

GURUGRAM UNIVERSITY, GURUGRAM
(Established by the State Legislature Act 17 of 2017)



CALENDAR

Volume – I

ACT, STATUTES & ORDINANCES

GURUGRAM, HARYANA (INDIA)

(Disclaimer: In case of any inadvertent discrepancy the original paper record will be final)

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PART I

HARYANA GOVERNMENT

LAW AND LEGISLATIVE DEPARTMENT

Notification

The 7th June, 2017

No. Leg. 17/2017.— The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on the 30th May, 2017 and is hereby published for general information:-

HARYANA ACT NO. 17 OF 2017

GURUGRAM UNIVERSITY ACT, 2017

AN

ACT

to establish and incorporate a teaching-cum-affiliating University at Gurugram to facilitate and promote higher education with special emphasis in emerging areas of information technology and computer education, commerce, humanities, management studies and also to achieve excellence in these and connected fields.

Be it enacted by the Legislature of the State of Haryana in the Sixty-eighth Year of the Republic of India as follows:-

1. (1) This Act may be called Gurugram University Act, 2017. Short title and commencement.
(2) It shall come into force on such date as the Government may, by notification in the Official Gazette, appoint.
2. In this Act and in all Statutes, Ordinances and Regulations made thereunder, unless the context otherwise requires,- Definitions.
- (a) “college” means a college maintained by, or admitted to the privileges of the University;
 - (b) “employee” means any person appointed by the University and includes teachers and all other staff of the University;
 - (c) “Government” means the Government of the State of Haryana;
 - (d) “institution” means an academic institution not being a college, maintained, by or admitted to the privileges of the University;
 - (e) “principal” means the head of a college or institution and includes, when there is no principal, a vice-principal duly appointed as such and in the absence of the principal or the vice-principal, the person for the time being duly appointed to act as the principal;
 - (f) “recognized teachers” means such persons as are approved by the University for the purpose of imparting instruction in a college or an institution admitted to the privileges of the University;
 - (g) “Statutes”, “Ordinances” and “Regulations” mean respectively the Statutes, Ordinances and Regulations of the University made under this Act;
 - (h) “University” means Gurugram University as incorporated under this Act; and
 - (i) “University teachers” means professors, associate professors, assistant professors and such other person, as may be appointed for imparting instructions or conducting research in the University or in any college or institution maintained by the University and is designated as teacher by the Ordinances.

Incorporation.

3. (1) There shall be a body corporate by the name of Gurugram University comprising the Chancellor, the Vice-Chancellor, the members of the Court, the Executive Council, the Academic Council and all persons, who may hereafter become or be appointed as such officers or members, so long as they continue to hold such office or membership.

(2) The University shall have perpetual succession and a common seal with power to acquire, hold and dispose of property and to contract, and may by the said name sue or be sued.

Territorial exercise of powers.

4. (1) The limits of the area within which the University shall exercise its powers shall be such, as the Government may, from time to time, by notification, specify:

Provided that different areas may be specified for different faculties.

(2) Notwithstanding anything contained in any other State law for the time being in force, any college situated within the limits of the area specified under sub-section (1) shall, with effect from such date, as may be notified in this behalf by the Government, be deemed to be associated with, and admitted to the privileges of the University and shall cease to be associated in any way with, or be admitted to, any privileges of any other university, and different dates may be notified for different colleges:

Provided that-

(i) any student of any college associated with, or admitted to the other university before the said date, who was studying for any degree or diploma examination of that university shall be permitted to complete his course in preparation thereof and the university shall hold for such students, examinations in accordance with the curricula of study in force in that university for such period as may be prescribed by the Statutes, Ordinances or Regulations; and

(ii) any such student may, until any such examination is held by the University, be admitted to the examination of the other university and be conferred the degree, diploma or any other privilege of that university for which he qualifies on the result of such examination.

Bar on conferring, granting or issuing degrees, diplomas or certificates by unauthorized institutions.

5. (1) Notwithstanding anything contained in this Act or any State law for the time being in force, no person or institution, other than the University, shall confer, grant, issue or hold himself or itself out as entitled to confer, grant or issue any degree, diploma or certificate in the specified areas of knowledge assigned to it within the territorial jurisdiction of the University which is identical with or is a colourable imitation of any degree, diploma or certificate conferred, granted or issued by the University.

(2) Contravention of the provisions of sub-section (1) shall be an offence.

(3) Where an offence under this section has been committed by an institution, every person, incharge of and responsible to the institution for the conduct of its business at the time of the commission of the offence, shall be deemed to be guilty of the offence and shall be liable to be proceeded against as per the University rules.

(4) Notwithstanding anything contained in sub-section (3), where an offence under this section has been committed by an institution and it is proved that the offence has been committed with the consent or connivance of, or that the commission of the offence is attributable to any neglect on the part of any partner, director, manager, secretary or other officer of the institution, such partner, director, manager, secretary or other officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.— For the purpose of this section, “institution” means any body corporate and includes a firm or other association of individuals.

6. The University shall exercise the following powers and perform the following functions, namely:-

Powers and functions of University.

- (a) to provide for research and instruction in such branches of learning as the University may think fit and take such steps, as it considers necessary for the advancement of learning and dissemination of knowledge;
- (b) to hold examinations and grant such degrees, diplomas and other academic distinctions or titles to persons as laid down in the Statutes, Ordinances or Regulations;
- (c) to confer honorary degrees or other distinctions on approved persons in the manner as laid down in the Statutes;
- (d) to institute prizes, medals, research studentships, exhibitions and fellowships;
- (e) to receive gifts, donations or benefactions from the Government and to receive gifts, donations and transfers of movable or immovable property from transferors, donors, testators, as the case may be and to create such corpus fund with the donations so received for the welfare of the University;
- (f) to institute principalship, professorship, associate professorship, assistant professorship and to create other posts of any description required by the University and to appoint persons to such posts;
- (g) to co-operate with educational and other institutions in India and abroad having objectives similar to those of the University in such manner, as may be conducive to their common goals;
- (h) to provide instructions, including correspondence and such other courses to such persons as are not members of the University, as it may determine;
- (i) to approve persons for imparting instructions in any college or institution admitted to the privileges of the University;
- (j) to maintain colleges located within the limits of the area referred to in sub-section (1) of section 4 or, subject to the provisions of sub-section (2) of that section, admit to its privileges, colleges not maintained by the University but located within the said area and to withdraw the same;
- (k) to declare a college, an institution or a department as autonomous college or institution or department, as the case may be;
- (l) to borrow with the approval of the Government, on the security of the property of the University, money for the purposes of the University;
- (m) to supervise, control and regulate the residence, conduct and discipline of the students of the University and of colleges and institutions within the jurisdiction of the University;
- (n) to deal with any property belonging to, or vested in the University, in such manner as the University may deem fit for advancing the objects of the University;
- (o) to assess the needs of the State and Country in terms of subjects, fields of specialization, levels of education and training of manpower both on short and long term basis and to initiate necessary programmes to meet those needs;
- (p) to organize training, research and advanced studies based on the understanding of the trends in such branches of learning, as the University may think fit;
- (q) to promote research, design and developmental activities that have a relevance to social needs and the development programmes of the State;
- (r) to initiate measures to enlist the co-operation of industries and Government employees to provide complementary facilities;
- (s) to provide for continuous experimentation in imparting knowledge, organization of training and preparation of text- books and other instructional materials;
- (t) to arrange for progressive introduction of continuous evaluation and re-orientation of the subjects in educational measurement;

- (u) to further entrepreneurial ability among its students;
- (v) to educate the public with regard to the requirement of, and opportunities for the advancement of learning and dissemination of knowledge;
- (w) to make special arrangements for the education of women students and the students belonging to such weaker sections of the society, in particular Scheduled Castes and Scheduled Tribes, as the University may consider desirable;
- (x) to frame Statutes, Ordinances or Regulations and alter, modify or rescind the same for all or any of the aforesaid purposes; and
- (y) to do all such things, as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University.

University open to all races, classes, castes and creeds.

7. The University shall be open to all irrespective of sex, race, creed, caste or class and no test or condition shall be imposed as to religion, belief or profession in admitting or appointing members, students, teachers, workers, or in any other connection whatsoever and no benefaction shall be accepted which in the opinion of the authorities of the University involves conditions or obligations opposed to the spirit and objectives of this provision:

Provided that nothing contained in this section shall be deemed to prevent the University from making any special provisions in respect of weaker sections of the society and in particular Scheduled Castes and Scheduled Tribes.

Teaching of University.

8. All teaching in the University shall be conducted by and in the name of the University, in accordance with the Statutes, Ordinances and Regulations made in this behalf.

Officers of University.

9. The following shall be the officers of the University, namely:-

- (i) the Chancellor;
- (ii) the Vice-Chancellor;
- (iii) the Registrar; and
- (iv) such other persons in the service of the University as may be declared by the Statutes to be Officers of the University.

Chancellor.

10. (1) The Governor of Haryana by virtue of his office shall be the Chancellor of the University.

(2) The Chancellor shall be the head of the University.

(3) The Chancellor shall, if present, preside over the convocation of the University for conferring degrees and meetings of the Court.

(4) The Chancellor shall have the right-

- (i) to cause an inspection to be made, by such person or persons as he may direct, of the University, its buildings, laboratories and equipment and of any college or institution maintained by the University and also of the examinations, teaching and other work conducted or done by the University; and
- (ii) to cause an inquiry to be made in like manner in respect of any matter connected with the administration of finances of the University, colleges or institutions.

(5) The Chancellor shall, in every case, give notice to the University of his intention to cause an inspection or inquiry to be made and on receipt of such notice, the University shall have the right to make such representation to the Chancellor, as it may consider necessary.

(6) After considering the representation, if any, made by the University, the Chancellor may cause to be made such inspection or inquiry, as is referred to in sub-section (4).

(7) Where any inspection or inquiry has been caused to be made by the Chancellor, the University shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

(8) The Chancellor may, if the inspection or inquiry is made in respect of the University or any college or institution maintained by it, address the Vice-Chancellor with reference to the result of such inspection or inquiry and the Vice-Chancellor shall communicate to the Executive Council, the views of the Chancellor and the action to be taken thereon as advised by the Chancellor.

(9) The Executive Council shall communicate through the Vice-Chancellor to the Chancellor, such action, if any, as it proposes to take or has taken upon the result of such inspection or inquiry.

(10) Where the Executive Council does not, within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor may, after considering any explanation furnished or representation made by the Executive Council, issue such directions, as he may think fit and the Executive Council shall comply with such directions.

(11) Without prejudice to the foregoing provisions of this section, the Chancellor may, by order in writing, annul any proceeding of the University, which in his opinion are not in conformity with this Act, the Statutes, the Ordinances or the Regulations:

Provided that before making any such order, he shall call upon the University to show cause why such an order should not be made, and if any cause is shown within a reasonable time, he shall consider the same.

(12) The Chancellor may, at any time, require or direct the University to act in conformity with the provisions of this Act, the Statutes, Ordinances and Regulations made thereunder.

(13) The power exercised by the Chancellor under sub-sections (11) and (12) shall not be called in question in any civil court.

(14) Any employee of the University who is aggrieved by the decision of the Executive Council or the Vice-Chancellor in respect of any disciplinary action taken against him, may address a memorial to the Chancellor, in such manner, as may be prescribed by Statutes and the decision of the Chancellor shall be final.

(15) The Chancellor shall have such other powers, as may be prescribed by the Statutes.

11. (1) The Vice-Chancellor shall be appointed solely on academic considerations. He shall be a distinguished educationist having commitment to the values for which the University stands and abilities to provide leadership to the University by his academic worth, administrative competence and moral stature.

Vice-Chancellor.

(2) The Government shall constitute a Selection Committee consisting of one nominee of the Chancellor and two nominees of the Executive Council, which shall prepare a panel of at least three names, in alphabetical order, from which the Chancellor shall appoint the Vice-Chancellor, on the advice of the Government. The terms and conditions of the service of the Vice-Chancellor shall be determined by the Chancellor, on the advice of the Government.

(3) The Chancellor may, on the advice of the Government cause an inquiry to be held in accordance with the principles of natural justice and remove the Vice-Chancellor from office, if he is found on such inquiry, to be a person patently unfit to be continued in such office.

(4) The Vice-Chancellor shall hold office for a period of three years, which may be renewed for not more than one term:

Provided that no person shall be appointed to, or continue in the office of the Vice-Chancellor if he has attained the age of sixty-eight years.

(5) If the Vice-Chancellor is unable to perform his duties owing to his temporary incapacity on account of illness or any other reasons, or the office of the Vice-Chancellor falls vacant due to death, resignation or otherwise, the Chancellor may make arrangement for the performance of duties of the Vice-Chancellor until the existing Vice-Chancellor is able to resume his office or until a regular Vice-Chancellor is appointed, as the case may be.

(6) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.

(7) The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act, except in the matters involving creation or abolition of a faculty, department, or post, the matter involving appointment or removal of an employee:

Provided that the Vice-Chancellor before exercising powers under this section shall record in writing the reasons, why the matter cannot wait till the meeting of the authority concerned:

Provided further that if the authority concerned is of the opinion that such action ought not to have been taken by the Vice-Chancellor, it may refer the matter to the Chancellor whose decision thereon shall be final:

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to represent to the Executive Council within one month from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor. The employee shall be informed that the action has been taken under emergency powers.

(8) The Vice-Chancellor shall exercise such other powers and perform such other duties, as may be prescribed by the Statutes or Ordinances.

Registrar.

12. (1) The Registrar shall be appointed by the Chancellor on the advice of the Government.

(2) The Registrar shall be the Chief Administrative Officer of the University. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

Appointment of first Vice-Chancellor and first Registrar.

13. Notwithstanding anything contained in this Act, the first Vice-Chancellor and the first Registrar shall be appointed by the Chancellor on the advice of the Government for a period as deemed appropriate by the Government.

Other officers.

14. The manner of appointment, powers and duties of other officers of the University shall be such, as may be prescribed by the Statutes.

Creation of teaching and non-teaching posts.

15. Notwithstanding anything contained in this Act, the University shall not create any teaching and non-teaching post or revise the pay scale of the teaching and non-teaching employees without obtaining the prior approval of the Government.

Authorities of University.

16. The following shall be the authorities of the University, namely:-

- (i) the Court;
- (ii) the Executive Council;
- (iii) the Academic Council;
- (iv) the Finance Committee;
- (v) the Faculties;
- (vi) the Academic Planning Board; and
- (vii) such other authorities, as may be declared by the Statutes to be the authorities of the University.

Court.

17. (1) The constitution of the Court and the term of office of its members shall be prescribed by the Statutes.

(2) Subject to the provisions of this Act, the Court shall have the following powers and functions, namely:-

- (a) to review from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;

- (b) to consider and pass resolution on the annual report, annual budget, the annual accounts of the University and on the audit report of such accounts;
- (c) to advise the Chancellor in respect of any matter which may be referred to it for advice; and
- (d) to perform such other functions, as may be prescribed by the Statutes.
- 18.** (1) The Executive Council shall be the principal executive body of the University. Executive Council.
- (2) The constitution of the Executive Council, the term of office of its members and its powers and duties shall be such, as may be prescribed by the Statutes.
- 19.** (1) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and Ordinances, co-ordinate and exercise general supervision over all academic policies of the University. Academic Council.
- (2) The constitution of the Academic Council, the term of office of its members and its powers and duties shall be such, as may be prescribed by the Statutes.
- 20.** The constitution and functions of the faculties shall be such, as may be prescribed by the Statutes. Faculties.
- 21.** The constitution of the Finance Committee, the term of office of its members, its powers and duties shall be such, as may be prescribed by the Statutes. Finance Committee.
- 22.** The constitution and functions of the Academic Planning Board shall be such, as may be prescribed by the Statutes. Academic Planning Board.
- 23.** Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:- Statutes and their scope.
- (a) the constitution, powers and functions of the authorities and other bodies of the University, as may be constituted from time to time;
- (b) the classification, mode of appointment, powers and duties of the teachers and the officers of the University;
- (c) the conditions of the service including provision for pension or provident fund or insurance scheme for the benefit of the employees of the University;
- (d) the conferment of honorary degrees;
- (e) the establishment and abolition of faculties and departments;
- (f) the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes;
- (g) the maintenance of discipline among the students;
- (h) the conditions under which colleges and institutions may be admitted to the privileges of the University and the withdrawal of the same;
- (i) the delegation of powers vested in the authorities or officers of the University; and
- (j) all other matters which by this Act, are to be or may be provided for, by the Statutes.
- 24.** (1) On the commencement of this Act, the Statutes of the University shall be those as set out in the Schedule: Statutes how made.
- Provided that the authorities of the University constituted under the Statutes framed before the commencement of this Act shall continue to exercise all the powers and perform all the functions under this Act till such authorities are constituted in terms of the Statutes set out in the Schedule referred to above.
- (2) The Government or the Executive Council may, from time to time, make new or additional statutes or may amend or repeal the Statutes in the manner hereinafter provided in this section:
- Provided that the Executive Council shall not make, amend or repeal any Statute, affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed, shall be considered by the Executive Council.
- (3) The Academic Council may propose to the Executive Council a draft of any Statute relating to academic matters for consideration by the Executive Council.

(4) Every new Statute or addition to the Statute or any amendment or repeal of a Statute shall require the approval of the Chancellor, who may approve, disapprove or remit it for further consideration. A Statute passed by the Government or the Executive Council shall have no validity until it has been assented to by the Chancellor.

