**

6. Board of Finance and accounts shall, in accordance with the provisions of the Accounting Policy.

Act and the Statutes made there under:-

**and Financial
Procedures**

- 1(a) Manage and regulate the finance, accounts, investments, property and all other affairs of the University and for that purpose lay down the procedure;
 - (b) Lay down the procedure for operating the Bank accounts ;
 - (c) Lay down the terms and conditions of purchase of any land or buildings or other works or authorize taking on lease or otherwise such land, buildings or works;
 - (d) Lay down the terms and conditions for acquiring intellectual property rights, copy rights, trade marks and the like;
 - (e) Invest the funds of the University or money entrusted to the University in such manner as it may deem fit time to time;
 - (f) Raise and borrow money upon such terms and conditions as it may think fit and to pay out the funds of the University, all expenses incidental thereto;
 - (g) Maintain proper accounts and other relevant records and prepare annual statements of accounts including the Balance Sheet for every previous financial year, in such form as may be prescribed and submit the same to the Board of Governors for approval;
- 2 The Board of Finance and Accounts shall be the principal financial body of the University to take care of financial matters and shall, subject to the provisions of the Act, Statutes and Ordinances, coordinate and exercise general supervision over the financial matters of the University.
 - 3 The Endowment Fund created under Section 36 of the Act, the General Fund created under Section 37 of the Act, and the Development Fund created , shall be subject to general supervision and control of the Board of Governance, be regulated & maintained in accordance with the provisions of Sections 36 & 37 of the Act.
 - 4 All funds accrued to or received by the University from whatever source and all amounts disbursed or paid shall be entered in the accounts maintained by the University.

7. SCHOLARSHIPS:

- 1 The University shall offer scholarships to students based on:

- a. Merit
- b. Merit-cum-means Scholarship.
- c. In kind

a. Merit Scholarships:

Merit scholarships shall be offered to rank-holders based on ranks obtained in Admission test and other (based on the Cumulative Grade Point Average obtained in different terms). The merit scholarships shall be in terms of tuition fee concessions spread over the duration of the program on a progressive

**The conditions of
the Award of
Fellowships and
Scholarships,
Stipends, Medals
and Prizes**

basis and subject to conditions.

Merit Scholarships shall also be offered to students who obtain the top ranks in each semester / trimester.

b. Merit-cum-means Scholarship:

The University shall provide merit-cum-means scholarships in different forms as under:

- i. Grants.
- ii. Loans.
- iii. Reduction in Fees
- iv. Combination of grant, loan and reduction in fees.

c) In kind

Scholarship may be given in the form of offering him text books free of cost, Loan of Books, free lodging or boarding etc.

2 Administration of the "Merit" and "Merit-cum-Means" Scholarships:

- a. The Board of Management shall stipulate conditions for eligibility for the above scholarships from among those admitted into the various programs, and stipulate the terms and conditions for award of the scholarships. The award of the scholarships shall be based on the recommendation of Board of Finance and accounts committee in consultation with the Provost.

3. Grounds for termination of Scholarships:-

- a. A scholarship holder shall at all times demonstrate good behavior and observe rules of discipline.
- b. A Scholarship shall be liable to termination, if:-
 - i. The Scholarship holder discontinues studies during the middle of a session; or does not score minimum performance prescribed or
 - ii. The scholarship holder after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the above committee, guilty of a breach of para (a) above, and if the Chairman of Committee so directs, the scholarship holder shall also be liable to refund the amount of scholarship drawn by him.

- c. The order of termination passed by the Chairman shall be final.

FELLOWSHIPS and Academic Performance Incentives.

- a. The University may offer Fellowship/assistantship to selected students undertaking the Ph.D / M. Tech programs at the University. The Fellowship may be in any of the following forms:-
 - i Teaching Fellowship / Assistantship.
 - ii Research Fellowship/ Assistantship.
 - iii Reduction in Fees
 - iv Combination of the above.
- b. The Fellowship/Assistantship shall carry a fixed allowance for specific purposes such as assigned work/purchase of books and

equipment, etc; and monthly grant of a specified amount that shall be paid periodically during the program.

