

**ORDINANCES
OF
THE JECRC UNIVERSITY, JAIPUR**

In exercise of powers conferred by sub-section (1) and (2) of the section 30 of the JECRC University, Jaipur Act, 2012 (Act No. 15 of 2012), the Academic Council has prepared the ordinances of the JECRC University, Jaipur which are duly approved by the Board of Management of the University and are being submitted to the State Government.



CHAPTER - 01

Preliminary

1.0 Short title and commencement.

1.1 These ordinances shall be called the Ordinances of JECRC University, Jaipur, 2016.

1.2 They shall come into force from the date of their approval by the State Government.

1.3 Definitions

- (a) "Act means the JECRC University, Jaipur Act 2012 (Act No: 15062012).
- (b) "Authorities of the University" means authorities in section 21 of the Act and includes authorities declared by the statutes and,
- (c) "Statutes" means statutes of the JECRC University, Jaipur.



CHAPTER - 02

Admission

- 2.1 Application form for admission to the various programmes offered by the University shall be prescribed by the Academic Council of the University, from time to time.
- 2.2 The last date for the receipts of applications for admission to various Faculty / Schools / Departments of the University shall be fixed each year by the Academic Council.
- 2.3 The last date for admission to various Faculty / Schools / Departments of the University shall be fixed each year by the Academic Council.
- 2.4 The Number of students to be admitted in each Faculty / Schools / Departments of the University shall be prescribed each year by the Academic Council.
- 2.5 Admission to all courses will be purely on the merit based on marks obtained in qualifying examination or entrance examination conducted by Central Government agencies or state level entrance examination conducted by state agencies.
- 2.6 Admissions to the various programs of studies shall be made by the Admission Committee constituted by President of the University comprising of such members as approved by Academic Council and Board of Management of the University, from time to time.
- 2.7 Minimum qualification for admission to the programmes in various Schools / Department / Centers shall be prescribed by the Academic Council in consultation with the Deans of Faculty / Directors of Schools / Heads of the Department / Centers, each year, subject to the concession provided for by the regulations framed to such effect from time to time.
- 2.8 The reservation of seats in the academic programmes offered by the University for students belonging to socially disadvantaged community shall be as per the policy of the State Government, from time to time.
- 2.9 The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirement of regulations prescribed by regulatory bodies, from time to time.
- 2.10 A candidate shall be admitted to the programmes in a Faculty/ School/Department/ Centre after paying the prescribed fee to the University.
- 2.11 If at any time it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission, his/her name shall be removed from the rolls of the University.



CHAPTER - 03

Courses of Study

- 3.1 The University shall offer Degree, Diploma and Certificate Courses in Engineering, Sciences, Bio-Science, Mathematics, Management, Law, Hotel Management, Diploma Courses, Vocational Courses, Arts, Commerce, Medical, Computer and Information Technology, Fashion Technology, Tourism, Sports Sciences as per Schedule-II of the Act.
- 3.2 The Scheme, syllabi and regulation in respect of all the programmes shall be framed by the respective Board of Studies for approval of Academic Council and Board of Management of the University.
- 3.3 In addition to the above the Academic Council shall have the power to introduce, modify or discontinue a program on the recommendation of the concerned faculty/board, with the approval of Board of Management of the University.
- 3.4 The percentage of marks prescribed for the minimum eligibility requirement and allotment of seats, shall be approved by the Board of Management on recommendation of the Academic Council from time to time.
- 3.5 The Degree / Diploma / Certificates of other Universities / Institutions / Boards, which have been recognized by an Equivalence Committee constituted by the President of the University, from time to time, shall be accepted regarding minimum requirement for admission to the respective academic programmes of JECRC University, Jaipur.