(5) Notwithstanding anything contained in the foregoing sub-sections, the Chancellor, either suo moto or on the advice of the Government, may direct the Executive Council, to make, amend or repeal the Statutes in respect of any matter specified by him and if the Executive Council fails to implement such a direction within sixty days of its receipt, the Chancellor may, after considering the reasons, if any, communicated by the Executive Council for its inability to comply with such direction, make, amend or repeal the Statutes suitably.

Ordinances and their scope.

25. Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:-

- (a) the admission of students to the University and their enrolment as such;
- (b) and for the admission to the examinations, degrees and diplomas of the University and further to make progressively the fee structure so flexible that the courses could become self-financing to the extent possible;
- (c) the conditions under which students shall be admitted to the degree, diploma or other courses and to the examination of the University and eligibility for such degrees and diplomas;
- (d) the fees to be charged for courses of study in the University and for admission to the examinations, degrees, diplomas and other courses of the University and further to make progressively the fee structure so flexible that the courses could become self-financing to the extent possible;
- (e) the conditions of the award of fellowships, studentships, exhibitions, medals and prizes;
- (f) the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators;
- (g) the conditions of residence of students of the University; and
- (h) all other matters which by this Act or the Statutes are to be made or may be provided for by the Ordinances.

Ordinances how made.

26. (1) The Ordinances shall be made, amended, repealed or added to by the Executive Council:

Provided that no Ordinance shall be made-

- (i) affecting the admission or enrolment of students or prescribing examinations to be recognized as equivalent to the University examinations; and
- (ii) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examination or any courses of study;

unless the draft of such Ordinance has been proposed by the Academic Council.

(2) The Executive Council may return to the Academic Council for reconsideration, either in whole or in part, any draft proposed by the Academic Council under sub-section (1) alongwith its suggestions:

Provided that the Executive Council shall not amend the draft proposed by the Academic Council itself. It may, however, reject such draft, if not found suitable when submitted to it by the Academic Council for the second time.

(3) All Ordinances made by the Executive Council shall have effect from such date, as it may direct and every Ordinance made shall be communicated, as soon as may be, to the Chancellor.

Regulations.

27. (1) The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances-

- (a) laying down the procedure to be observed at their meetings; and
- (b) providing for all matters which by this Act, the Statutes or the Ordinances are to be prescribed by Regulations.

(2) Every authority of the University shall make Regulations providing for giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the proceedings of the meetings.

28. The annual report of the University giving details of broad programmes, policies and finances, amendments of Statutes and Ordinances made during the year under report, shall be prepared under the directions of the Executive Council and shall be submitted to the Court on or after such date, as may be prescribed by the Statutes and the Court shall consider the report in its annual meeting. Annual report.

29. (1) The annual accounts and the balance sheet of the University shall be prepared under the directions of the Executive Council and shall at least once in every year and at intervals of not more than fifteen months be audited by the Director, Local Audit, Haryana or any other auditor that may be appointed by the Government. The annual accounts when audited shall be published in the Haryana Government Gazette and a copy of the annual accounts alongwith the report of the Director, Local Audit, Haryana or the Auditor shall be submitted to the Court and the Chancellor alongwith the observations of the Executive Council. Any observations made by the Chancellor on the annual accounts shall be brought to the notice of the Court and observations of the Court, if any, shall after being considered by the Executive Council, be submitted to the Chancellor. Annual accounts.

(2) The annual accounts and the balance sheet of the University shall also be submitted to the Government at the time of its submission to the Chancellor.

30. (1) Every salaried officer and teacher, except the Vice-Chancellor, shall be appointed under a written contract, which shall be lodged with the University and any dispute arising out of a contract between the University and any of the officers or teachers shall, at the request of the teacher or officer concerned or at the instance of the University, be referred to a Tribunal of arbitration consisting of one member appointed by the Executive Council, one member nominated by the officer or teacher concerned and one nominee of the Chancellor. The decision of the majority of the members of the Tribunal shall be final and no suit shall lie in any civil court in respect of the matter decided by the Tribunal. Condition of service of officers and teachers.

(2) Every such request shall be deemed to be a submission to arbitration within the meaning of the Arbitration and Conciliation Act, 1996 (Central Act 26 of 1996).

31. (1) The University shall institute, for the benefit of its officers, teachers and other employees, pension, provident fund and insurance fund, as it may deem fit. Pension, provident fund and insurance fund.

(2) Where any provident fund and insurance fund have been so constituted, the provisions of the Provident Fund Act, 1925 (Central Act 19 of 1925), shall be applicable to it as if it were a Government Provident Fund.

32. No act done, or proceeding taken, under this Act by any authority or other body of the University shall be invalid merely on the ground of any- Vacancy not to invalidate proceedings.

- (a) vacancy or defect in the constitution of the authority or body; or
- (b) defect or irregularity in election, nomination or appointment of a person acting as a member thereof; or
- (c) defect or irregularity in such act or proceeding, not affecting the merits of the case.

33. If any question arises whether any person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the University, the matter shall be referred to the Chancellor whose decision thereon shall be final. Certain disputes to be referred to Chancellor.

34. If any difficulty arises with respect to the establishment of the University or in connection with the first meeting of any authority of the University or otherwise in first giving effect to the provisions of this Act, the Government may, at any time, before any authority of the University has been constituted, by order, make any appointment or do anything consistent, so far as may be, with the provisions of this Act, which appears to it necessary or expedient for the purposes of removing the difficulty and every such order shall have effect as if such appointment or action had been made or taken in the manner provided in this Act. Power to remove difficulties.

35. No suit or other legal proceedings shall lie against any officer or employee of the University for anything which is in good faith done or intended to be done in pursuance of any of the provisions of this Act, the Statutes or Ordinances. Protection of action taken in good faith.

THE SCHEDULE

(Statutes of Gurugram University)

(see section 24)

Powers and duties
of Vice-Chancellor.

1. (i) The Vice-Chancellor shall be ex-officio Chairman of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside over the convocations of the University held for conferring degrees and over the meetings of the Court. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat, unless he is the member of such authority or body.
- (ii) It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall take all necessary steps to ensure such observance.
- (iii) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Court, the Executive Council, the Academic Council and the Finance Committee and any other authority or body of the University.
- (iv) The Vice-Chancellor shall exercise general control over the affairs of the University and shall give effect to the decisions of the authorities of the University.
- (v) The decision of the Vice-Chancellor regarding seniority for nomination to the various authorities or bodies of the University, shall be final.

Registrar.

2. (i) The Registrar shall be ex-officio Secretary of the Executive Council and Faculties but shall not be deemed to be a member of any of these authorities, and shall be ex-officio Member-Secretary of the Court and the Academic Council.
- (ii) When the office of the Registrar is vacant or when the Registrar is by reason of illness or any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person, as the Vice-Chancellor may appoint temporarily for the purpose till the regular appointment is made by the Chancellor on the advice of the Government.
- (iii) It shall be the duty of the Registrar-
 - (a) to be the custodian of the records, common seal and such other property of the University, as the Vice-Chancellor shall commit to his charge;
 - (b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Faculties and of any committee appointed by any authority of the University;
 - (c) to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Faculties and any committee appointed by the authorities of the University;
 - (d) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Faculties;
 - (e) to supply to the Chancellor, copies of the agenda, the minutes of the meetings of the authorities of the University, as soon as they are issued; and
 - (f) to perform such other duties, as may, from time to time, be assigned to him the by Vice-Chancellor.
- (iv) The Registrar shall have power to administer warning or to impose the penalty of censure or withholding of increments upon such of the employee, excluding teachers of the University and the academic staff, as may be specified in the orders of the Executive Council and to suspend them pending enquiry:

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

- (v) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (iv).
- (vi) In case the inquiry discloses that a punishment, beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry make a report to the Vice-Chancellor along with his recommendations:
 Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.
- (vii) The Registrar shall be the authorized officer to enter into agreements, sign documents and authenticate records on behalf of the University and shall act in such capacity when the appropriate authority of the University has taken a decision in the matter. The Registrar shall also exercise such other powers and perform such other duties, as may be prescribed by Statutes or the Ordinances.
- 3.** The following persons in the service of the University are also declared to be the officers of the University, namely:- Other officers.
- (a) Proctor;
 - (b) Chief Warden;
 - (c) Dean of Students' Welfare, if any;
 - (d) Dean, Academic Affairs;
 - (e) Dean of Colleges;
 - (f) Librarian;
 - (g) Controller of Examination; and
 - (h) Finance Officer.
- 4.** The Proctor, the Chief Warden, the Dean of Students' Welfare and Dean Academic Affairs shall be appointed by the Executive Council, on the recommendations of the Vice-Chancellor, from amongst the teachers of the University, who shall not be below the rank of professor, on such terms and conditions, as the Vice-Chancellor may recommend to the Executive Council: Proctor, Chief Warden, Dean of Students Welfare and Dean Academic Affairs.
- Provided that the term of Dean, Academic Affairs shall be two years extendable by another one year, if deemed proper, by the Executive Council, on the recommendations of the Vice-Chancellor.
- 5.** The Dean of Colleges, if any, shall be a whole-time salaried officer of the University and shall be appointed by the Executive Council, on the recommendations of the Vice-Chancellor, on such terms and conditions, as may be prescribed by the Statutes. He shall discharge such duties, as may be assigned to him by the Vice-Chancellor, from time to time. Dean of Colleges.
- 6.** (1) The Finance Officer shall be a whole-time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Selection Committee, on such terms and conditions, as may be prescribed by the Statutes. Finance Officer.
- (2) The Finance Officer shall be ex-officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.
- (3) When the office of the Finance Officer is vacant or when the Finance Officer is by reason of illness or any other cause is unable to perform the duties of his office, the duties of the officer shall be performed by such person, as the Vice-Chancellor may appoint for the purpose.
- (4) The Finance Officer shall-
- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
 - (b) perform such other functions, as may be assigned to him by the Executive Council or as may be prescribed by the Statutes.

- (5) Subject to the control of the Executive Council, the Finance Officer shall-
- (a) hold and manage the property and investments of the University including trust and endowed property;
 - (b) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
 - (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
 - (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
 - (e) watch the progress of the collection of revenue and advise on the method of collection to be employed;
 - (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock checking of equipment and other connected materials in all offices, special centres, specialized laboratories, colleges and institutions maintained by the University is conducted;
 - (g) bring to the notice of the Vice-Chancellor any unauthorized expenditure and other financial irregularities and suggest action to be taken against the person responsible for it; and
 - (h) call for from any officer, centre, laboratory, college or institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

(6) The receipt of the Finance Officer or of the person or person duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

Controller of examinations.

7. (1) The Controller of Examinations, shall be whole-time salaried officer of the University and shall be appointed by the Executive Council, on the recommendations of the Establishment Committee, on such terms and conditions, as may be prescribed by Executive Council.

- (2) It shall be the duty of the Controller of Examinations to-
- (a) conduct examinations in a disciplined and efficient manner;
 - (b) arrange for the setting of papers with strict regard of secrecy;
 - (c) arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results;
 - (d) constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students; and
 - (e) perform such function as are connected with the system of examinations which may, from time to time, be assigned to him by the Vice-Chancellor.

Librarian.

8. The Librarian shall be whole-time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Establishment Committee, on such terms and conditions, as may be prescribed by the Executive Council.

Court and its constitution.

9. (1) The Court shall consist of following members, namely:-
- (a) Ex-Officio Members-
 - (i) the Chancellor;
 - (ii) the Vice Chancellor;
 - (iii) the Secretary to Government, Haryana, Finance Department, or a nominee not below the rank of Director or Joint Secretary;

- (iv) the Principal Secretary to Government, Haryana, Higher Education Department or a nominee not below the rank of the Joint Secretary;
 - (v) the Director General, Higher Education or in his absence Joint Director Colleges;
 - (vi) the Director General Health Services or his nominee not below the rank of Joint Secretary;
 - (vii) the Director of Technical Education, Haryana;
 - (viii) the Dean of Faculties;
 - (ix) the Dean of Colleges;
 - (x) the Registrar;
 - (xi) the Dean of Students' Welfare, if any;
 - (xii) the Controller of Examinations;
 - (xiii) Dean of Academic Affairs;
 - (xiv) Librarian; and
 - (xv) Finance Officer.
- (b) Other members-
- (i) two persons to be elected by the Haryana Legislative Assembly from amongst its members;
 - (ii) professors of the University not exceeding ten, on the basis of seniority by rotation;
 - (iii) five teachers to be elected from amongst the associate professor and assistant professor of the University of whom at least two shall be associate professor;
 - (iv) one principal from the colleges of education admitted to the privileges of the University, on the basis of seniority, by rotation;
 - (v) one principal to be elected from amongst themselves by the principals holding their posts in substantive capacity in colleges, other than colleges of education, included in each of the four zones to be demarcated by the Vice-Chancellor;
 - (vi) four teachers other than principals to be elected from amongst themselves by the teachers holding their posts in a substantive capacity in colleges included in each of the four zones to be demarcated by the Vice-Chancellor:
Provided that not more than one teacher under this sub-clause, shall belong to any one college;
 - (vii) Secretary, Gurugram University Students' Union and two secretaries to be elected from amongst themselves by the Students' Union in Colleges in the State for the period from the date of election till the 31st May of the academic year;
 - (viii) fifteen representatives (ten from amongst eminent academicians and five representatives from industry, commerce, medicine, engineering etc.) to be nominated by the Chancellor for a term of three years;
 - (ix) one of the principals of colleges maintained by the University, by rotation for a term of three years; and
 - (x) two persons elected from amongst themselves by the representatives of the managements of non-Government colleges. The representatives of the managements shall be from amongst the members of the concerned management.

- (c) The Registrar shall be a Member-Secretary of the Court:

Provided that no salaried servant of the University, including its allied institutions, shall be eligible for election or nomination under any of the preceding sub-clauses except sub-clauses (ii) to (vi) and (ix) and that if any person elected or nominated under any of the preceding sub-clauses except sub-clauses (ii) to (vi) and (ix) is subsequently appointed to any salaried post in the University or its allied institutions, he shall cease to be a member of the Court:

Provided further that no person shall be eligible for nomination or election to the Court except under sub-clause (vii) unless he has attained the age of twenty-five years.

(2) Save as otherwise expressly provided, the members of the Court other than ex-officio members, shall hold office for a term of two years.

(3) At all meetings of the Court, two-fifth of the members shall form a quorum.

(4) If the required number of members for purposes of quorum is not present within half-an-hour after the appointed time of the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.

(5) The method of election shall be by simple majority voting by ballot and the election shall be conducted in accordance with the rules framed by the Vice-Chancellor.

Meeting of court.

10. (1) The Court shall meet at least once a year.

(2) A special meeting of the Court may be convened at any time by the Chancellor or the Vice-Chancellor on a written request by one-third of its members.

Executive council and its constitution.

11. (1) The Executive Council shall consist of the following persons, namely:-

I. Ex-officio-members-

(i) the Vice-Chancellor;

(ii) the Secretary to Government, Haryana, Finance Department, or a nominee not below the rank of the Director or Joint Secretary;

(iii) the Principal Secretary to Government, Haryana, Higher Education Department, or a nominee not below the rank of Deputy Director; and

(iv) the Secretary to Government, Haryana, Technical Education Department or a nominee not below the rank of Director or Joint Director/Joint Secretary;

II. Other members-

(a) Five Deans of the Faculties one from each of the following categories:

(i) Dean, Faculty of Physical Sciences and Dean Faculty of Life Sciences, by rotation;

(ii) Dean, Faculty of Commerce and Management and social Sciences by rotation;

(iii) Dean, Faculty of Humanities and Law by rotation;

(iv) Dean, Faculty of Indic Studies and Education, by rotation; and

(v) Dean, Faculties of Engineering and Technology and Medical Sciences, by rotation;

(b) Dean Academic Affairs;

(c) two principals (other than the Deans of Faculties) of colleges, out of whom one shall be from a women's college, by rotation, on the basis of seniority of age;

(d) one teacher (other than a principal) of a college to be elected by the members of the Court from amongst themselves;

- (e) one out of the professors of the University Teaching Departments other than the Deans under sub-clause (a), by rotation for one year, on the basis of seniority;
 - (f) two teachers of the University Teaching Departments other than professor to be elected from amongst themselves out of whom at least one shall be associate professor; and
 - (g) four persons as the Chancellor's nominee from amongst distinguished educationists of national or international eminence or distinguished serving/retired civil servants.
- (2) The Registrar shall be ex-officio Secretary of the Executive Council.
 - (3) Two-fifths of the members shall form a quorum.
 - (4) Save as otherwise expressly provided, the members of the Executive Council, other than ex-officio members, shall hold office for a term of two years.
 - (5) Any member who ceases to hold the qualifications by virtue of which he was elected or nominated as member to the Executive Council shall cease to be a member thereof.

12. Any decision of the Executive Council in the matters involving additional financial liability and those relating to the annual budget of the University shall hold good only if at least one representative of the Government is present at the time of taking such decision and has consented to that decision.

Decision of
Executive Council.

13. The Executive Council shall exercise the following powers, namely:-

Powers of
Executive Council.