- c. The Board of Management may decide to offer any other form of Fellowships/Assistantship, grants or loans to the research scholars undertaking the Ph.D /M. Tech. programs. The Board of Management may also provide for incentives and rewards of specific nature for outstanding academic contribution through quality research, publications, patents, books, reviews etc.
- d. The terms and conditions for the award of Fellowships/Assistantship shall be stipulated by the Board of Management.

8.

1. "Board of Examinations and Results" is constituted in Statutes of the University. The BOER shall be responsible for the following activities, namely :-

- a. Determination of the examination calendar.
- b. Determination of the place(s) for conduct of the examinations.
- c. Determination of the subjects to be examined – in consultation with the academic council.
- d. Determination of the eligibility of the students for taking up the examination – in consultation with the academic council.
- e. Determination of the pattern of examination.
- f. Determination of the content of the Question/exam papers.
- g. Determination of method of conducting the examinations.
- h. Stipulation of guidelines for the examiners (paper setters).
- i. Stipulation of guidelines for the invigilators.
- j. Stipulation of guidelines for the evaluators.
- k. Stipulation of the amount to be paid to the examiners, invigilators and the evaluators and submission to board of finance and accounts for approval.
- l. Submit budget to board of finance and accounts for Approval proposed by the Controller of Examinations.
- m. Stipulation of guidelines for the students taking up the examinations.
- n. Stipulation of guidelines for disciplinary action in case of cheating and malpractice by the students / invigilators and the evaluators.

Conduct of Examinations, and the conditions and mode of appointment and the duties of examining bodies, invigilators, tabulators, examiners and moderators

2. The BOER shall meet at least 3 (three) months before the conduct of each of the examinations and provide the necessary directions to the Controller of Examinations, who shall make all arrangements for the conduct of examination and evaluation. The Registrar shall be responsible for the overall supervision of the examination processes and shall place before the subsequent meeting of the BOER, the report of compliance with all the directions and stipulations in the conduct of examinations.
3. The BOER shall provide the necessary directions for conduct of examinations for the campus, off-campus and distance education programs of the University.
4. BOER constituted in statutes, shall be responsible for the following, namely:-

- a. To compile the results of the examinations.
- b. To stipulate conditions for re-examination of specified students or in specified subjects.
- c. To make out the calendar for declaration of results, award of marks memoranda, award of certificates or degrees and for the re-examination.
- d. Resolving disputes relating to the examinations.
- e. The Registrar shall announce the results in accordance with the recommendations of the BOER, and refer the cases of dispute to the BOER. The decision of the BOER shall be final with respect to examination or re-examination.

9. The Board of Finance and Accounts of the University will determine, in consultation with the Academic Council, the fee for the various programs of the University. The following aspects may be stipulated by the Board of Finance and Accounts :-

- a. The admission fee to be paid at the time of Registration of the students to various programs.
- b. Tuition fee.
- c. Security Deposits fee
- d. University enrolment fee
- e. Fee for various examinations.
- f. Charges for specific services – such as provision of books, reading material, magazines, stationery etc.
- g. Charges for the Hostel accommodation.
- h. Charges for the Mess.
- i. Other charges in connection with student facilities and services.
- j. Membership of professional associations.
- k. Special fee for additional instruction.
- l. Transport fee.
- m. Indus Alumni Association Fees.
- n. Placement activities charges.