CHAPTER - 04

AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES

- 4.1 All the courses of study "Included in schedule-II" leading to award of Degrees / Diploma / Certificates shall be conducted by respective Faculty / School / Department / Center established by University from time to time.
- 4.2 **Duration of Course:-**
- i) The duration of the undergraduate course shall be three/four years spread over six/ eight semesters.
 - ii) The duration of the course shall be five years for integrated programmes spread over/ten semesters.
 - iii) The duration of post graduate course shall be one/two years (Two/Four Semesters).
 - iv) M.Phil and PhD programmes shall be governed as per UGC norms / regulations, as issued and amended from time to time.
 - v) A student shall be required to attend at least 75% of the classes actually held in each subject and such seminar, sessional and practical as may be prescribed by the respective Faculty/School /Department from time to time. The Dean of Faculty may condone the shortage in attendance, not exceeding 5% for valid and convincing reasons for curricular and extracurricular activities and 10% on account of medical grounds on the recommendation of the respective Head of the School/Department/ Centre.
- 4.3 **Eligibility for admission**
- The eligibility for admission to various courses offered by the University shall be as recommended by the Academic Council and approved by Board of Management of the University or any other body authorized for the purpose from time to time.
- 4.4 **Programme of study and framing of the syllabi**
- i) The courses of study to be offered shall be approved by the Academic Council and Board of Management on the recommendation of the Faculty/School.
 - ii) The syllabi/course structure for the programme of study shall be framed by Board of Studies of the concerned department and approved by the Academic Council and Board of Management of the University in conformity to the norms and standards prescribed by respective regulatory bodies, as issued and amended from time to time.



4.5 Termination of student from the courses

The Dean of the Faculty on reference from a School/Department or centre may recommend to the President, the termination of a student, from a course on the basis of unsatisfactory academic performance and misconduct.

4.6 Conferment of Honorary Degrees

The Board of Management may on the recommendation of the Academic Council and by resolution passed by a majority of not less than two third of the members present and voting, make proposals to the Chairperson for the Conferment of Honorary Degrees.

Provided that in case of emergency the Board of Management may on its own make such proposals. The following Degrees may be conferred upon a person on the ground that he/she is by reason of eminent position and attainments or by virtue of his/her contribution to learning or extraordinary services to the cause of education or society, a fit and proper person to receive such degrees.

Doctor of Laws (LL.D.)

Doctor of Literature (D.Lit.)

Doctor of Science (D. Sc.)

Degrees including Honorary Degrees shall be conferred at convocation/special convocation and may be taken in person or in absentia.



CHAPTER - 05

Conditions for Award of Fellowships, Scholarships, Stipends, Medals and Prizes

- 5.1 In order to encourage meritorious and deserving students to pursue courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Freeships, for financial help and also provide for awards of medals and prizes.
- 5.2 There shall be instituted scholarships in every programme to be awarded to the students of the University, subject to availability of funds. Rules for award of the same will be laid down in the regulations approved by Board of Management of the University.
- 5.3 All types of Scholarships and Free Ships shall be administrated at the University level by a committee to be constituted by the President.
- 5.4 There shall be Fellowship instituted in the University, subject to availability of funds, for studies or research, as approved under the norms of UGC or other funding agencies, from time to time.
- 5.5 There shall be a scheme to award Medals/Prizes to the meritorious students of the University, for their best performance in various University examinations.
- 5.6 The University shall have power to institute endowment from time to time, in accordance with the provision of JECRC University, Jaipur, Act.
- 5.7 There shall also be a committee constituted by the President for administration of each endowment and to implement the objectives of the endowment.



CHAPTER - 06

MEDIUM OF INSTRUCTION, EXAMINATION, EVALUATION AND GRADING SYSTEM

6.1 Medium of Instruction & Examination

- i) The medium of instruction in respect of all courses conducted in the respective Schools, Departments and Centers shall be English, except in cases of studies/research in languages.
- ii) However Dean of the Faculty may have power to permit Hindi also in any particular course/courses.
- iii) Examinations of the University other than the doctorate examination shall be open to regular and eligible students i.e. such students who have undergone a regular course of study in the University for a period specified for the course of study after fulfilling the minimum attendance and credit requirement, as laid down by the University.
- iv) All examinations of the University shall be conducted at the University Headquarter i.e. JECRC University, Jaipur, through sessional and End-Semester Examinations.
- v) Question papers of all examinations shall be set and answered in English Language.
- vi) Question papers of all examinations in languages shall be set and answered in the respective language.
- vii) Provided that candidate appearing at an examination may be permitted to answer a part of the question paper in English and the rest in the language concerned.
- viii) Project Work / Project Report / Dissertation / Field Work Report / Training Report etc. if any shall have to be written in English, except in case of the programme of studies in language / literature, where the same may be required to be written in respective language.

6.2 Conduct of Examination

The In-Semester and End-Semester University Examinations, shall be held under the Administrative Control and Supervision of Controller of Examination, in consultation with Deans of Faculties and Directors / HoD(s) of the respective Schools of Studies, Department, Centers of the University as per the University rules and regulations, framed to such effect by the Competent Authority and approved by Academic Council and Board of Management of the University from time to time.