- (a) to hold, control and administer the revenue, property and funds of the University;
- (b) to create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of professors, associate professor, assistant professor and other academic staff and principals of colleges and institutions maintained by the University:

Provided that in the matters of creation of new posts involving additional financial liability shall hold good if the representative of the Government as given below:-

Finance Secretary or in his absence, his representative;

or

Secretary, Education or in his absence his representative is present at the time of taking such decision and has consented to that decision:

Provided further that in case the Government representative from the Finance or Higher Education Department is not present in two consecutive meetings even after the proper notice, then the Executive Council may approve the proposal regarding creation of posts:

Provided further that in respect of the number, qualifications and the emoluments of teachers and academic staff, the Executive Council shall take action after consideration of the recommendations of the Academic Council and the Finance Committee;

- (c) to appoint professors, associate professor, assistant professor, other academic staff and principals of colleges and institutions maintained by the University, on the recommendations of the Selection Committee constituted for the purpose and to fill in temporary vacancies therein;
- (d) to create administrative, ministerial and other posts and to make appointments thereto, in the manner prescribed by the Statutes;
- (e) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents, as it may think fit;

- (f) to invest any money belonging to the University including any unapplied income in such stocks, funds, shares or securities as it shall, from time to time think fit or in the purchase of immovable property in India with like powers of varying such investments from time to time;
- (g) to transfer or accept transfer of any movable and immovable property on behalf of the University;
- (h) to provide buildings, premises, furniture and apparatus and other means needed, for carrying on the work of the University;
- (i) to select a common seal for the University;
- (j) to delegate any of its powers to the Vice-Chancellor, the Registrar or such other employee or authority of the University or to a committee appointed by it, as it may deem fit;
- (k) to enter into, vary, carry out, or cancel contracts on behalf of the University;
- (l) to make, amend or repeal the Statutes;
- (m) to make decisions regarding maintenance of discipline among students; and
- (n) to exercise all powers of the University not otherwise provided for by the Act, the Statutes, or the Ordinances.

Academic Council
and its Constitution.

14. (1) The Academic Council shall consist of the following persons, namely:-

I. Ex-officio members-

- (i) the Vice-Chancellor;
- (ii) the Director General Higher Education, Haryana or the Joint Director or any nominee not below the rank of Deputy Director;
- (iii) the Registrar;
- (iv) the Dean of Faculties;
- (v) the Dean, Students' Welfare, if any;
- (vi) the Dean, Academic Affairs;
- (vii) the Dean of Colleges;
- (viii) the Chairpersons of the Departments;
- (ix) the Chief Warden of University Hostels;
- (x) the Proctor;
- (xi) the Controller of Examinations, if any;
- (xii) the Librarian of the University Library;
- (xiii) one principal out of the principals of colleges maintained by the University, by rotation, provided that he is not a member of the Executive Council; and
- (xiv) professor(s) Emeritus appointed by the University/Emeritus Fellow appointed by the University Grant Commission (but without having right to vote or seek election).

II. Other members-

- (i) one professor appointed by the University from each Department, by rotation, on the basis of seniority;
- (ii) one University Reader from each faculty, by rotation, on the basis of seniority;

- (iii) one University lecturer from each faculty, by rotation, on the basis of seniority;
- (iv) one principal and three teachers to be elected from amongst themselves by the principals and teachers respectively, holding their posts in substantive capacity in the colleges included in each of the constituencies mentioned below:
 - (a) Government colleges, other than the colleges of Education;
 - (b) Colleges of Education;
 - (c) Non-Government colleges, other than the colleges of Education, in each of the four zones to be demarcated by the Vice-Chancellor:

Provided that not more than one teacher elected under this clause shall belong to any one college;

- (v) five educationists of national or international eminence to be nominated by the Vice-Chancellor, from outside the University:

Provided that not more than one of them shall be from the same field;

- (vi) three persons elected by the Court from amongst its own members; and
- (vii) President, Gurugram University, Gurugram Students' Union and two Presidents to be elected from amongst themselves by the Presidents of the Students' Unions in the colleges for the period from the date of election till the 31st May of the Academic Year:

Provided that the members coming under this sub-clause shall not participate in the meeting at the time, the Academic Council considers the appointment of examiners.

- (2) The Registrar shall be the Member-Secretary of Academic Council.
- (3) Two-fifths of the members shall form a quorum.
- (4) Save as otherwise expressly provided, the members of the Academic Council, other than ex-officio members, shall hold office for a term of two years.
- (5) the method of election shall be by simple majority voting by ballot and the elections shall be conducted in accordance with the rules framed by the Vice-Chancellor.

15. (1) The Academic Council shall exercise the following powers, namely :-

Powers of
Academic Council.

- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instructions, evaluation of research or improvements in academic standards;
- (b) to consider matters of general academic interest either on its own initiatives or on a reference by the Chancellor, the Vice-Chancellor, the Executive Council or a Faculty and to take appropriate action thereon;
- (c) to recommend to the Executive Council, the creation and abolition of teaching posts;
- (d) to prescribe syllabi and courses of study for various examinations on the recommendations of the faculties;
- (e) to frame such regulations consistent with the Statutes and Ordinances regarding the academic functions of the University, discipline, residence, admissions, awards of fellowships, studentships, scholarships, medals and prizes, fee concessions, corporate life and attendance; and
- (f) to exercise such other powers and perform such other duties, as may be conferred or assigned to the Academic Council by this Act, the Statutes, or the Ordinances.

(2) All decisions of the Academic Council concerning syllabi, courses of studies and conducting of examinations so far as they are not provided for by the Statutes and Ordinances shall be final.

Composition of Finance Committee.

- 16.** (1) The Finance Committee shall consist of the following persons, namely:-
- (I) Ex-officio members-
 - (a) the Vice- Chancellor (Chairperson);
 - (b) the Secretary to Government, Haryana, Finance Department or his nominee not below the rank of Director or Joint Secretary;
 - (c) the Secretary to Government, Haryana, Higher Education Department or a nominee not below the rank of the Director or Joint Secretary; and
 - (d) the Secretary to Government, Haryana, Technical Education Department or a nominee not below the rank of Director or Joint Secretary;
 - (II) Other members –
 - (a) one outside member having expertise in finance to be nominated by the Chancellor on the recommendation of the Vice- Chancellor; and
 - (b) two Deans of Faculties to be nominated by the Vice-Chancellor;
- (2) The Registrar shall be the Member- Secretary of the Committee.
- (3) Nominated members of the Finance Committee shall hold office for a term of two years.
- (4) Three members, out of whom at least one member shall be a Government nominee, shall form the quorum.

Functions and powers of Finance Committee.

- 17.** (1) The Finance Committee shall examine the accounts and scrutinize the proposals for expenditure and shall submit the annual budget to the Executive Council for approval. No expenditure in the budget shall be incurred by the University without the prior approval of the Finance Committee which shall fix limits for the total recurring and non- recurring expenditure for the year based on the resources and the income of the University. No expenditure shall be incurred by the University in excess of the limits so fixed.
- (2) It shall examine and recommend to the Executive Council the creation of teaching and other posts.
- (3) The annual accounts and the official estimate of the University shall be laid before the Finance Committee for its consideration and comments thereon and thereafter submitted to the Executive Council for approval.

Faculties of Universities.

- 18.** There shall be the following Faculties, namely:-
- (1) Faculty of Humanities;
 - (2) Faculty of Social Sciences;
 - (3) Faculty of Life Sciences;
 - (4) Faculty of Education;
 - (5) Faculty of Commerce and Management;
 - (6) Faculty of Information Technology; and
 - (7) Such other faculties, as the Executive Council may prescribe on the recommendation of Academic Council by the Statutes.

Constitution of Faculties.

- 19.** (1) Each Faculty shall consist of –
- (i) Dean of the Faculty (Chairperson);
 - (ii) Chairman of the Departments included in that Faculty;
 - (iii) One professor from each Department on the basis of seniority, by rotation;

- (iv) One associate professor and one assistant professor appointed or recognized by the University in the Departments included in the Faculty by rotation according to seniority; and
 - (v) Two principals of Colleges or Institutes admitted to the privileges of the University on the basis of seniority, by rotation.
- (2) Members nominated shall hold office for a period of two years:
 Provided that the Executive Council, at the request of the Academic Council, may increase the number of members of a Faculty.
- (3) Branch In-charge of the Academic Branch not below the rank of Assistant Registrar may act as Secretary of the Faculties.
- (4) Two-fifths of the members in each Faculty shall form the quorum.
- 20.** (1) There shall be a Dean of each Faculty who shall be appointed by the Vice-Chancellor. The Dean shall be appointed in rotation on the basis of seniority amongst the professors in various Departments comprising the Faculty: Dean of Faculties.
 Provided that a professor appointed as Dean, shall get his next turn after all the professors in the Faculty, have been appointed as Dean in order of their seniority:
 Provided further that in case there is no professor in the Faculty, the Dean shall be appointed from amongst the associate professor in the concerned Departments.
- (2) Suitable remuneration shall be attached to the office of the Dean who shall hold office for a term of two years.
 - (3) The Dean shall convene meetings of the Faculty and shall preside over them.
 - (4) The Dean shall be responsible for the co-ordination of teaching therein and the execution of the decisions of the Faculty.
 - (5) The Dean shall have the right to be present and to take part in discussion at any meeting of committee of the Faculty.
- 21.** Subject to control of the Academic Council, the powers of the Faculty shall be- Powers of Faculties.
- (a) to co-ordinate teaching and research work of the University in the Departments assigned to the Faculty;
 - (b) to recommend to the Academic Council, courses of studies and syllabi for the different examinations after necessary report from the Boards of Studies;
 - (c) to receive reports from the Departments for the creation and abolition of posts and to forward them to the Academic Council with such recommendations, as it may consider reasonable;
 - (d) to discuss and suggest to the Academic Council, schemes for the advancement of standards of teaching and examinations; and
 - (e) to deal with any matter that may be referred to it by the Academic Council or the Vice-Chancellor or the Dean of the Faculty.
- 22.** (1) Each teaching department shall have a Chairperson who shall be appointed by the Vice-Chancellor for a period of three years by rotation: Chairperson of Department.
 Provided that-
- (a) if a Department has two or more professors, the Chairpersonship shall rotate by seniority only among the professors:
 Provided that a professor appointed as Chairman shall get his next turn after all the professors in the Department have been appointed as Chairperson in order of their seniority;

- (b) if a Department has only one professor, the Chairpersonship shall rotate between the professor and the senior-most Reader;
- (c) if a Department has no professor, the Chairpersonship shall rotate between the two senior-most associate professor; and
- (d) the Vice-Chancellor, if he considers it necessary for any administrative reason, may deviate from the principle of seniority, in which case he shall report the matter to the Executive Council at its next meeting.

(2) In the case of a Department where no teacher is eligible for appointment as Chairperson or for such Departments where instruction is imparted only upto the under-graduate level in the colleges, the Dean of the concerned Faculty shall be the Chairperson.

(3) In case a senior person is on long leave, the next eligible person shall be appointed as Chairperson of the Department and he shall continue as such till the completion of his term, even if the senior person returns from leave during that period. However, the senior person shall be eligible for appointment as Chairperson after the expiry of the term of the present incumbent.

(4) In case the Chairperson of the Department by reason of illness, absence or any other cause, is unable to perform the duties of his office, the duties of the office shall be performed by the next eligible person, unless, the Vice-Chancellor orders otherwise.

(5) In case a person refuses to accept the offer of appointment as Chairperson or resigns on his own, he shall not be eligible for appointment as Chairperson of the Department till his turn comes again after the completion of the rotation circle among the eligible teachers.

(6) If the Vice-Chancellor deems it necessary, he may appoint the next eligible person as Chairperson irrespective of the fact that the term of the present Chairperson has not yet expired, in such case, he shall report the matter to the Executive Council at its next meeting.

Appointments.

23. (1) All appointments to teaching posts shall be made by the Executive Council on the recommendations of the Selection Committee.

(2) Appointments to Group A posts (non-teaching/technical) shall be made by the Executive Council, on the recommendation of the Establishment/Selection Committee.

- (3) (i) Appointments to posts of Group B shall be made by the Vice-Chancellor after complying with the due procedure laid down in the rules or orders; and
- (ii) Appointments on daily wages in respect of Group C and D employees shall be made by the Registrar after complying with the due procedure laid down in the rules or orders.

(4) Notwithstanding anything contained in clauses (1), (2) and (3) above, the Vice-Chancellor may, where he considers necessary, make an adhoc or temporary appointment for a period not exceeding six months, if it is not possible or desirable to make regular appointment. Where the appointing authority is the Executive Council, the decision taken by the Vice-Chancellor shall be reported to the Executive Council in its next meeting.

Selection Committee.

24. (1) A Selection Committee for any appointment of professor/associate professor/assistant professor shall consist of –

- (i) the Vice-Chancellor;
- (ii) the Dean of the Faculty;
- (iii) the Chairperson of the Department concerned, if he is a professor;
- (iv) the senior-most professor in the Department except where otherwise decided by the Vice-Chancellor;
- (v) three persons not connected with the University, nominated by the Vice-Chancellor from a panel of names drawn up by the Academic Council on the basis of their special knowledge of, or interest in the subject with which the professor shall be concerned :

Provided that the Vice-Chancellor may add more names to the panel in special circumstances and report these to the Academic Council at its next meeting; and

- (vi) An Academician, who is nominee of the Chancellor.

(2) The panel of names drawn up by the Academic Council and the additions, if any, made thereto by the Vice-Chancellor, as provided in the Statutes, shall be subject to approval of the Chancellor:

Provided that in case one of the experts fails to turn up at Selection Committee, after accepting the invitation to attend the same, the proceeding of the meeting shall not be invalidated:

Provided further that the proceedings of the meetings of a Selection Committee shall not be invalidated in case of any of the ex-officio members of the Selection Committee fails to attend the meeting.

(3) The Vice-Chancellor shall preside over at the meetings of a Selection Committee and the Registrar shall act as its Secretary. The meeting of a Selection Committee shall be convened by, or under the directions of the Vice-Chancellor.

(4) The Selection Committee shall consider and submit to the Executive Council the recommendations as to the appointment referred to it. If the Executive Council is unable to accept the recommendations made by the Committee, it shall record its reasons and submit the case to the Chancellor for final orders.

(5) Notwithstanding anything contained in Statutes, the Executive Council may invite a person of high academic distinction and professional attainments to accept a post of professor in the University, on such terms and conditions as it deems fit and on the person agreeing to do so, appoint him to the post.

25. The constitution of the Establishment Committee shall be determined by the Ordinances.

Establishment Committee.

26. (1) The Academic Planning Board shall consist of –

Constitution and functions of Academic and Planning Board.

(a) the Vice-Chancellor;

(b) not more than seven persons of high standing on education who shall be appointed by the Chancellor on the recommendations of the Vice-Chancellor for a term of two years; and

(c) the Registrar shall be the Secretary to the Board.

(2) The recommendations of the Board shall be implemented after they are approved by appropriate authorities of the University.

(3) It shall advise on the planning and development of the University particularly in respect of the standards of education and research in the University.

27. Convocation of the University for conferring of degrees and for other purposes shall be held in such manner, as may be laid down by the Executive Council from time to time, by means of an Ordinance:

Convocation.

Provided that every proposal to confer an honorary degree shall be subject to the confirmation of the Chancellor.

28. There shall be University Teaching Departments duly created by the Academic Council on the recommendation of the Vice-Chancellor in the various Faculties of the University.

Departments.

29. The Departments of Studies shall be assigned to various Faculties by the Academic Council on the recommendation of the Vice-Chancellor.

Assignment of Department of Studies to Faculties.

30. (1) Every Department included in a Faculty, shall have two Boards of Studies, one for under-graduate studies and the other Board of Studies for post-graduate studies and research.

Board of Studies.

(2) The Board of under-graduate studies shall consists of-

(i) the Chairperson of the Department;

(ii) one professor appointed or recognized by the University in the Department, to be nominated by the Vice-Chancellor, by rotation, according to seniority;

- (iii) one associate professor and one assistant professor appointed or recognized by the University in the Department, to be nominated by the Vice-Chancellor, by rotation, according to seniority:

Provided that no such teacher shall be nominated for two consecutive terms:

Provided further that a teacher who has been nominated as a member of the faculty shall not be nominated under this sub clause;

- (iv) six teachers (including principals) of under- graduate courses from the colleges in the subject concerned, to be nominated by the Vice- Chancellor, by rotation, according to seniority, to be determined by the length of under-graduate teaching experience ensuring that there is not more than one such member from any one college; and
- (v) two outside experts to be nominated by the Vice- Chancellor on the recommendation of the Chairperson of the Department:

Provided that the Executive Council at the request of the Academic Council may increase the number of members of a Board of under-graduate studies, under sub-clause (iv) above.

- (3) The Board of post-graduate studies and research shall consist of-

- (i) the Chairperson of the Department;
- (ii) all the professors appointed or recognized by the University in the Department;
- (iii) two associate professor and two assistant professor appointed or recognized by the University in the Department to be nominated by the Vice-Chancellor, by rotation, according to seniority;
- (iv) two teachers including the Heads of the Post- Graduate Departments in colleges admitted to the privileges of the University in the subject concerned with at least ten years teaching experience, out of which five years shall be as a post-graduate degree teacher, to be nominated by the Vice-Chancellor, by rotation, according to seniority to be determined by the length of post-graduate teaching experience:

Provided that if the number of colleges having Post-Graduate Department is more than six, then one more teacher of the subject concerned shall be nominated but not more than one such member shall be from the same college; and

- (v) two outside experts to be nominated by the Vice-Chancellor, on the recommendation of the Chairman of the Department:

Provided that the Executive Council at the request of the Academic Council, may increase the number of members of a Board of post-graduate studies under sub-clause (iv) above.