Fees to be charged for various courses, examinations, degrees and diplomas, certificates and other academic distinctions of the University and Revision of Fee

2. The Board of Finance and Accounts may stipulate the method of payment of fee, and the nature of disciplinary action, in the event the fee is not paid in accordance with the conditions stipulated by the Board of Finance and Accounts for the purpose

3. The Registrar shall be responsible for the collection of fee and for sending reminders to students who default in the payment of fee. The Registrar shall refer cases of delay in the payment of fee to the Registrar and the Registrar may take appropriate decision on the late payment of fee, charge of additional fee for delayed payment or the disciplinary action to be taken against the student defaulting in the payment of fee on a case to case basis, following the broad guidelines stipulated by the Board of Finance and Accounts.

4. The Registrar shall be responsible for passing disputes relating to the payment of fee to CFAO to get the decision of Board of Finance and Accounts. The decision of the BOFA shall be final as regards the disputes relating to the payment of fee.

10. The Board of Finance and Accounts of the University will determine, in consultation with the Academic Council, the number of seats in different courses and programs and alteration in the number from time to time, keeping in view the fee for the various programs of the University determined in accordance with the above provisions of these Ordinances if any.

Alteration of number of seats in different courses and programs

11. The University may provide hostel accommodation to students undergoing the various regular programs.

Condition of Residence of the students of the University or a constituent college

a. The hostel accommodation may be provided at the premises owned or hired by the University or a contract to maintain the student hostels may be given to outside agencies on a contract basis.

b. For all issues regarding hostels, the President may constitute a Hostel committee which shall decide on the following:-

- i. Rules for admission to the hostel.
- ii. Nature of accommodation to be hired, if the hostels are in leased premises.
- iii. Number of students to be accommodated in each hostel.
- iv. Facilities to be provided to the students.
- v. Services available in each hostel.
- vi. Responsibilities of the Hostel Warden.
- vii. Maintenance of the hostels.
- viii. Requirements in the hostel mess.
- ix. Hostel student rules.
- x. Security of hostel property.
- xi. Security of hostel students.
- xii. Rules for resolving disputes, and disciplinary action.
- xiii. Fee to be charged for the hostel accommodation, services and mess; and deposits to be provided by the students, if any.
- xiv. Recreation activities.

c. The Chief Hostel Warden/rector shall be responsible for the operation and upkeep of the all the hostels. Each hostel will be supervised by the concerned hostel warden.

- d. The Hostel Committee shall meet once in every quarter and review the arrangements at the hostels and attend to any complaints not resolved by the Hostel Wardens or the Chief Hostel Warden/rector.
- e. Separate hostels shall be provided to women students.
- f. The provisions of these rules shall apply to students of constituents Institutes / College with such modifications as may be decided by the President.

12. For all issues related to students discipline, the President shall constitute a Proctorial Committee whose constitutions may be:

- a. Chief Proctor (from amongst senior faculty),
- b. Registrar (member),
- c. HoDs of respective departments, Student welfare officer (Member Secretary).

Maintenance of discipline among the students of the University or a constituent institutes/colleges

13. For any issue related to over all efficient functioning of the University, relevant issue based committees shall be constituted by the President or Provost as the case may be from time to time.

Creation of any committee of University for improving the academic life of the university

14. Subject to the provisions of the Statutes and the Act:

- a. The University shall seek cooperation and collaboration with the existing Universities and Institutes of Higher Education industrial / business houses / companies / any corporate body / society / trust / Association / Co-operative Society / NGO / Schools / Govt. / Semi-Govt. Organizations / public sector undertakings any other organization / individual(s) in India and abroad and execute Memorandum of Understanding (MOU) detailing the extent and areas of cooperation and collaboration mutually agreed upon.
- b. The University shall open its Study Centers as mentioned in the Statutes, in various parts of the country and abroad, to promote Higher Education in emerging and traditional fields of studies in conformity with the provisions of The Gujarat Private University Act, 2009.
- c. The University may collaborate with Universities and Institutes of Excellence engaged in Higher Education in foreign countries for the award of their degree in India.

Cooperation and Collaboration with other University and Institution of Higher Education

Government Central Press, Gandhinagar.