6.3 Indiscipline and Unfair Means/Malpractice in Examination

There shall be zero tolerance against use of unfair means and unfair practice in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination, Non-adherence to such instruction shall attract disciplinary action as per the examination rules and regulations framed to such effect by the Competent Authority and approved by Academic Council and Board of Management of the University from time to time.

6.4 Paper Setting and Evaluations

The paper setting and evaluation of answer scripts shall be done as per the examination rules and regulations, framed to such effect, by the Competent Authority and approved by Academic Council and Board of Management of the University from time to time.

6.5 Award of Grades

The total performance within a semester and continuous performance will be indicated by a Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) respectively, as per the examination rules and regulations, framed to such effect by the Competent Authority and approved by Academic Council and Board of Management of the University, from time to time.



CHAPTER - 07

FEE CHARGEABLE

- 7.1 The fees and other charges payable by the students of the University shall be prescribed on the recommendation of the University Fees Committee.
- 7.2 Details of fees and other charges payable by an applicant and students admitted to different programmes of studies shall be specified in the Admission Brochure/Prospectus issued by the University from time to time.
- 7.3 A student shall be deemed to have been admitted to a programme of studies only after he / she pays the fees as prescribed.
- 7.4 Fees and other charges for a semester shall be payable at the time of the commencement of the semester and shall be required to be paid by students on or before the date fixed by the University.
- 7.5 All fees, as prescribed by the University shall be payable in lump sum at the time of admission and part payment shall not be allowed.
- 7.6 In case a student does not pay fees on time, he/she shall be liable to pay a fine as prescribed by University Fee Committee.
- 7.7 In case a student fails to pay his/her fee within 30 days from the last date prescribed for payment of the fees he/she shall be considered as defaulter and his/her name shall be removed from the rolls of the University.
- 7.8 The president or on his/her behalf any other officer to whom this power is delegated may, on the recommendation of the Deans of Faculty/Director of the School concerned may relax any of the condition for payment of fees in special case provided the student concerned submits a written application explaining the reason for delay in payment of fees. Provided further, the applications for condoning delay in payment of fees should be submitted by the student well in advance, so that a decision may be taken in time.
- 7.9 A student whose name has been struck off from rolls of the University, due to non-payment of fees in time, may be re-admitted on the recommendation of the Directors of School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fees as fixed by the University, provided further that, request for re-admission shall be within the same semester and subject to the student fulfilling the requirement of minimum attendance as prescribed by the University.



- 7.10 In case a student proposes to withdraw from the University, he/she shall be required to submit a written application in advance to the Director of the School /concerned through the Head of the Department, intimating the date of his/her withdrawal, failing which he/she will continue to be on the rolls of the University for the duration for the semester and shall accordingly be liable to pay the prescribed fees for the whole semester. In case of withdrawal from the course a student would be required to pay the balance of fees for the whole programme that he/she would have paid had the student undertaken the full programme. This is keeping in mind that the withdrawal in middle of a programme denies another student an opportunity to undertake the programme and causes a financial loss to the University.
- 7.11 In case a student, after completing all admission formalities changes his/her programme of studies, he/she shall be required to pay the differential fees, if any, by the stipulated date.
- 7.12 Applications for scholarship shall be submitted on the prescribed form to the director of the centre within 30 days from the commencement of the semesters or by such date as may be specified by the director.
- 7.13 While making recommendation on the application of students for grant of scholarship, following factors shall be taken into account.
- Financial position of the student.
 - Academic record of the student.
 - Conduct, regularity and punctuality of the student.
 - Progress and performance of the student in studies.
 - Any other factor, which shall also be recorded.
- 7.14 Scholarship granted during the academic year shall not be continued automatically in the following years. The students in need of such concession shall be required to submit fresh application every year, which shall be considered along with new applications received in the year.
- 7.15 A scholarship granted to a student may be cancelled if his/her conduct or progress in studies is found to be unsatisfactory.

Refund of fees in case of cancellation/withdrawal of admission.

- 7.16 In case a student, after having paid the fees, desires his/her admission to be cancelled he/ she shall be entitled to refund of fees subject to the following rules:-
- Students seeking withdrawal/cancellation of admission shall be required to apply in writing to the Director of the School concerned/Registrar.