- (4) (i) The Board of under-graduate studies shall recommend to the Academic Council, through the Faculty concerned, courses and syllabi of studies and text books for the various subjects for under-graduate courses and the Board of post-graduate studies shall make such recommendations in respect of the courses for post-graduate classes and research degrees;
- (ii) The Boards of Studies shall also make recommendations to the Academic Council, regarding the appointments of paper setters and examiners for the under-graduate or the post-graduate courses, as the case may be; and
- (iii) The Board of Studies shall deal with any other matter that may be referred to them by the Faculty. The Chairperson of the Department shall be the

Chairperson of the Board. Members, other than ex- officio members, shall hold office for a term of two years:

Provided that a person whose book or any other publication is to be the subject of consideration before the Board, shall not be attached to the Board:

Provided further that a person who, in one way or the other, is involved in publication of cheap notes, guides or help books shall not be eligible to be a member of a Board of Studies.

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| <p>31. A degree, diploma, certificate and other academic distinctions may be withdrawn by the University-</p> <p>(a) if the candidature of the person concerned has been cancelled or result quashed in accordance with the manner laid down by the Ordinance; or</p> <p>(b) if the candidate has misbehaved at a convocation of the University:</p> <p style="padding-left: 40px;">Provided that the question whether a person has misbehaved in terms of this Statute shall be finally decided by the Vice- Chancellor; or</p> <p>(c) when sufficient evidence is laid before the Academic Council showing that any person on whom a degree or diploma etc. was conferred by the University has been convicted of what is in their opinion a serious offence, the Academic Council may recommend to the Executive Council that such a degree or diploma be cancelled.</p> | <p>Withdrawal of degree/diploma etc.</p> |
| <p>32. Approval, recognition to a teacher may be withdrawn by the University-</p> <p>(a) if the teacher fails to perform duties in accordance with the manner laid drawn by the Ordinances; or</p> <p>(b) if sufficient evidence is laid before the Executive Council that the teacher has committed an act which in their opinion is a serious offence, the Executive Council may withdraw approval, recognition of the teacher.</p> | <p>Withdrawal of approval, recognition of teachers.</p> |
| <p>33. The University shall provide for the benefits of its officers, teachers and other employees, gratuity, ex- gratia grant etc. on the pattern of the Government.</p> | <p>Gratuity, ex-gratia grant etc.</p> |
| <p>34. The number and value of fellowships, scholarships, medals and prizes to be awarded shall be determined by the Executive Council either on its own initiative or on the recommendations of the Academic Council or the Finance Committee.</p> | <p>Fellowship, scholarship, medals and prizes.</p> |
| <p>35. (1) Notwithstanding anything contained in these Statutes, a person, who is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as a holder of particular appointment, shall hold office so long only as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be:</p> <p style="padding-left: 40px;">Provided that teacher-member of any authority or body of the University who resigns his services or proceeds on leave for six months or more shall cease to be a member of the respective body and a substitute shall be appointed. If the period of his leave is less than six months, his membership shall be held in abeyance till his return or the expiry of the period of six months, whichever is later. No substitute member shall be appointed or elected, where the membership is held in abeyance.</p> <p>(2) If a teacher is on leave for a period of six months or more, he shall not be eligible for nomination or re-election for that particular vacancy. He shall, however, be eligible for nomination or election in a vacancy which may arise after his return from leave.</p> | <p>Limitation of terms of membership.</p> |
| <p>36. Notwithstanding anything contained in these Statutes or the Ordinances, no person, who has been convicted of any offence involving moral turpitude or has been dismissed for misconduct from a Government or Semi-Government institution or from a university or an educational institution of any kind, shall be eligible to become, or to continue as a member of any authority of the University or of any committee appointed by the University. A person under suspension shall not be allowed to sit in any meeting of the above authorities or committees during the period of his suspension.</p> | <p>Termination of membership etc.</p> |

Disqualification of membership.

37. If a person is debarred by the Academic Council from any work of the University on account of any kind of malpractice on his part in connection with a University examination, such a person shall be disqualified to become, or to continue as a member of any body or authority of the University so long as the bar lasts.

Delegation of administrative and financial powers.

38. (1) The officers, teachers and other employees of the University may exercise, subject to the control of the Vice-Chancellor and the superior officers concerned, such administrative and financial powers, as the Executive Council may delegate through Ordinances, Rules, Regulations or by resolutions adopted by it.

(2) The Vice-Chancellor or the Registrar, with the approval of the Vice-Chancellor, may delegate to an officer, teacher or any other employee of the University such powers, as he considers necessary, which have been vested in them by the Statutes, Ordinances and Regulations.

KULDIP JAIN,
Secretary to Government, Haryana,
Law and Legislative Department.

55382—L.R.—H.G.P., Chd.

CHAPTER-III

ORDINANCE : ADMISSION OF STUDENTS

1. (1) Admission of Students in the University Teaching Departments and University maintained/recognised Colleges shall be regulated by a Committee consisting of the following : —
- (a) Vice-Chancellor or his nominee.
 - (b) Deans of the Faculties.
 - (c) Dean, Students' Welfare.
 - (d) Dean Academic Affairs.
 - (e) Proctor.
 - (f) Chief Warden.
 - (g) Dean of Colleges.
 - (h) One Principal from each of the following categories of Colleges/Institutions recognised/ maintained by the University to be nominated by the Vice- Chancellor for a term of two years:
 - (i) Colleges/Institutions maintained by the University.
 - (ii) Govt. Colleges other than the Colleges of Education.
 - (iii) Professional Colleges including

Colleges of Education.

(iv) Other Non-Govt. Colleges.

- (i) Two members to be nominated by the Academic Council, from among its own members, for a term of two years.
- (j) Controller of Examinations.
- (k) Registrar.

Two-fifth of the members will form the quorum.

(2) The Admission Committee shall, subject to the provisions of Ordinances, decide :-

(i) the manner in which admission to the University Teaching Departments and to the Colleges recognised/maintained by the University shall be regulated;

(ii) in particular and without prejudice to the generality of the foregoing power, the Committee may lay down :—

(a) the principles for drawing up merit lists of candidates applying for admission, and the categories of candidates for which any seats are to be reserved and/or to whom any weightage is to be allowed for placement in the merit lists;

(b) the number of seats to be available in the Departments and in the Colleges;

- (c) the schedule of dates for admission to the various courses;
 - (d) such other matter as may be referred to it by the Vice-Chancellor.
- (3) (i) If the concerned authorities are not satisfied with the character, past behavior and antecedents of a candidate, they may refuse to admit him/her to any course of study in the University/College. In order to ensure academic standards, discipline and peaceful atmosphere in the University, the Vice-Chancellor may cancel the admission of any student for a specified period.
- (ii)(a) An Under-graduate student will continue to be on the rolls of the College affiliated to/administered by the University for maximum period of four years (counted from the year of admission to First Year of a Bachelor's Degree Course). For a stay as a regular student beyond the stipulated period, the student concerned will be required to seek the prior permission of the Vice-Chancellor.

Provided that no student who has completed the prescribed course of studies for an Under-graduate Course in a recognized / maintained College and has failed in the examination twice, shall be allowed re-admission in a College in that class. For this purpose a student who does not appear in the Examination after having completed the

prescribed course shall be considered to have failed. Such a student may, however, appear in that examination as an ex-student/private candidate, if otherwise eligible under the Rules.

- b) A Graduate candidate will be allowed admission to either (i) LL.B. Course or (ii) Post-graduate Course for a maximum duration of (i) 4 years (ii) 3 years respectively, subsequent to his/her admission in that course. For a stay beyond the stipulated period as a regular student, he/she will be required to seek the prior permission of the Vice-Chancellor.
- (4) The University shall publish, after obtaining the approval of the competent authority, every year the Information Brochure for admission to University Departments and the Admission Brochure for admission to various courses in the affiliated colleges of the University, before the start of the Academic Session. The brochures will contain among other things the eligibility and other conditions, number of seats in a course, reservation criteria, conditions imposed by the apex body, if any, rates of tuition fee and funds to be paid by a candidate, if admitted to a course in the University Department, during a particular session, etc. for admission.

CHAPTER-IV

ORDINANCE : REGISTRATION/ENROLLMENT OF STUDENTS

1. The Registrar shall maintain a Register of all Under-graduates and Graduates studying for University Examinations in the University Teaching Departments and the recognised Institutions/Colleges or carrying on research work in the University/Colleges or appearing in a University Examination in the capacity of Private candidates.
2. The register shall contain, in respect of each student, the name in full, the name of father, the name of mother, Institution entered, year of admission, particulars of the last public examination passed, every pass or failure in a University Examination with roll number, and any University scholarship, medal or prize won, every degree taken and serious penalty awarded to him by the Institution or the University.

Every student shall attend his classes on all working days unless he is granted leave of absence by the Chairperson of the University Department/Principal of the College concerned. If a student remains absent from his classes for a continuous period of seven working days without any valid reason, medical or otherwise, his name shall be struck off the rolls, irrespective of the fact that he has paid his dues.

However, the student may be re-admitted

with the permission of the Chairperson of the Department/Principal of the College concerned on payment of re-admission fee, as prescribed by the University from time to time in addition to arrears of fees, if any, provided that the Chairperson of the Department/Principal of the College is satisfied that if re-admitted the student will not fall short of requisite percentage of lectures etc.

3. (1) A student from any other University/Board or from a Board of Education (other than the Board of School Education, Haryana) shall be eligible for admission to the University only on the production of a Migration certificate, in original, showing that the University or the Board has no objection to his joining this University, on payment of the prescribed Migration fee. However, the requirement of submission of Original Migration Certificate will not be applicable to the students pursuing studies through University Centre for Distance Learning and in lieu thereof all such students, who have passed their last examination from any other University/Board (other than Board of School Education, Haryana) will be required to submit with their admission form an affidavit, duly attested by the Magistrate First Class, affirming that:-
 - (i) he/she will not pursue more than one course in the same academic session,

except those permitted by the University;

- (ii) he/she has not been debarred/disqualified/ expelled by the previous University/Board from appearing in any University examination; and
- (iii) no case of use of unfair means in the University examinations has been pending against him/her at the previous University/ Board.
- (iv) The foreign students will submit a certificate to the effect of recognition of the examination passed by them from foreign Universities/Boards.

Provided that in case a candidate does not submit his/her Migration Certificate along with Admission Form, he/she may submit the same without any late fee by the last date prescribed by the University for submission of Examination Forms without late fee. Provided further that in case the candidate does not submit his Migration Certificate even up to aforesaid date, he may be allowed to submit the same up to 28th February of the year or before declaration of his/her result with the Late Migration Fee, as prescribed by the University from time to time.

However, the candidates who do not submit their Migration Certificate up to 28th

February, will be allowed to appear in the University Examination provisionally but their result will not be declared until they submit their Migration Certificate. The result of such a candidates shall be declared only on payment of the Late Migration Fees, as prescribed by the University from time to time and submission of an affidavit, duly attested by the Magistrate First Class to the effect that the candidate has not appeared in any examination from any other University/Board simultaneously. His/her candidature for the said examination, as the case may be, may be revived if the Migration Certificate is submitted by 31st October with a late fee as prescribed by the University and an affidavit duly signed by the Magistrate First Class, to the effect that he/she has not appeared simultaneously in any other examination except his/her compartmental/re-appear subject of lower qualifying examination from another University/Board.

Provided further that the above conditions shall not apply to a candidate for the First Semester Examination (where there is a Semester System of Examination). However, the candidate for the Second Semester or Third Semester shall have to follow the procedure prescribed for the candidate appearing under the Annual Examination System.

(2) The candidates who have passed Senior Secondary Examination (10+2) from the Haryana Board of School Education, Bhiwani are not required to submit migration certificate for admission in a course in this University.

4. Every student, who is not registered with the University, shall pay to the University, at the time of admission, through the Department/College which he joins, the Registration fee and the continuation fee per annum thereafter, as prescribed by the University from time to time. In case of re-admission of a student, whose name is struck off the rolls of the Department/College, he shall pay the prescribed fee for making necessary entries in the University Register. No further fee for registration shall be charged.

An Eligibility fee, as prescribed by the University, in addition to the Registration fee shall be charged from a private candidate as well as from a regular student who seeks admission after passing the lower Examination from any other Indian University/Foreign University/Board.

5. The Chairperson of the University Teaching Department and the Principal of every recognised/maintained College shall forward to the Registrar, within one month of the last date for admission or in case of admission with late fee, within 21 days, from the date

of actual admission, the names of the students in the prescribed form together with their Registration fee. In case a Department/ College fails to do so, the penalty as imposed by the University, shall be charged for each day's delay, subject to a maximum amount fixed by the University. In the case of a student who is already registered with the University, the Registration Number will be indicated and in his case the Registration fee shall not be payable, but such a candidate shall pay the Continuation fee per annum, as prescribed by the University from time to time.

6. Students registered/enrolled under this Ordinance shall be called "Students of the University". The registration/enrollment number given by the University will be used till the student pass out the course. A student who is not registered shall not be admitted to any University Examination.
7. On registration, the student shall be provided with a Registration Card through his Chairperson of the Department/ Principal indicating the number under which his name has been entered in the Register, and that number shall be quoted in all subsequent reports concerning the student, and in all applications by that student for admission to a University Examination.

Provided that applications for correction in the particulars of the candidates shall be entertained by the Registrar up to three months from the date of issue of the Registration Card without any Correction fee.

Applications for Corrections in the particulars received after the expiry of the aforesaid period shall be entertained with the prescribed fee.

8. Applications for admission to University Examinations shall be scrutinised with reference to the University Register. The Registrar may refuse to accept the application of a candidate about whom complete particulars have not been reported or have been reported incorrectly and require him to forward a complete statement of the particulars together with an additional fee as prescribed by the University. Such particulars shall, in the case of a student on the rolls of a Department/College, be forwarded through the Chairperson of the Department/Principal concerned.
9. A person who applies for permission to appear in an examination as a private candidate shall quote his registered number. If he is not already registered with this University, he shall get his name registered before he is allowed to appear in the examination.

10. A person applying for change of his name in the Register shall submit his application :-
- (a) in the case of a regular student, through the Chairperson of the Department/Principal of the College last attended by him;
 - (b) in the case of private candidate, through the Chairperson of a University Teaching Department or the Principal of a Recognised College, or an Officer of the University not below the rank of an Assistant Registrar or a Government Gazetted Officer, or in the case of a Government employee, through the Head of the Department in which he is employed.

The application shall be submitted alongwith the prescribed fee and the photocopies of the Certificate(s) of lower qualifying examination, on the basis of which particulars are to be changed, duly attested by the competent authority.

11. If a student's name is struck off the rolls of the institution, or he migrates to another institution or is rusticated or expelled, such a fact shall immediately be reported to the Registrar for record in the Register of Students and for such other action as may be necessary.

CHAPTER-V

ORDINANCE: MIGRATION OF STUDENTS.

A—Migration from another University to the Gurugram University.

1. A Student from any other University or from a Board of Education (other than the Board of School Education, Haryana), shall be eligible for Migration to the University only:-
 - (i) if he possesses the minimum qualifications prescribed for admission to the course and his marks, including weightages, if any, are not less than those of the candidates admitted last on the merit list during the days of admission without or with late fee. However, in a genuine case, such as transfer of parents or a student coming from overseas, the Vice- Chancellor, on the recommendation of the Head of the Institution/Department concerned, may allow migration even if the marks of the candidate are less than those of the candidate admitted last but he must possess the minimum qualifications prescribed for admission to the course;
 - (ii) on the production of a Migration Certificate showing that the University or the Board has no objection to his

joining this University; and

(iii) on payment of the prescribed Migration Fee.

Provided that the condition of production of the Migration Certificate shall not apply in the case of students passing their examination from a Foreign University. However such candidates shall be required to submit Eligibility Certificate from the AIU.

Provided further that in case a candidate does not submit his/her Migration Certificate along with Admission Form, he/she may submit the same without any late fee by the last date prescribed by the University for submission of Examination Forms without late fee. Provided further that in case the candidate does not submit his Migration Certificate even up to aforesaid date, he may be allowed to submit the same up to 28th February of the year or declaration of his/her result with the Late Migration Fee, as prescribed by the University from time to time.

However, the candidates who could not submit their Migration Certificate up to 28th February, will be allowed to appear in the University Examination provisionally but their result will not be declared until they submit their Migration Certificate. The

result of such a candidates shall be declared only on payment of the Late Migration Fees and submission of Migration Certificate, as prescribed by the University from time to time and submission of an affidavit, duly attested by the Magistrate First Class to the effect that the candidate has not appeared in any examination from any other University/Board simultaneously.

Provided that the above conditions shall not apply to a candidate for the First Semester Examination (where there is a Semester System of Examination). However, the candidate for the Second Semester shall have to follow the procedure prescribed for the candidates appearing under the Annual Examination System.

2. A student who has not completed his course of studies, or, having completed his course of studies, has not appeared at the examination for which he was reading in any other University or a college admitted to its privileges or in any college under the control of a Board of Intermediate Education shall not be admitted to the University except on production of the following documents in addition to the certificate mentioned in the preceding Clause :-

- (a) leaving certificate from the Principal of the College or from the Registrar of the University which he leaves;
- (b) certified copies of the entries against his name in the Register of Students of the University concerned;
- (c) a certificate from the Chairperson of the University Teaching Department/Principal of the College, to which admission is sought by the student, to the effect that he has attended, in the subject offered by him at this University, sufficient number of lectures in the College/University from which he wishes to migrate, so as to enable him to complete the course of studies prescribed by the University.