- b) In case a student submits application for withdrawal/cancellation of admission prior to 10 days of the commencement of the academic session, he/she shall be refunded all fees and deposits after a deduction of processing fees as prescribed.
- c) If vacancy is filled up by another candidate from the waiting list, by the last date of admission he/she shall be refunded fees with deduction, as per the regulation of the University, as amended from time to time.
- d) If a student owes any money to the University on account of any damage, he/she may have caused to the University property; it shall be deducted from the security deposit, due to him along with outstanding tuition fees and fines if any.

REFUND OF SECURITY DEPOSIT/CAUTION MONEY ETC

- 7.17 Security Deposit/Caution Money are refundable, on an application from the student on his/ her leaving the University, after deducting all dues, fines and other claims against him.
- 7.18 In case a student does not claims any refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to have been donated by him/her to the Student Aid Fund.

Explanation: The period of one calendar year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the roll of the University.

EXAMINATION FEE AND OTHER CHARGES

- 7.19 Examination fees, including the fees for the statement of marks, as prescribed by the University shall be collected along with fees at the time of admission and at the time of commencement of each semester.
- 7.20 No student shall be permitted to appear in examination unless he/she has paid all fees and cleared all other dues.
- 7.21 In addition to the examination fees, a student shall be required to pay additional charges/ fees as prescribed by the University. Detail of other fees and other charges payable by an applicant and student shall be notified in the student Handbook/Prospectus issued by the University.
- 7.22 Request for addition/alternation in personal details of student as recorded in the Enrolment Register of the University may be considered only after the student has fulfilled the necessary formalities in accordance with rules. No change in the date of birth shall be made unless approved by the Competent Authority.



CHAPTER - 08

Students Accommodation

- 8.1 The University shall maintain such halls of residence/hostels as may be necessary to fulfill the objectives of providing residence to the students.
- 8.2 The students will be admitted to the University hostels, subject to availability of seats.
- 8.3 The students residing in the University hostel shall pay such fees as may be prescribed by the University from time to time. Similarly non-resident students (NRS) shall be required to pay such fees as may be prescribed by the University from time to time.
- 8.4 Every hostel shall maintain such register and records as may be prescribed by the University and shall furnish such statistical information as the University may prescribe from time to time.
- 8.5 Every student shall have to observe discipline as per the hostel rules, framed to such effect from time to time and approved by the competent authority of the university.
- 8.6 Women students residing in the Women Hostels shall be governed by the specific regulations made to such effect, from time to time and approved by the competent authority of the University.
- 8.7 Each hostel shall have a warden who shall be appointed by the President for the period of three years, from amongst the teachers or other suitable employee of the University, on such terms and condition as may be prescribed by the University from time to time.
- 8.8 The supervision and control of the University hostels shall be made as per the rules and regulations framed to such effect, from time to time and approved by the competent authority.



CHAPTER - 09

Action against Act of Indiscipline

- 9.1 A student admitted to the University is duty bound to follow all rules & regulations made by the University.
- 9.2 Following is the list of Indiscipline acts:
- a) Misbehavior or misconduct toward teacher(s) or any employee of the University.
 - b) Misbehavior or misconduct to other student(s).
 - c) Misconduct or Misbehavior of any nature at meeting or during curricular or extracurricular activities of the University.
 - d) Use of unfair means or the misconduct or misbehavior of any nature at the examination.
 - e) Misbehavior or misconduct toward any visitor to the University.
 - f) Causing damage, spoiling or destroying the property of the University.
 - g) Inciting others to do any of the aforesaid acts.
 - h) Giving publicity to misleading account or rumour amongst the students.
 - i) Mischief, misbehavior and / or nuisance committed by the resident of the hostel.
 - j) Visiting places or areas declared by the University as out of bounds for the students.
 - k) Not carrying the identity cards issued by the University, and other staff of the University.
 - l) Any act and form of ragging.
 - m) Any other conduct anywhere which is considered to be unbecoming of students.
- 9.3 Student found guilty of breach of discipline shall be liable to such punishment, as fine, a campus ban, suspension and / or Rustication.
- 9.4 A student found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may, however be re-admitted within the next fortnight by the Director of the School on payment of prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
- 9.5 However, no such punishment shall be imposed on an erring student unless he is given a fair chance to defend himself. This shall not prelude Director from suspending an erring student during the period of disciplinary proceeding against him.
- 9.6 All powers relating to discipline and disciplinary action in relation to the student shall vest in the President. However President may delegate all or any of his powers as he deem proper, to the Director of School or to the disciplinary Committee as the case may be or to any functionary of the University, as per the rules and regulations framed to such effect from time to time, as approved by the President.