3. Migration to a College in the Faculty of Engineering and Technology

Notwithstanding anything contained in any other rules, regulations, ordinance with regard to the matters covered hereunder, the following rules shall apply for migration to Engineering Colleges in the Faculty of Engineering & Technology and Engineering and Technology Department, Gurugram University, Gurugram.

- 1. The candidate must have valid reason(s)

(supported by documentary proof) for migration. Migration cannot be claimed as a matter of right and can be refused without assigning any reason.

2. Migration would be considered only subject to availability of seats after allowing change of Branch before submitting fresh registration return/continuation registration returns of the existing students as per rules of the University. Provided that in no case migration would be considered against additional seat.
3. (a) The degree of the University from where the student seeking Inter-University Migration should be recognised as equivalent to the degree of this University. The academic attainments in respect of the syllabi of the course should be similar and there should not be any material difference from the Corresponding examination of this University. In other words, the scheme of examination and the syllabi of the course should be the same.

(b) Application(s) for migration must reach the university on the prescribed forms on payment of such charges as are fixed from time to time.
4. (a) Migration will only be considered in

second year (Third Semester) of the B.Tech./B.E. course and that too only in the beginning of the semester.

- (b) Migration to 1st year (First and/or Second Semester) of the B. Tech. degree course is NOT PERMISSIBLE under any circumstances whatsoever.
- (c) Request from the students seeking admission under LEET System and desirous of migration from one Engineering College to another is NOT PERMISSIBLE under any circumstances whatsoever.

5. Students allowed admission on migration shall be governed by the provisions of rules prevailing in the concerned Ordinance and there shall be no relaxation to such migrating students.

6. Migration may only be considered from amongst the eligible applicant(s) strictly in order of merit as determined by :

- i) Marks obtained in Physics, Chemistry and Mathematics at the qualifying examination;
- ii) Marks secured in the Common Engineering Entrance Examination;

and

- iii) First year Engineering Examination (both semesters taken together) by giving equal weightage to all the three examinations.
7. Candidate(s) considered for migration will be required to produce all such certificates and has to pay all such fees/dues as may be prescribed by the University from time to time. The Principal shall mention the availability of seat on the application form, while forwarding the same to the Univeristy.
 8. Candidate(s) seeking migration must possess the minimum qualifications prescribed for admission to the Course and must have appeared in the Common Entrance Engineering Examinations, if any, conducted by the admitting State/University. In no case his/her marks, including weightages, if any, should be less than those of the candidates admitted last. Candidate seeking migration must have passed First Year (1st & 2nd Semester Examinations) of B.Tech./B.E. Engineering Degree Course in one sitting.
 9. Migration fee per candidate to be charged shall be as fixed by the University from time to time and the Migration fee once paid by the student shall not be refunded in any

case/under any circumstances.

10. Candidate(s) seeking migration to 3rd Semester (Second year) of the B.Tech. 4 year Engineering Degree Course must fulfil the following conditions and the Principals of both the Colleges must specifically authenticate and certify the fulfilment of the conditions while recommending case(s) for migration to the University.
 - (a) A candidate shall have passed an examination equivalent to 10+2 Examination from Board of School Education, Haryana with such minimum marks in the subjects of Chemistry, Physics, Mathematics and English as prescribed for admission to the first year of the B.Tech. degree course and his/her percentage of marks including weightage, if any, is not less than those admitted last on the merit list and has also appeared in the entrance test, if there is no such qualifying candidate in the Common Entrance Engineering Test held by the admitting State/University.
 - (b) The candidate shall have passed and secured at least 55% marks

(rounding of marks is not permissible) in the First year (1st and 2nd Semester Examinations) of B.Tech. 4-year Engineering Degree Course in one sitting and there should be no gap between his passing the last examination and the year of migration in the College.

- (c) The candidate shall produce a certificate from the Principal of the College/Institution last attended i.e. from where he is migrating that the College/Institution has 'NO OBJECTION' to the student migrating from his/her College/Institution and that his/her conduct and behaviour during his stay in the College/Institution have been good.
- (d) The seat to which the candidate has applied for migration has been checked and the same is lying vacant.

4. Migration to a Department in the Faculty of Law

- (1) Migration cannot be claimed as a matter of right.

- (2) The Vice-Chancellor may consider and allow on merit the migration to LL.B.-I (1st semester) and LL.B.-II year (3rd semester) in hard cases during First or Second Term only subject to the following conditions that —
- (a) LL.B. Degree of the University has been recognised as equivalent to LL.B. Degree of this University;
 - (b) seats are available;
 - (c) he possesses the minimum qualifications prescribed for admission to First Year of the Course and his marks, including weightages, if any, are not less than those of the candidate admitted last in the category to which the applicant belongs, on the merit list during the days of admission without or with late fee;
 - (d) he has passed LL.B. 1st year (1st and 2nd semesters), if he is seeking migration to the LL.B. 2nd year (3rd semester) after attending classes as a regular student;
 - (e) he produces a Migration Certificate to show that the University has no objection to his joining this University;

- (f) he pays the Migration fee;
- (g) the application is supported by a Character Certificate from Head of the Institution/Department last attended alongwith certificate showing the total number of lectures delivered paper-wise and the number of lectures attended by the student.

Provided that no student shall be allowed migration unless he has attended at least 70% lectures in that Institution/Department.

- (h) the difference in the papers of LL.B. Course of this University and the University from which the candidate is migrating is not more than two papers;
- (i) the candidate may seek exemption in the paper(s) prescribed by this University which he had already passed in that University.

He shall have to pass the paper(s) of this University which he had not passed in that University as additional paper(s) without being required to attend the classes for those papers.

- (j) such a candidate should obtain

eligibility certificate before being admitted in the Department of Law;

- (k) in case a candidate fails to join the institution after migration within 15 days, he/she shall pay a token fee of Rs.1000/- or an amount decided by the university from time to time provided seat is available.

5. Migration from Gurugram University to another University.

1. A student, already registered with this University, may be allowed to migrate to another University or educational Institution, outside the territorial jurisdiction of the University and be granted a Migration Certificate on his applying on the prescribed form and on paying fee as prescribed from time to time. Migration fee once paid, shall not be refunded even if the candidate, after having applied for Migration Certificate, later on withdraws his application.
2. If a student takes a Migration Certificate to join another University his registration of the University shall lapse. However, he may subsequently return with the Migration Certificate from that University or the Migration Certificate issued by this

University for restoration to take further examination of this University, in which case he shall follow the same procedure and pay the same fee as prescribed for candidates of another Universities/Boards migrating to the University and the Registration Number already allotted to him shall be restored.

6. Migration from one College to another.

1. A student who has joined one college of this University and wishes to migrate to another college of the University for the same course shall be permitted to do so only if-
 - (i) the Principals of both the colleges agree to the migration and the application is forwarded to the University for sanction through the Principals of both the colleges, accompanied by prescribed fee.
 - (ii) the Principal of the College from which he intends to migrate has given the leaving certificate;
 - (iii) if he possesses the minimum qualifications prescribed for admission to the course and his marks, including weightages, if any,

are not less than those of the candidate admitted last on the merit list during the days of admission without or with late fee. However, in a genuine case, such as transfer of parents or a student coming from overseas, the Vice-Chancellor on the recommendation of the Head of the Institution/Department concerned, may allow migration even if the marks of the candidate are less than those of the candidate admitted last but he must possess the minimum qualifications prescribed for admission to the course.

Provided that no migration shall be allowed, after the submission of examination Admission Form except for the following reasons :-

- (a) if the student or his/her father or guardian has been transferred and the fact has been certified by the Head of the Office/Department in which he/she or his/her father or guardian is employed. (To be supported by a copy of transfer orders etc.).
- (b) if the migration has been necessitated by the reason of a student's ill health supported by a

Medical Certificate from a Govt. Doctor of a Gazetted Rank or the Medical Officer of this University.

(c) if a woman student has married and the station to be migrated to is a station of the residence of her husband/ father-in-law.

2. The Academic Council may allow migration in special cases not covered as above.
3. If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken, etc., the Principal shall specifically mention this in his remarks on the application referred to as above.
4. The College Leaving Certificate shall not be given by the Principal until the transfer has been notified by the University. No admission without such sanction shall be considered valid.
5. When migration of the student from one college to another college has been sanctioned, he must join the new college within 15 days. Provided that if a student does not avail of the migration, within fifteen days from the date of receipt of the letter by the Principals of the colleges concerned, he shall have to apply afresh and pay fresh fee in order to revalidate the

previous migration.

6. If a student changes his mind after putting in his application for migration, he must inform the colleges concerned as also the University immediately.
7. If the student changes his mind after migration has been sanctioned by the University, he must apply for re-migration and follow the entire procedure prescribed by the University once again if he has joined the other college. If he has not, he must apply for cancellation of the Migration Certificate through the Principal of the College concerned and return his Migration Certificate.
8. No Migration Certificate can be issued unless the student has been registered with the University.
9. A college is entitled to the tuition fees for the month in which the migration is sanctioned by the University and the college to which the student migrates is not entitled to charge fees for the fraction of a month.
10. Migration of a student from a Professional College to the First Year of the Course in an Arts or Science College is permitted, and not vice-versa, provided the courses are of equivalent position.

7. Rules for Migration of Students from one college to another college of this University for various Professional Courses :

1. Unless otherwise provided/restricted in any other rules/ Ordinances/instructions, a student who has joined one college of this University and wishes to migrate to another college of this University for a Professional course shall be permitted to do so if :-

- (i) the application has valid reasons for Migration;
- (ii) has passed 1st year/1st & 2nd semester professional examinations;
- (iii) has obtained concurrence of the Principal of both the colleges concerned for migration;
- (iv) produces all such documents/information as may be demanded by the principal of the college to which he is desirous to migrate;
- (v) pay all the dues as may be demanded by the Principal of the college to which the migration has been allowed by the University;
- (vi) must have already been registered

with this University;

(vii) same category of vacant seat is available i.e. Free/NRI in the institution where he wants to migrate.

2. No candidate can claim migration as a matter of right. The Principal of the institution to which migration is sought may reject the application without assigning any reason.
3. Application for migration must be submitted to the University on the prescribed form, on payment, alongwith requisite fee.
4. The student shall be permitted to migrate only if the Principals of both the colleges agree to the migration and the prescribed application is forwarded to the University for sanction through the Principals of both the colleges, accompanied by a fee as prescribed by the University.
5. The applicant must possess the minimum qualifications prescribed for admission to the course and his marks including weightages, if any, are not less than the marks including weightages, if any of the candidates admitted last in the category to which the applicant belongs, during the days of admission without or with late fee.

6. No such migration shall be considered and allowed after 31st October of the year. However such candidate may be considered for fresh admission as per rules, if he wishes for the same.
7. If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken etc., the Principal of the college from where the migration is sought, shall specifically mention such remarks on his application.
8. The college leaving certificate shall not be given by the Principal until and unless migration has been notified by the University. No admission without such sanction shall be considered valid.
9. When migration of the students from one college to another college has been sanctioned, he must join the new college within 15 days. Provided that if a student does not avail himself of the migration within 15 days, he shall have to apply afresh and pay fresh fee in order to revalidate the previous migration.
10. A college is entitled to tuition fee for the month in which the migration is sanctioned by the University and the college to which the student migration is not entitled to charge fees for fraction of a month.

CHAPTER-VI

**ORDINANCE : SCHOLARSHIPS, STIPENDS, MEDALS
AND PRIZES**

A. UNIVERSITY RESEARCH SCHOLARSHIP

(URS) General

1. University Research Scholarship (hereinafter referred to as URS) may be awarded in each University Teaching Department, where research facilities are available, by the Vice-Chancellor on the recommendations of Ph.D Admission Committee, constitution of which is mentioned in Ph.D ordinance of the University.
2. URS of an initial value of Rs. 10000/- per month or the amount as revised from time to time shall be tenable for two years in the first instance which shall be extendable on yearly extension basis ordinarily for a period of one year, but in no case beyond a period of two years by the Vice-Chancellor subject to explicit certification in support of very satisfactory work progress on the recommendations of the Supervisor(s) and the Chairperson of the Department.
3. The amount of URS shall be Rs. 12000/- per

month in the third and subsequent year or the amount as revised from time to time

4. In addition, an annual contingency grant of Rs. 5000/- shall be admissible to the scholar for the purpose of stationery, TA/DA and miscellaneous expenses. The bills of contingency shall have to be verified by the Supervisor and countersigned by the Chairperson of the Department.
5. Monthly value of the URS and the amount of contingency may be revised by the competent University Body/Authority from time to time.

No. of Scholarships

6. There will be one Scholarship in each University Teaching Department per year.
7. Over and above the above seats, five additional seats for University Research Scholarship may be allotted for reserved categories and the same may be given in order of merit on rotation basis. Out of these five seats three seats are reserved for SC candidates, one for BC(A) and one for BC(B) candidates.
8. No payment of Scholarship shall be made to the research scholars after the submission of

his/her Ph.D thesis or after the tenure of scholarship is over, whichever is earlier.

Eligibility

9. University Research Scholarship will be open to persons who have obtained at least 55% marks at Master's level from this University or from recognised University (the minimum 50% marks at Master's level for Scheduled Caste/Scheduled Tribes candidates), and are preferably below the age of 30 years. The age limit for the candidates belonging to Schedule Caste/Schedule Tribes, Backward Classes, Physically Handicapped, Blind, and Women candidates shall be relaxable by 5 years. The above criteria may be revised by the Vice-Chancellor on the recommendation of Board of Studies from time to time as per the prevailing situation.
10. For calculating percentage of marks for Post Graduate degree (or equivalent) level in the subjects of Education and Physical Education, if the candidate is seeking admission on basis of B.Ed./D.P.Ed. followed by M.Ed./M.P.Ed. (One year Course), then marks obtained in B.Ed.+M.Ed. and D.P.Ed.+M.P.Ed. (One year Course) as the case may be shall be halved.

11. Candidates desirous of grant of University Research Scholarship will have to:
 - a) appear in the Entrance Examination conducted by the University for admission to Ph.D programme and get at least 40% marks therein.
 - b) appear in an Interview before the Ph.D Admission Committee for examining the candidate vis-à-vis area of his/her interest and allocation of Supervisor & Co-supervisor(s) as per their area(s) of interest and the number of seats available as per specialization(s) **along with other Ph.D candidates.**

12. Basis of award of the University Research Scholarship will be the composite merit calculated as follows:
 - a) **50%** of the score of the candidate in the Entrance Examination;
 - b) **50%** of the marks obtained in the qualifying examination.

13. Payment of Scholarship shall start from the date of meeting of PGBOS&R in which cases of registration of University Research Scholars in Ph.D programme will be considered and approved.

Progress of research work

14. After the candidate has been selected for award of URS by the Ph.D Admission Committee and has been admitted for Ph.D course work (or are exempted from the course work) his/her conduct/work shall be governed by the rules mentioned in Ph.D ordinance of the University.
15. When a Research Scholarship has been granted, the Scholar will be required to do whole time research work governed by Ph.D Ordinance of the University.
16. After the grant of scholarship, every six months, the Scholar will be required to submit a report of progress of research work to the Chairperson (endorsed and forwarded by the supervisor) of the Department concerned. Reports of progress, satisfactory or otherwise shall be considered by the DRC, which will make its recommendations to higher bodies. The continuance of the scholarship would depend on the satisfactory progress of work of the scholars.
17. No scholar shall join any other course of study or appear in any other examination conducted by any University or public body while doing research. The Vice-Chancellor

may, however, allow a candidate to appear in an examination or to attend a course which is conducive to his/her research and is of minor nature, including improvement of previous result, so that it does not consume much of his time.

18. During first six months of the award the scholar will be on probation. Confirmation of the award will depend on the satisfactory completion of the period of probation.

Recovery of Scholarship rules

19. The University Research Scholar shall complete the full period of his/her tenure of Research Scholarship. In the event of a scholar discontinuing or giving up his scholarship and leaving the Department without prior permission of the Vice-Chancellor, during the period of scholarship or extended period, if extension was allowed, for no valid reasons, or the scholar concerned fails to submit his/her Ph.D Thesis within the time period prescribed in the Ph.D ordinance, he/she shall refund the whole amount of scholarship paid by the University or a part thereof as recommended by the Chairperson in consultation with the Supervisor concerned.
20. Provided that no recovery of scholarship

shall be made (i) if he/she joins a job in a teaching, defence, or R&D organisation;

(ii) if he/she enters into a Central or State Govt. service or that of a private organisation, but submits his/her Ph.D Thesis within the prescribed time. Failing either of these conditions being met, one will be required to refund the entire amount of scholarship as may have been drawn by the candidate.

21. In consultation with the Dean of the Faculty concerned and the Chairperson of the Department concerned, the Scholar shall, execute a bond with the University in the form prescribed for the purpose, giving surety of any one of the following:-
- a) A permanent employee of the University.
 - b) A permanent employee of the State Govt.
 - c) A permanent employee of autonomous statutory body situated in Haryana
 - d) Natural parents/legal guardian having property/employment.

Leave rules

22. Provided that the Vice-Chancellor may on the recommendations of the Chairperson of the Department grant a person who was awarded a University Research Scholarship, leave not exceeding six months and allow him to resume the scholarship on the expiry of this leave to complete the remaining tenure of the scholarship.
23. Provided further that the Vice-Chancellor may in very hard and exceptional cases allow extension in leave for a period not exceeding three months to a Research Scholar who proceeds on leave to prosecute academic pursuits only.
24. If a research scholarship falls vacant, it should be awarded within a period of six months from the date it falls vacant for the full term of one year. In such cases the selection should be from within the panel already derived in order of merit.
25. Leave for a maximum of 30 days in a year in addition to general holidays may be allowed to a Research Scholar by the Chairperson of the Department on the recommendation of the Supervisor. They will not be entitled to any vacations. No other leave of any kind will be admissible to a Research Scholar availing a scholarship.

26. Provided that the women awardees shall be eligible for maternity leave at full rates for a period not exceeding three months during the tenure of their award.
27. University Research Scholarship may be allotted a teaching workload up to 6hrs/week without any additional remuneration.

B. STATE GOVERNMENT / U.G.C. SCHOLARSHIPS.

The University shall award the Scholarships as announced by the State Government from time to time such as Haryana State Merit Scholarship, Lower Income Group Scholarships, Post Matric Scholarships (for SC/ST students only), Post Matric Scholarships (for other Backward Classes), etc. for the students of B.A/B.Sc/B.Com, B.Ed./M.A/M.Sc/M.Com.

The University shall also award the Scholarships under various schemes of the University Grants Commission.

C. UNIVERSITY MEDALS

The University shall award annually Medals to all students who obtain First Class First Position in the order of merit in the various University Examinations held at the end of his course. For this purpose Bachelor of Science (Medical), Bachelor of Science (Non-Medical), Master of Arts (Music Vocal) and Master of Arts (Music Instrumental) shall be treated as different courses. The medal shall be awarded on the basis of the merit obtained by the student(s) determined on the original / re-evaluated score.

Provided that if more than one candidate has obtained equal number of marks in an examination, on the basis of which a Medal is to be awarded the medal shall be awarded to each of them mentioning on each medal only the name of candidate to whom the medal is actually to be awarded.

The Medal shall be presented at the Annual Convocation of the University. It shall be made of gold plated Silver and the year of the Award shall be inscribed on the Medal with the seal of the Gurugram University on its reverse side.

Every medal shall be accompanied by a certificate indicating the particulars of the person to whom the medal is awarded.

D. PRIZES.

The following prizes shall be awarded by the University to the Players winning positions in Inter-University Tournaments:

- a) Rs. 8100/- to player winning 1st position.
- b) Rs. 6500/- to player winning 2nd position.
- c) Rs. 5100/- to player winning 3rd position.
- d) Rs. 21000/- to the best athlete/gymnast/swimmer/yogi.

The above rates may be revised by the Vice-Chancellor according to the availability of funds.

CHAPTER-VII

ORDINANCE: ADMISSION TO DEGREES

1. The Academic Council shall, from time to time, approve the names of all persons who have passed the examinations required for the various degrees of the University, and have become qualified for admission to such degrees. When the Academic Council has sanctioned the admission of any such person to any degree, he/she shall be entitled to be formally admitted to that degree. The date of formal admission to a degree shall be the date on which the Academic Council has sanctioned the admission of any such person to any degree.

2. For conferment of degrees, the Court, Executive Council and Academic Council shall meet in Convocation atleast once every year. The Academic Council shall decide from time to time, the various categories of graduates, who shall be admitted to their degrees at each Convocation or whose Diplomas shall be sent to them, by post, free of charge.

Further, the date of award of Ph.D. Degree shall be the date on which the recommendations of the Research Degree Committee are approved by the Vice-Chancellor.

3. One Month notice shall be given by the Registrar for University Convocation.
4. The Registrar shall issue a copy of the programme and the proceedings to be observed at the convocation alongwith the notice to each member of the University Convocation.
5. The candidates for degrees/diplomas must, ten clear days before the date fixed for the University Convocation inform the Registrar in writing of their intension to be present. No candidate shall be admitted to the Convocation who has not sent his/her name to the Registrar within the prescribed time provided that if an application is received by the Registrar not later than 72 hours before the time of the Convocation and is accompanied by a fee of Rs. 100/-, the candidate may be admitted to the Convocation, with the permission of the Vice-Chancellor.
6. If the Vice-Chancellor is satisfied that the Convocation cannot be held for good reasons, the degrees/diplomas shall be awarded without holding a Convocation.
7. The degrees which remain undistributed with the colleges /University Departments due to non-attendance in the Convocation by the candidates, may not be returned to the

University and be distributed to the candidates concerned either in person or be sent to them by post under registered cover.

8. Persons, who are required to attend a University Convocation for Admission to their degrees, but who are unable to do so or who are desirous of being admitted to their degrees before the Convocation, in exceptional circumstances, shall be admitted to their degrees in absentia. on payment of a fee of Rs.100/- each.
9. If any eligible candidate does not intend to appear at the first Convocation, after the sanction of his/her degree, he/she shall give at least ten day's notice to the Registrar of his/her intended absence, and may then be admitted to his/her degree at any subsequent Convocation; provided that he/she gives at least fifteen day's notice to the Registrar of his/her intention to appear. Such a candidate shall pay to the University a fee of Rs. 100/-.
10. If any candidate has not offered himself/herself for admission to the degree in the manner provided for in Clauses 2,8 and 9 above, he/she may apply to the Vice-Chancellor to be admitted to his/her degree in absentia. Such application shall be accompanied by :-

- (i) in the case of an Under-graduate who seeks admission to a degree more than two years after the sanction of his/her degree, a certificate of good character, signed by the Principal of a College or a member of the Court of the University or a Gazetted Officer; provided that in proper case, the Vice-Chancellor may waive the requirement of such a certificate; and
 - (ii) A fee of Rs.100/-
11. On the receipt of such application, the Vice-Chancellor shall consider it and may declare the applicant to be admitted to the degree in absentia.

CHAPTER-VIII

**ORDINANCE: CONSTITUTION AND FUNCTIONS OF
STAFF COUNCILS IN UNIVERSITY
TEACHING DEPARTMENTS.**

1. All regular teachers of a Department shall be members of the Departmental Staff Council.
2. The Chairperson of the Department shall call at least one meeting of the Staff Council every term of the Academic year. A meeting of the Staff Council may be requisitioned by 1/3rd (but not less than 2 members) of the members of the Staff Council.
3. The notice for the meeting of the Staff Council will be issued at least a week in advance. However, an emergent meeting of the Staff Council can be held, if need be, after indicating sufficient ground for the same and giving one day's notice.
4. The quorum for meeting shall be 50% of the members of the Staff Council. For want of quorum, a meeting shall be adjourned. There will be no quorum for an adjourned meeting.
5. The duties/powers of the Staff Council shall include the following :—
 - (i) To consider the ways and means of ensuring research facilities for as many teachers as possible within

limitations of the Departmental Budget.

- (ii) To decide on allocation of funds provided by or through the University, excluding research schemes, funded by the outside agencies, and other academic activities of the department and for purchase of equipment, chemicals and other requirements.
- (iii) To consider and propose the Annual and Supplementary budget of the department.
- (iv) To make recommendations for changes in syllabi and courses of studies.
- (v) To make recommendations for creation and upgradation of staff.
- (vi) To make recommendations for non-teaching supporting staff.
- (vii) To make detailed duty charts for non-teaching staff.
- (viii) To make recommendations regarding specialisation of teaching posts keeping in view the overall growth of the department. The specialisation can be modified by the Vice-Chancellor in consultation, with the

Chairperson/Senior Expert.

- (ix) To consider and decide other matters brought to its notice by the Departmental Committee or by any member.
 - (x) Assignment of duties within the Department to various teachers.
 - (xi) Introduction of new courses and syllabi.
 - (xii) Panel of experts in the subject of nomination as external members on various bodies of the University and for Selection Committees. The consensus panel showing the specific specialisation of each nominee will be forwarded to the Vice-Chancellor. In case of dissension, each dissenting teacher will send two names of teachers in case of University Bodies and eight names of teachers specifying the specialisation against each person, in case of Selection Committee.
 - (xiii) Any other matter relating to the Department.
6. If any member(s) of the Staff Council has/have a grievance about any decision of

the Staff Council/Chairperson, the concerned teacher(s) may present the matter to the Chairperson in the first instance who will be obliged to convey his/her decision on the representation to the teacher(s) concerned within 3 days of the receipt thereof in the office of the Chairperson. If the teacher(s) concerned is/are still not satisfied he/she/they will be free to represent to the Vice-Chancellor direct, with a copy to the Chairperson.

7. The Staff Council shall elect at the start of every academic year, a Secretary to the Staff Council who would be responsible to convene the meeting, in consultation with the Chairperson, and supply the necessary agenda for the same. It will be advisable for him/her to keep the confidence of all the members. He/she will be obliged to prepare the proceedings of the meetings which should be signed and issued by him/her for circulation among the members of the Staff Council after approval of the Chairperson, within ten days of the meeting. One copy of the proceedings may also be sent to the Academic Branch.

CHAPTER-IX

**ORDINANCE : DUTIES AND FUNCTIONS OF THE
CHAIRPERSONS.**

The duties and functions of the Chairperson of a Teaching Department shall be as under :

1. Hold meetings of the Staff Council at regular intervals, give effect to its decisions, and maintain record thereof.
2. Dispose of, promptly and expeditiously, all proposals/requests put up by the faculty member(s) in the manner required and/or prescribed.
3. Draw time-table for teaching and practical work well in time and allot teaching work-load to the teachers according to approved norms of the University, in consultation with the Staff Council.
4. Exercise effective control over teaching schedule and ensure regular class teaching, without any unauthorized absence and indifference.
5. Convene meetings of Board(s) of Studies as and when required, get their business transacted well in time, and maintain record thereof.
6. Provide necessary support for timely conduct of examinations and prompt evaluation work in respect of the courses offered.

7. Facilitate quick processing and submission of research proposals by the faculty member(s) and hassle-free subsequent execution of research projects on approval.
8. Propose actions and plans for achieving academic excellence and enhance faculty interaction at wider-level.
9. Promote healthy work culture in the department, and conduct oneself in a just and fair manner, in the interest of overall academic growth.
10. Maintain effective liaison with the students in order to learn and redress their grievances and effectively draw them into the teaching learning activities of the department.
11. Suggest and organize Seminar/Workshops/Conferences on the topics of contemporary importance.
12. Monitor and update the University Website in respect of ones Department/Institute on a continuous basis.
13. Verification of attendance of staff.
14. Perform all such functions as are laid down in the Statutes, Ordinances, and rules of the University, or those laid down by the University Authorities.
15. Discharge such other duties as may be assigned by the Vice-Chancellor from time to time.

CHAPTER-X

ORDINANCE : UNIVERSITY FINANCE.

1. The Vice-Chancellor shall exercise general supervision over the funds of the University and shall advise it as regards its financial policy.
2. Subject to the powers of the Executive Council, the Vice-Chancellor or an officer authorized by him/her, shall manage the property and investments of the University.
3. The annual accounts and the financial estimates of the University shall be submitted to the Executive Council with the recommendations of the Finance Committee.
4. Vice-Chancellor can allow re-appropriation of funds within the budgetary allocations in the annual budget approved by the Finance Committee/Executive Council.
5. The Controller of Examinations shall be competent to incur expenditure as per norms/rates approved by the competent authority relating to the conduct of examinations, paper-setting and evaluation/re- evaluation of answer books and any other expenditure connected with the examination work, to maintain secrecy and sanctity of the examination. Other

officers of the University and the Chairpersons of Departments/Branch Officers shall be competent to incur expenditure upto the limits prescribed in the University Account Code Part-I.

6. Subject to the control of the Executive Council, the Finance Officer or any other officer as may be authorized by the Vice-Chancellor shall be responsible for—
 - (i) the preparation of the annual accounts and financial estimates and their presentation to the Finance Committee, the Executive Council and the Court; and
 - (ii) maintenance of accounts and seeing that all moneys are expended on the purpose for which they are allotted.

In the absence of any officer, authorised to attend to these functions, the Vice-Chancellor shall make such arrangement as he/she deems necessary for their proper performance.

CHAPTER-XI

**ORDINANCE: UNIVERSITY APPOINTED/
RECOGNIZED TEACHERS**

I. University Appointed Teachers

1. Subject to the provision of the Act and the Statutes, the conditions of service of teachers appointed by the University, shall be those embodied in the Agreement of Service, annexed hereto, or an agreement, substantially to like effect, and every teacher shall sign the Agreement at the time of joining the University service. In so far as the appointment/promotion letter is not an exhaustive statement of the terms and conditions of one's appointment /promotion, the same as are prescribed from time to time in the Act, Statutes, Ordinances, and/or Rules & Regulations, shall be deemed to have become a part of the service agreement and consequently the appointment/promotion letter.
2. Every person on his/her first appointment in the University shall get himself/herself examined by the Medical Officer of Gurugram University or any other Medical Officer approved by the competent authority and furnish a Medical Certificate in the prescribed form. In case of doubt/rejection

by the Medical Officer, the Vice-Chancellor may refer the same to a specially constituted panel of doctors. Provided that no person shall be confirmed to any post unless he/she possesses good character and antecedents which shall also be verified by the University as soon as possible, after appointment but not later than the date of confirmation. However, a person on his/her first appointment in the University will be required to submit an affidavit to the effect that he/she was not dismissed from any Govt./Semi-Govt. service and has not been punished in any act of moral turpitude. No teacher shall involve in any act of sexual harassment against women.

3. Subject to the provisions of Agreement of service, a person, appointed as permanent teacher of the University, shall be entitled to be in the service of the University until he/she completes the age of sixty. Provided the Executive Council may, on an application from a teacher or at its own, re-employ a teacher upto the age of Sixty Five years, as per the provisions made in this regard in the Rules.
4. A University teacher may seek voluntary retirement after twenty years service or on the attainment of fifty-five years of age, with the approval of the appointing authority.

Provided that the date of retirement of teachers of University Teaching Departments and maintained colleges (except those whose date of birth falls on the first day of month) shall be the afternoon of the last date of the month in which the date of their retirement falls, instead of the actual date of superannuation. In case of those teachers whose date of birth falls on the first day of month, the day of retirement will be the afternoon of the last day of the month preceding the month in which their date of birth falls.

5. Qualifications of the teachers of the University, their scale of pay and categories of posts shall be prescribed by the Executive Council.
6. The teachers, excluding the professor(s), in the department shall submit to the Chairperson of the Department, their Self Appraisal Report, on the format prescribed by the Executive Council, within a period of three months from the date of expiry of preceding academic session, for verification. The professors, the Chairpersons of Departments and the Deans of Faculties shall submit their Self Appraisal Report to the Vice-Chancellor within the period stipulated above.

7. Previous regular service, whether national or international, as a teacher in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT etc. may be counted for scrutiny of applications for direct recruitment/promotion under CAS to a teaching post in the University provided that ;
- a) The essential qualifications of the post held were not lower than the qualifications prescribed by the University for the relevant teaching post.
 - b) The post is / was in an equivalent grade of the teaching post in the University.
 - c) The candidate for the direct recruitment has applied through proper channel only.
 - d) The concerned person such possess the same minimum qualifications as prescribed by the UGC / University for appointment to the relevant teaching post.
 - e) The person was appointed with in accordance with the prescribed selection procedure as laid down by

the University for appointment to a teaching post.

- f) The previous appointment was not a guest lecturer for any duration or an adhoc or in a leave vacancy of less than one year duration. Adhoc or temporary service of more than one year duration can be counted provided that:
 - i) The period of service was of more than one year duration;
 - ii) The incumbent was appointed on the recommendations of duly constituted selection committee; and
 - iii) The incumbent was selected to the permanent post in continuation to the adhoc or temporary service without any break.
- g) No distinction may be made with reference to the nature of management of the institution where the previous service was rendered (private / local body / Govt.) for counting of past service under this clause.

8. In the matters not provided here or anywhere else, the ordinance relating to Terms and Conditions of Non-Teaching Employees shall be applicable on the University Teachers.

I. Recognized Teachers

1. All the teachers appointed in the Recognized/Affiliated Colleges through duly constituted Selection Committees shall be deemed as recognized/approved teachers of the University in case their appointment has been approved by the competent officer of the University.
2. In case a teacher including the Principal is found guilty of gross misconduct/dereliction of duty/negligence, the Executive Council may, on a reference from the Vice-Chancellor withdraw the recognition/approval of the teacher/principal after conducting a proper enquiry and serving a show-cause notice.

However, the teacher/principal concerned may, within a period of thirty days from the date of order of withdrawal, appeal against the order to the Chancellor whose decision shall be final.

3. In college teachers related matters not provided here or anywhere else, the decision of the Supreme Court of India in TMA Pai case and the instructions issued by the State Government and apex regulating body, if any, issued from time to time, shall be applicable.

CHAPTER-XII

ORDINANCE: PROCEDURE FOR GRANTING AFFILIATION TO COLLEGES/INSTITUTIONS

- 1.0 Essential conditions for granting provisional Affiliation to colleges/institutions. No College or Institution shall be admitted to the privileges of affiliation of the University unless it satisfies the University that:-
 - 1.1 It is run by the Central Government, State Government, competent local authority, a society registered under the Societies Registration Act, 1860 as amended from time to time or a public trust constituted under any law for the time being in force or a company incorporated under Companies Act, 2013.
 - 1.2 Land required as per norms of UGC/NCTE/AICTE/BCI, or any other statutory apex body, as the case may be;
 - 1.3 Administrative, academic and other infrastructure with sufficient accommodation to meet the immediate academic and other requirements as specified by the University concerned for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory!