CHAPTER - 10

CREATION, COMPOSITION AND FUNCTION OF ANY OTHER BODY CONSIDERED NECESSARY FOR IMPROVING THE ACADEMICS

- 10.1 The University shall constitute a committee of Deans of the University to be known as the Deans' Committee.
- 10.2 The Deans' committee shall comprise the following.
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|------|--|---|--------------------------|
| i) | The President | - | Chairperson (Ex-Officio) |
| ii) | All Deans of Faculties | - | Members (Ex-Officio) |
| iii) | Directors of School of Studies | - | Members |
| iv) | Controller of Examinations | - | Members |
| v) | Registrar | - | Member Secretary |
| vi) | Any other Member as nominated by the President | | |
- 10.3 The functions of the committee will be as follows:-
- To consider such matters as may be necessary arising from the conduct of examinations, standard of result etc.
 - To consider general administrative matters relating to functioning of Schools and Departments.
 - To consider such other matters as may be assigned to it by the Board of Management or may be referred to by the President.
- 10.4 The meeting of the committee shall be convened by the Chairperson.
- 10.5 The quorum of the Committee shall be 1/3 of the total number.
- 10.6 The rules of conduct of meeting shall be as may be prescribed by regulation in this regard.



CHAPTER - 11

COLLABORATION WITH OTHER UNIVERSITIES INSTITUTIONS AND OTHER AGENCIES PROCEDURES

- 11.1 In consonance with the provision to such effect, the University envisages to net work and collaboration with other institution of repute from India and abroad.
- 11.2 The object of such net working and collaboration shall be to further teaching research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross cultural dialogue and exchange of ideas for its faculty, research scholars and students. With the above in view, University may enter into memorandum of understanding (MOU) with other institutions of National and International repute. Any proposal received and/or initiate by the University to enter into an MOU with other institutions shall be examined by a Committee comprising the following.
- a) The Pro-President or one of Deans, to be nominated by the President, who shall be the Chairperson.
 - b) Two Faculty Members not below the rank of Professors, to be nominated by the President.
 - c) Public Relation Officer (PRO).
 - d) The Directors of the Schools concerned.
 - e) The Chief Finance and Account Officer.
 - f) The Registrar, who shall be the Member Secretary.
- 11.3 The Committee referred above shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation as to whether it is in the interest of the University to enter into MOU or not.
- 11.4 Recommendation of the Committee together with the draft of the MOU shall be placed for the consideration and approval of the Academic Council and Board of Management of the University.
- 11.5 All MOU's are to be for a specified time period and shall be reviewed periodically by the Committee for extension/continuation.



CHAPTER - 12

STANDING COMMITTEE FOR RECOGNITION OF EXAMINATIONS / DEGREES / CERTIFICATES

- 12.1 All proposals and requests for equivalence shall be examined by the Dean of the faculty concerned. Report of the Dean shall be placed before the standing Committee on Equivalence of Examination/Degrees.

Composition of the Standing Committee on Equivalence of Examinations / Degrees

The standing committee on equivalence of examinations/degrees shall consist of the following members:-

- i) Pro-President of the University or one of the Deans to be nominated by the President of the University, who shall be the Chairman.
- ii) Deans of all faculties.
- iii) One person nominated by the Academic Council from amongst its members for a period of three years.
- iv) Registrar and,
- v) Controller of Examination, Member Secretary.

12.2 The Function of the Committee shall be:

- i) To consider the proposal for the recognition of new programmes /examinations / degrees of other Universities/ Boards/Institutions.
- ii) To consider request for recognition of examinations / degrees received from other Universities / Institution /individual(s) and submit its recommendation to the Academic Council.
- iii) To report to the Academic Council on all matters, which are referred to it; and,
- iv) To prepare a case of moving application for seeking recognition of Degrees / Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.

12.3 Rules of Business

- i) One third of the members of the Committee shall constitute the quorum for a meeting of the Committee.
- ii) The Committee shall frame the Rules of business and lay down guidelines for consideration on approval of the Academic Council. The Academic Council may delegate any of its powers, on behalf of the Equivalence Committee.