Regulatory body concerned, taking care that all buildings constructed in the college are disabled friendly;

- 1.4 Academic infrastructure sufficient to accommodate the faculties, lecture/ seminar rooms. Library and laboratories as per norms of UGC/NCTE/AICTE/BCI or any other statutory apex body, as the case may be.
- 1.5 Number of teaching and non-teaching posts as per University norms;
- 1.6 Adequate civic facilities essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the Central State PWD;
- 1.7 A library with at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC /Statutory 'bodies from time to time;
- 1.8 Necessary laboratory's equipments as prescribed by the University/Statutory/Regulatory body concerned, for each of the higher education programmes;

- 1.9 A multi-purpose complex/ an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University.
- 1.10 Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/ auditorium, common rooms and hostel rooms, and for other facilities:
- 1.11 Except Govt. College, each College should have Governing body constituted as per norms of the University
- 1.12 Each College (except Govt.) will give an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning with Updated bank statement audited accounts of the previous financial year in which the institution proposed to be started.
- 1.13 Govt. College or President of the Society/Trust/Company should have obtained No-Objection Certificate from the concerned Department in the State Government and approval of the concerned statutory/ regulatory bodies, wherever applicable, for the subjects and courses of

study for which affiliation is being sought, without which no request for affiliation shall be entertained.

- 1.14 Appointment of regular teaching and non-teaching staff of the college/ institution be made on the recommendations of HPSC or through constituted selection committee of the University or through a departmental promotion committee. Appointment in SFS professional institutions be also made as per TMA Pai case decided by Supreme Court and the policy guidelines issued by the Apex Statutory Body and the State Government.
- 1.15 The emoluments of the teaching and non-teaching staff of the college or the institution are in accordance with the State Government/University.
- 1.16 It has made arrangements for the residence, wherever needed, discipline and supervision of students and for promoting their health, general development and welfare to the satisfaction of the University and any other conditions laid down in the Statute,
- 1.17 The Society/Trust/Company of the proposed College/Institution shall furnish two affidavits on the format given in Annexure-I and Annexure-II on the stamp paper of Rs. 100/- each along with the application for

affiliation to the Dean of Colleges, to the effect that;

- (i) In the event of affiliation being granted, the Trust/Society/Institution/Company of the proposed institution shall comply with the provisions of Act and Statutes, Ordinances and Regulations made their under and the orders and directions of the University issued from time to time and instructions issued by other authority of the State Government or the Central approving authority.
- (ii) In the event of non-compliance by the Trust/Society/ Institution/Company of the proposed institution with regard to the provisions of University Act, Statutes, Ordinances, Rules and Regulations and instructions issued by the University or any other authority of the State Government or the Central approving authority, the University shall be free to take appropriate action including withdrawal of affiliation without consideration of any related issues and all liabilities arising out of such withdrawal shall be that of the Society/Trust institutions/Company.

2.0 Procedure for granting provisional affiliation.

2.1 The Govt./Society/Trust/Company which proposes to start the college and to get it affiliated to the University shall submit an application to the Dean of Colleges on the prescribed form along with No Objection Certificate/ permission letter from the concerned department of the state Govt. and other relevant documents as provided in Clause-1 above and in the statute/ordinance prescribed for the same within the stipulated period with requisite fee as given in schedule-1 and shall satisfy the University that it fulfils all the conditions prescribed for affiliation by the Act, the statutes, the ordinances, the regulations and the instructions issued by the University from time to time.

2.2 The application shall be submitted with certified copies of the following documents:-

- a) Registration of the Society/Trust/Company along with details of Constitution and memorandum of Association;
- b) Letter from the Competent Authority designated by the Government concerned for classification of land and its location as Metropolitan or other areas

- c) Land Use Certificate from the Competent Authority designated by the Government concerned;
- d) Registered land/Govt. leased land documents in the name of the institution
- e) NOC/Appropriate order from the Govt. permitting the Society/Trust Company to start the college with details of the courses/programmes intended to be offered;
- f) Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the Govt. concerned; registered documents by the registered Society/Trust/Company earmarking land and buildings for the proposed college.
- h) Resolution of the Society/Trust/Company for opening of new college.
- i) Other documents as per provisions given in the Statute.

2.3 On receipt of such application, the Dean of Colleges shall conduct a scrutiny of the application and submit a report to the Vice-Chancellor.

2.4 An inspection shall be made through a committee constituted by the Vice-

Chancellor to check the infrastructure facilities/ faculty and other support system available in the college with regard to the fulfilment of conditions of affiliation.

- 2.5 The report of the Inspection Committee shall be submitted by the convener of the Committee to the Dean of Colleges duly signed by all the members.
- 2.6 On the recommendations of Academic Council, the Executive Council of the University shall take a final decision regarding grant of provisional affiliation. The Executive Council shall be ultimate authority to decide granting or not granting Affiliation
- 2.7 An application for affiliation made under sub-clause (1) may be withdrawn at any time before any communication is made under sub-clause (4).
- 2.8 Affiliation granted initially to a college or an institution shall be provisional in nature and shall be required to be renewed on year to year basis. The institutions/colleges granted extension on year to year basis by the statutory regulatory bodies shall be considered for extension by the University on the basis of information furnished to that body or otherwise and also on University portal. Such institutions shall however

submit an affidavit on stamp paper worth Rs.100/- as per Annexure-1.

- 2.9 Where affiliation to a college or an institution is refused, the Society/Trust/Company, as the case may be, aggrieved by such refusal may, within thirty days from the date of communication of such refusal, request the Dean of Colleges for reconsideration of the decision already taken by the University. No request for reconsideration shall be entertained once such request has already been rejected.
- 2.10 On the basis of infrastructure and other support system available in the college, University shall decide the number of seats for each course in a college.
- 2.11 Where a college or an institution obtains affiliation by fraud, misrepresentation or suppression of material facts and particulars, the Executive Council after giving show cause notice for taking action against the college as per statute-39 may, withdraw the provisional affiliation already granted to the college/institution.
- 3.0 Eligibility Criteria for Permanent Affiliation.**
- 3.1 The College shall have completed at least five years of satisfactory performance after getting temporary affiliation and attained the

academic and administrative standards as prescribed by the University/ UGC / Statutory/ Regulatory Body concerned from time to time.

3.2 The college shall have completed construction of buildings and all infrastructure facilities/faculty and other support system as stipulated in the Statute/Ordinance/Rules and Regulations

3.3 All the teaching and non-teaching staff are appointed on permanent (appointed on regular basis, in case of a Government college) on the UGC/Government scales of pay.

3.4 The College shall have a duly constituted Governing Body as per the norms of the University

3.5 The College shall be accredited by NAAC or any other statutory accreditation agency by State/Central Government,

3.6 The College should have obtained a permanent NOC from the State Govt./ Statutory Regulatory body, as the case may be.

4.0 Procedure for granting Permanent Affiliation:

4.1 A college which wishes to get permanent affiliation shall apply to the University after

completing five years of provisional affiliation in the prescribed form along with requisite fee within the stipulated period.

4.2 The procedure for according permanent affiliation shall be the same as for granting provisional affiliation.

4.3 If the University decides not to grant permanent affiliation to the college for reasons to be recorded in writing, of its failure to meet the conditions/requirements for getting such affiliation, the college may apply again if it fulfils the conditions subsequently

5.0 Eligibility to apply for additional course/subject/intake:

5.1 The procedure followed for grant of affiliation shall apply mutatis-mutandis to continuation affiliation from time to time and for starting new additional courses/ subjects/increase in intake and programmes etc,

6.0 Withdrawal of affiliation:

6.1 The privileges conferred on a college by affiliation may be withdrawn in part or in full, suspended or modified, if the college, on due enquiry, is found to have failed to comply with any of the provisions of the

Act, the Statutes, the Ordinances, the Rules and Regulations or any other direction or instruction of the UGC/University/Statutory/Regulatory body concerned, or failed to observe any of the conditions of affiliation, or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University after following due procedure as laid down in the Statute.

6.2 The members of various inspection committees constituted by the Vice-Chancellor to inspect the college/institution affiliated to this university to verify the infrastructure, status of teaching and non-teaching staff and other facilities available in the College/institute before granting of provisional affiliation and provisional affiliation of new/additional courses will be paid the inspection fee by the College/Institution as under:

- | | | | |
|------|--|--------------------------------|-----|
| (I) | Aided Degree and P.G
College/Institute. | Rs.1000/-
member per course | per |
| (II) | Technical
College/Institute
and self Financing | Rs.2000/-
member per Course | per |

College/Institute

7.0 Cessation of a College/Institution

7.1 If an affiliated College/Institution ceases to function is shifted to a different location or is transferred to a different Society, Trust, individual or a group of individuals without the prior approval of the University, the affiliation granted to the college/institution shall lapse automatically on such ceaser, shifting or transfer, as the case may be and it shall be treated as a new college for the purposes of future affiliation. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

8.0 Regulations :

8.1 Regulations made under section 27 of the Act may lay down any other requirement which may be considered necessary by the University for affiliation of a college or an institution.

SCHEDULE – I

The following fee shall be charged for opening of a new College/Institute and or the introduction of new course(s)/ subject(s)/ additional seats/Unit in the existing Colleges/Institutes:

FEES RELATING TO RECOGNITION OF COLLEGES AND AFFILIATION OF VARIOUS ADDITIONAL COURSE/INCREASE INTAKE/SUBJECT ETC.

ARTS/COMMERCE/SCIENCE DEGREE COLLEGES

S. N.	Type of Fee	New College/ Inst.	Add. Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/Re-affiliation Fee/ shifting of college	Rs. 63,000/- (Non-refundable)	Rs. 31,500/- (Non-refundable)
2.	Provisional Affiliation Fee/ Revival/ Re-affiliation Fee/ shifting of college	Rs. 3,78,000/-	Rs. 2,52,000/-
3.	Permanent Affiliation Fee	Rs. 4,41,000/-	Rs. 2,52,000 (per course)
4	Continuation Fee(Annually)	Rs.63,000/-	
5.	Course Fee/ Extension Fee	Rs. 25,200/-	Rs. 25,200/-

COLLEGES OF EDUCATION (B.Ed./M.Ed.) etc.

S. N.	Type of Fee	New College/ Inst.	Add. Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/ Re-affiliation Fee/ shifting of college	Rs. 63,000/- (Non-refundable)	Rs. 63,000/- (Non-refundable)
2.	Provisional Affiliation Fee/ Revival/Re-affiliation Fee/shifting of college	Rs. 3,78,000/-	Rs. 3,78,000/-
3.	Permanent Affiliation Fee	Rs. 4,41,000/-	Rs. 2,52,000/- (per course)
4.	Continuation Fee(Annually)	Rs. 63,000/-	--
5.	Course Fee/ Extension Fee	Rs. 25,200/-	Rs. 25,200/-

ENGINEERING COLLEGES/ARCHITECTURE INSTITUTES/ANY OTHER TECHNICAL INSTITUTE

Sr. No.	Type of Fee	New College/Inst.	Add.Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/Re-affiliation Fee/ shifting of college	Rs.1,26,000/- (Non-refundable)	Rs. 63,000/- (Non-refundable)
2.	Provisional Affiliation Fee/ Revival/Re-affiliation Fee/shifting of college	Rs. 7,56,000	Rs. 3,78,000/-

3	Permanent Affiliation Fee	Rs. 9,45,000/-	Rs. 2,52,000/- (per course)
4	Continuation Fee(Annually)	Rs. 63,000/-	--
5.	Course Fee/ Extension Fee	Rs. 25,200/-	Rs. 25,200/-

MANAGEMENT/COMPUTER PG COURSES ETC.

S. N.	Type of Fee	New College/ Inst.	Add.Intake/ Course/Seat increase/ Branch (per course/stream)
1.	Application Processing Fee/ Revival/Re-affiliation Fee/ shifting of college	Rs. 63,000/- (Non-refundable)	Rs. 31,500/- (Non-refundable)
2.	Provisional Affiliation Fee/ Revival/Re-affiliation Fee/shifting of college	Rs. 3,78,000/-	Rs. 2,52,000/-
3	Permanent Affiliation Fee	Rs. 4,41,000/-	Rs. 2,52,000/- (per course)
4	Continuation Fee (Annually)	Rs. 63,000/-	--
5.	Course Fee/ Extension Fee	Rs. 25,200/-	Rs. 25,200/-

LAW COLLEGES (LL.B.3/5 years)

Sr. No.	Type of Fee	New College/Inst	Add.Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/ Re-affiliation Fee/ shifting of college	Rs. 63,000/- (Non-refundable)	Rs. 31,500/- (Non-refundable)
2.	Provisional Affiliation Fee/ Revival/Re-affiliation Fee/ shifting of college	Rs. 3,78,000/-	Rs. 2,52,000/-
3	Permanent Affiliation Fee	Rs. 4,41,000/-	Rs. 2,52,000/- (per course)
4	Continuation Fee(Annually)	Rs. 63,000/-	--
5.	Course Fee/ Extension Fee	Rs. 25,200/-	Rs. 25,200/-

FEE PRESCRIBED FOR THE NEW COLLEGES OF PHYSICAL EDUCATION (B.P.Ed/C.P.Ed) ETC.

Sr. No.	Type of Fee	New College/Inst.	Add. Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/ Re-affiliation Fee/ shifting of college	Rs. 63,000/- (Non-refundable)	Rs. 31,500/- (Non-refundable)
2.	Provisional Affiliation Fee/ Revival/Re-affiliation Fee/ shifting of college	Rs. 3,78,000/-	Rs. 2,52,000/-

3	Permanent Affiliation Fee	Rs. 4,41,000/-	Rs. 2,52,000/- (per course)
4	Continuation Fee(Annually)	Rs. 63,000/-	--
5.	Course Fee/ Extension Fee	Rs. 25,200/-	Rs. 25,200/-

FEE PRESCRIBED FOR INDEPENDENT INSTITUTE/COLLEGE (BBA/BCA/BBA(CAM)/ BBE/ BBA(II)/BBA(HOSPITALITY MGT)/BTM/B.SC (FASHION TECH)/B.SC(INTERIOR DESIG.)/ B.SC (SPORTS Sci.)/ BJMC(HONS)/ B.SC. (BIO-TECH)/ B.SC(BIO- INFORMATICS)/ FOOD PROCESSING & TECH./HOTAL MGT. & CATERING AND SUCH OTHER UG/PG COURSES ETC.

Sr. N.	Type of Fee	New College/ Inst.	Add.Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/Re-affiliation Fee/ shifting of college	Rs. 63,000/- (Non-refundable)	Rs. 31,500/- (Non-refundable)
2.	Provisional Affiliation Fee/ Revival/ Re-affiliation Fee/ shifting of college	Rs. 3,78,000/-	Rs. 2,52,000/-
3.	Permanent Affiliation Fee	Rs. 4,41,000/-	Rs. 2,52,000/- (per course)
4	Continuation Fee(Annually)	Rs. 63,000/-	--
5.	Course Fee/ Extension Fee	Rs. 25,200/-	Rs. 25,200/-
B. VOCATIONAL COURSES AS ADDITIONAL COURSE(S) IN ALL EXISTING			

Sr. No.	Type of Fee	Add. Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/ Re-affiliation Fee/ shifting of college	Rs.31,500/-(Non-refundable)
2.	Provisional Affiliation Fee/ Revival/Re-affiliation Fee/	Rs.2,52,000/-
3	Permanent Affiliation Fee	Rs.2,52,000/-(per course)
4	Continuation Fee(Annually)	-----
5.	Course Fee/ Extension Fee	Rs.25,200/-(per course)

OT-MIL COLLEGES/COURSES AND COLLEGES HAVING ASSOCIATE STATUS

Sr. N.	Type of Fee	New College/ Inst.	Add.Intake/ Course/ Seat increase/ Branch (per course/ stream)
1.	Application Processing Fee/ Revival/Re-affiliation Fee/ shifting of college	Rs.1050/- (Non-refundable)	Rs.525/- (Non-refundable)
2.	Provisional Affiliation Fee/ Revival/ Re-affiliation Fee/ shifting of college	Rs.5250/-	Rs.3150/-
3.	Extension Fees	Rs.1050/-	-----
4	Continuation Fee(Annually)	Rs.2100/-	-----

NOTE: In addition to above, 18% GST on in each fee mentioned above will also be charged by the University.

NOTE:- All kind of fee of the preceding year will be increased 5% every year.

The other guidelines/schedule for depositing the fee in University by the Colleges/Institutes are as under:-

For submission of Course Fee/Extension fee and College Continuation Fee Annually:

1. Course fee/Extension Fee will be charged for each course separately for full duration of the course. It will be effective with the introduction of the course.
2. Last date of submission of College Continuation Fee, Extension Fee for the next session without late fee shall be 31st January of current academic session.
3. After 31st January of the current academic session, 25% extra fee on College Continuation Fee, Extension Fee for the next session will be charged upto 28th/29th February of the current academic session.
4. After 28th/29th February of the current academic session, 50% extra fee on College Continuation Fee, Extension Fee for the next session will be charged upto 31st March of the current academic session.
5. After 31st March of the current academic session, 100% extra fee on College Continuation Fee, Extension Fee for the next session will be charged upto 30th April of current academic session, failing which disciplinary proceedings regarding disaffiliation (including putting the college in **No Admission Category**) of the college shall be initiated after 1st May of current academic session.

**For submission of application/proposal
alongwith prescribed processing fee for new
College/Institute/increase intake/additional
course(s)/subject(s)/branch(s) etc:**

6. Last date for submission of application/proposal along-with prescribed processing fee for New College/Institute/increase intake/additional course(s)/subject(s)/branch(s) etc. without late fee shall be 31st Oct. of the preceding year to which it is proposed to start.
7. Proposal/application shall be entertained upto 31st December of the preceding year on payment of 25% extra charges and upto 31st March of the year concerned on payment of 50% extra charges and upto 30th April on payment of 100% extra charges. No application for new institute/course/increase in intake shall be entertained after 30th April of the current academic session.
8. Proposed fee structure will be effective from the decision of the Executive Council.
9. If any of the affiliated college/institute is interested to introduce new course of different nature in their institute, the fee structure prescribed for the institute shall be applicable for new course (s).
10. If any of the institute do not want to start new course/increase in intake granted by the University shall inform the University well before the starting of new academic session. Otherwise, all type of fee shall be charged for the course (s)/increase in intake.

AFFIDAVIT

(Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/- duly sworn before a First Class Executive Magistrate).

<Name>, Chairman, <name of the Trust/Society/Company son Of...../ We, aged.....years and, resident of..... <Name>, Secretary, <name of the Trust Society/Company, son Of..... aged..... years and, resident of..... <Name>, Principal/Director <name of the Trust/Society/Company >, son ofaged....years and, resident of....In the event of affiliation being granted, I/We hereby undertake that-

- a) that the provision of the Act and Statutes, Ordinance and Regulations there under and the standing orders and directions of the University shall be observed.
- b) that there shall be a separate local managing committee provided for an affiliated college as provided in statute-39.
- c) that the number of students admitted for courses of study shall not exceed the limits prescribed by the University and the State Government from time to time.
- d) that there shall be suitable and adequate physical facilities such as buildings, laboratories, library books, equipment required for teaching and research, hostels, gymnasium, as may be prescribed.
- e) that the financial resources of the college or institution shall be such as to make due provision for its continued maintenance and working
- f) that the strength and qualifications of teaching and non-teaching staff of the affiliated colleges and recognized institutions and the emoluments and the terms and conditions of service of the staff of

affiliated colleges shall be such as prescribed by the University and which shall be sufficient to make due provision for courses of study, teaching or training or research efficiently

- g) that the services of all teaching and non-teaching employees and the facilities of the college to be affiliated shall be made available for conducting examinations and for promoting other activities of the University
- h) that the directions, and orders issued by the Chancellor, Vice-Chancellor and other officers of the University in exercise of the powers conferred on them under the provisions of the Act, Statutes, Ordinances and Regulations shall be complied with that there shall be no change or transfer of the management without previous permission of the University.
- i) that the college or institution shall not be closed without previous permission of the University.

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing has been concealed there from.

DEPONENT

Annexure-II

AFFIDAVIT

(Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/- duly sworn before a First Class Executive Magistrate).

<Name>, Chairman, <name of the Trust/Society/Company son Of We, aged..... years and, resident of <Name> Secretary, <name of the Trust/Society/Company, son Of aged.....years and resident of <Name>, Principal/Director <name of the Trust Society/Company, son of aged.....years and resident of....

1. Setting up new Institution offering Programme at Under Graduate/Post Graduate Degree Level.
2. Change of Site/Location
3. Closure of Institute
4. Conversion of Women's Institution into Co-Education Institute
5. Extension of approval to existing Technical Institution/Technical Campus
6. Increase/decrease in intake in existing courses
7. Adding course(s) in existing programme hereby solemnly affirm and declare as under-
 1. That I am <designation>, <applicant Institution>.
 2. That the information given by <name> in the application made to the apex statutory body, if any, and to the University through its portal as mandatory disclosure is true and complete. Nothing is false and nothing material has been concealed.
 3. That if any of the information is found to be false, incomplete, misleading and/or that the<name/s> fail/s to disclose all the information and/or suppress any information and/or misrepresent

the information, I/we shall be liable to be prosecuted by Gurugram University, Gurugram.

4. That the Gurugram University, Gurugram shall be free to take any action including withdrawal of affiliation and / or any other action as deemed necessary against the <name/s> and others as the case may be and / or the individuals associated with the Society/Trust/Company established under Section-25 of Companies Act 2013, and/or the Institution
5. That the facts stated in this certificate are true to my/our knowledge. No part of the same is false and no material has been concealed there from
6. I will abide by all terms and conditions as laid down in the approval process handbook issued by the apex statutory body, if any, from time to time.
7. That the Institution will abide by all the provisions of the University Act, Statute, Ordinance(s). Rules & Regulations and instructions issued by the University from time to time.
8. That if at any stage after visits by the University appointed committees or any other authorized officer, it is found that the college is lacking in infrastructure, faculties and attendance of students etc., the Institution shall be liable for any disciplinary action to be taken by the affiliating University as per its rules
9. In the event of non-compliance by the <name of the Trust/Society/Company and/ or <name of the proposed Institution> with regard to guidelines, norms and conditions prescribed by the AICTE, the event of violation of any other undertaking given to the University shall be free to take appropriate action including withdrawal of its affiliation without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the Society/Trust/Company/Institute/College,
10. That all other requirements and conditions imposed or mentioned under the regulations and in the Approval Process Handbook issued

by Apex Statutory Body, if any, will be complied within one month from the date of issuance of letter of affiliation by the University.

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing has been concealed there from.

DEPONENT

APPLICATION FORM FOR SEEKING AFFILIATION OF A
NEW COLLEGE

To

Dean of Colleges
Gurugram University,
Gurugram.

Sir/Madam,

I/we hereby apply for affiliation of a _____ to
the University which the ** _____

_____ Proposes
to start as *** _____ from the academic
year beginning from June, 20 _____. To begin with, it is
proposed to start the First Year classes with the following
subject/s and eventually to develop the college into a full-fledged
college teaching the courses to study leading to the degree/s of
_____ and/or diploma/s in

Class		Subject	
		Compulsory	Optional
1.	F.Y.		
2.			
3.	F.Y.		

(Please attached separate sheet, if required)

- ii. I/we have read all the provision of Statute of Gurugram University, Gurugram and the relevant Ordinance/guidelines of the University, relating to the affiliation of colleges and undertake to abide by the said provisions. The necessary undertaking in terms of the provisions of the Statute is given in para-IV.
- iii. I/we furnish below the information as required by the University.

1. The need and the justification for the proposed college stating whether there is any other college in the same area within the radius of 20 Kms. are given in Appendix I. The information regarding the name/s of such college/s, and the faculties in which education is provided in such college/s is given in Appendix II.
2. The proposed college will be under the management of which is a regularly constituted Governing Body. A true copy of the certificate of registration of the said Society/Trust is given in Appendix III. A copy of the constitution of the said Society/Trust is also given in Appendix IV. Information regarding the aims and objects, powers and personnel of the said Governing Body is given in Appendix V. A copy of the resolution passed by the competent authority in the matter of starting the college is given in Appendix VI. The said Society/Trust is /is not established and administered by a minority bases on religion/language.
 - * State the Faculty or Faculties e.g. Arts, Arts and Science and Arts, Science and Commerce, Technology etc.
 - ** State the name of the Society/Trust/Local Authority/Government which is making the application.
 - *** State the name of the Place, Taluka and the District where the college is to be started.
3. The names of colleges and/or institutions, if any, run by the applicant and affiliated to or recognized by the Gurugram University, Gurugram or other Universities are given in Appendix-VII.
4. Adverse comment/s, if any, on the said society/trust or the colleges/institutes conducted by the said Society/Trust made by a University or any of its authorities/bodies/committees or by auditors/local authority/Government/All India or State statutory body and Explanation/Comments, if any of the said Society/Trust with respect thereto is/are given in Appendix-VII.

5. Land
- a
1. Plot No. _____ and location giving name of the Road and address _____
 2. Title deed and details or Municipal/Town Planning/Local authority records _____.
 3. Freehold/Leasehold for _____ years/Tenancy Others _____
 4. Ownership vested in _____
 5. Total Area _____ sq.mts.
 6. F.S.I. permitted _____
 7. Total area available for construction _____ sq.mts.
 8. Total area already utilized for other _____ purposes _____ sq.mts.
 9. Total area available for the proposed College _____ sq.mts.
- b. given in Appendix IX.
- c. A certificate that the said land is earmarked for construction of a building for housing the proposed college is given in Appendix-X.
6. Building (including hostel, canteen etc.)/
- (a) (i) The proposed college is not going to be housed initially in building intended for its use, the nature and details of the present accommodation and the adequacy and suitability for various purposes of the proposed college are given in Appendix-XI. The building is owned/rented by the said Society/Trust.
- (ii) The building for the proposed college is already under construction. The stage of completion of the building and details regarding the sizes of rooms/halls which will be made available for the various purposes of the proposed college are given in Appendix-XII. The probable date of shifting the college to its own premises is _____
- OR
- (b) The proposed college is going to be housed in a building

intended for its use. The nature and details of accommodation on the following points are given in Appendix-XIII.

- (i) The total floorwise built up carpet area in _____sq.mts.
- (ii) The total floorwise carpet area in _____sq.mts.
- (iii) The nature and timing of the use of the building for other purposes, if any,
- (iv) Details of open space on the four sides of the building.
- (v) The details of the various halls, rooms etc. on each floor under the following heads floor (Ground floor,First floor, Second floor etc.)

Room/ Hall No.	Designation of the Room/ Hall	Area of the Room/Hall	The purpose for which it is used/ proposed to be used

- (vi) Extent to which the use for other purpose is likely to impair the effective functioning of the proposed college.
 - (vii) Adequacy and suitability for various purposes of the proposed college as per norms laid down.
7. (i) A certificate from bankers of the said Society/Trust certifying the balance to the credit of the said Society/Trust in Savings/Current/Fixed deposit account on _____(date of application) in the name of the proposed college viz. a minimum of s.Fifteen laksh/Rs.Nine Lakhs/Rs. Four lakhs fifty thousand is given in Appendix-XIV.
- (ii) The audited balance sheet of the said Society/Trust for the immediate proceeding financial year is given in Appendix-XV.

*Amount	In respect of a college proposed to be started in
Rs. Fifteen Lakhs	Municipal Corporation Area.
Rs. Nine Lakhs	Outside Municipal Corporation area but not in Backward/Adivasi /Tribal area
Rs. Four Lakhs fifty thousand	Backward/Adivasi/Tribal area

As the audited balance sheet for the immediate preceding financial years is not available, the latest, audited balance sheet together with the unaudited balance sheet for the immediate preceding financial year is given in Appendix-XV.

- IV. in the event of affiliation being granted, I/we hereby undertake that
- (a) that the provision of the Act and Statutes, Ordinance and Regulations there under and the standing orders and directions of the University shall be observed.
 - (b) that there shall be a separate local managing committee provided for an affiliated college as provided by clause 25 of the Statute 39.
 - (c) that the number of students admitted for courses of study shall not exceed the limits prescribed by the University and the State Government from time to time;
 - (d) that there shall be suitable and adequate physical facilities such as buildings, laboratories, libraries book, equipment required for teaching and research, hostels, gymnasium, as may be prescribed;
 - (e) that the financial resources of the college or institution shall be such as to make due provision for its continued maintenance and working.
 - (f) that the strength and qualifications of teaching and non-teaching staff of the affiliated colleges and recognized institutions and the emoluments and the terms and conditions of service of the staff of affiliated colleges shall be such as prescribed by the University and which shall be sufficient to make due provision for courses of study, teaching or training or research, efficiently;
 - (g) that the services of all teaching and non-teaching

employees and the facilities of the college to be affiliated shall be made available for conducting examinations and for promoting other activities of the University.

- (h) that the directions, and orders issued by the Chancellor, Vice-Chancellor and other officers of the University in exercise of the powers conferred on them under the provisions of the Act, Statutes, Ordinances and Regulations shall be complied with;
- (i) that there shall be no change or transfer of the management without previous permission of the University,
- (j) that the college or institution shall not be closed without previous permission of the University..

V. The prescribed fee of Rs. _____ is sent herewith by means of a crossed demand draft bearing No. _____ dated _____ drawn on the (Bank) _____ in favour of Gurugram University, Gurugram payable at Gurugram. Nine additional copies of the application with all the appendices referred to above are also sent herewith.

Yours
faithfully,

(Signature)
PRESIDENT/SECRETARY/
CHAIRMAN/TRUSTEE

Date:

Place:

GURUGRAM UNIVERSITY GURUGRAM

(Established by the state Legislature Act 17of 2017)

PROFORMA FOR INSPECTION OF A DEGREE COLLEGE

Year_____

1. Name of the proposed /Existing College: _____
2. Year of Establishment: _____
3. Date of inspection: _____
4. Address: _____

5. Type of College, Whether Govt./Aided
/S.F.SI Minority: _____
6. Telephone/Mobile No.: _____
7. Fax/Website : _____
8. E-mail Address: _____
9. TAN of the College: _____
10. Name of Society/Trust, under which College _____
is running/being established: _____
11. The specific term and constitution of the G-Body: _____
12. PAN of the Society: _____
13. Courses and Seats for which affiliation is to be granted: Course Intake

(Note:- Attached Proof in support of above points.)

PURPOSE OF INSPECTION

- (A) Establishment of a new college _____
- (B) Extension/Continuation in prov. Affiliation _____
- (C) Grant of Additional Course(s) _____
- (D) Grant of Additional Subject(s) _____
- (E) Grant of Additional Unit(s)/Seat(s) _____
- (F) Grant of Permanent Affiliation to Course/College: _____
- (G) Regarding periodical Inspection _____

Information/Documents Required

- (i) Mention the year, for which NOC has been Issued by the State Government _____
- (ii) Name of the Courses with an intake, for which affiliation is asked for _____

- (iii) Session/Year for which affiliation is asked for _____
- (iv) Courses with intake already granted by Uni. _____

- (v) Date of Previous Inspection made by the University _____
- (vi) Whether Compliance has been made by the College or not _____
- (vii) Mention the year, in which Permanent Affiliation
has been granted to the college, by the university _____
- (viii) Any other Information: _____

Requirement and Availability of staff: (As per 16 hours workload per week)	Required	Available
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Description

- | | | |
|---|--|-------|
| (i) Principal (Regular and approved) | | _____ |
| Subject of teaching | | _____ |
| Load/ WK | | _____ |
| (ii) No. of qualified regular and approved *teachers | | _____ |
| (iii) No. of qualified contractual teachers
(Submit a list with qualifications) | | _____ |
| (iv) No. of teachers on part time: | | |
| (a) Adjunct faculty (below 65 years) | | _____ |
| (b) Visiting faculty | | _____ |
| (C) Guest faculty (submit list with load) | | _____ |
| (v) Non-teaching staff: | | |
| (a) Librarian: | | _____ |
| (b) Library Staff:
(Submit list cadre wise) | | _____ |
| (C) Laboratory Technicians:
(Submit list laboratory wise) | | _____ |
| (d) Ministerial staff:
(submit list with posts) | | _____ |
| (e) Supporting staff:
(submit list with posts) | | _____ |

(Note: Indicate regular aided and non-aided Posts separately)

Land and Building required at the time of inspection for granting affiliation:-

- | | | |
|---|--|----------------|
| (1) Area: | | <u>5 acres</u> |
| (submit CLU certificate) | | |
| (ii) Ownership (Trust/Society/College): | | _____ |
| (ii) Building (submit map with required certificates) | | |
| (a) Total covered area: | | _____ |
| (b) No. of class rooms/lecture Theatres with dimensions
to accommodate upto 80 students (15 sq. ft per student) | | _____ |
| (c) No. of tutorial rooms:
(details as above) | | _____ |

- (d) No. of seminar halls/auditorium: _____
 (details as above)
- (e) No. of laboratories: _____
 (Adequate Space 20 Sq ft. Per student)
 (Submit Inventory of articles for sanctioned seats)
- (f) Library with 1000 books or 100 books in different
 titles in each subject, whichever is more
- Books* _____
- Journals* _____
- Magazines _____
- Newspapers _____
- Internet services _____
- Photocopy services _____
- Reading hall capacity _____
- (Recent addition as per requirement of the proposal under inspection)

(iv) Student support:

- (a) Sports-Grounds (game wise) _____
 Gymnasium _____
 Field and Track _____
- (b) NSS/NCCWomen-Cell/Placement and
 personality Development cell/Youth
 Red Cross Unit/Committee on Sexual
 Harassment/Grievance Cell/Hobby
 Clubs/Anti Ragging Cell _____
- (c) Common Rooms Boys/Girls/Staff _____
- (d) Canteen _____
- (e) Safe Drinking Water _____
- (f) Toilets Boys/Girls/Staff _____
- (g) Cycle stand-cum-parking space _____
- (h) Hostel with intake-Boys/Girls
 (in campus/off campus) _____

Date :
with seal

Signature of the Principal

Full Name

Designation

Detailed Report and Descriptive observations:

Name of the College _____

Shortage as per requirement

Teachers _____

Non-Teaching staff _____

Building _____

Laboratory Equipments _____

Books and Journals _____

Any other: _____

Date of Inspection: _____

The names of Inspection Committee Members:

1. _____ convener

2. _____

3. _____

4. _____

Recommendations: (use separate sheets for details)

Convener

Member

Member

Member