THE FIRST ORDINANCE OF
THE D Y PATIL INTERNATIONAL UNIVERSITY, PUNE

As prescribed under section 32(1) of
the D Y Patil International University Act, 2017

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FIRST ORDINANCE

1. Short Title and Commencement

(1) This Ordinance may called as the First Ordinance of the D Y Patil International University University, Pune.

(2) This Ordinance shall come into force with effect from the date they are approved by the State Government.

2. Definitions

In this ordinance, unless the context otherwise requires:

(1) "Act" means the D Y Patil International University University Act, 2017;

(2) "Academic Year" means the period defined in the academic calendar prepared by University for carrying out academic and other activities for the year;

(3) "Class" means specific group of students meeting for specific instructional courses;

(4) "Continuing Student" means a student, who has completed at least one term, prior to the current term.

(5) "Code of Conduct" means code published by the University for discipline;

(6) "Course" means a prescribed set of instructions in a subject offered as a unit of studies within an academic program;

(7) "Course Detail" means detailed scheme of a course;

(8) "Curriculum" includes the set of academic regulations, course-structure and course-contents, nature, duration, pedagogy, syllabus, and related details of a program;

(9) "Department" means a part of School/ Faculty offering one or more specializations/courses in the University;

(10) "Distance Education" means education imparted by a combination of any one or more means of communication, viz. broadcasting, telecasting, correspondence courses, seminars, webinars, contact programs and any other such methodology including online courses, instructions etc.;

(11) "Expulsion" means removal of a student from the University rolls;

(12) "School" means combination of one or more departments of the University wherein these departments are specialized in one particular area or subject;

(13) "Fee" means the Fee charged by the University as defined in section 2(e) of the Act.

(14) **"Mentor"** means a faculty member who is assigned with the task of providing guidance and counselling in academic and other matters to the students;

(15) **"Minority Institution"** means the Institution/University established and run by minorities.

(16) "**Online Education**" means electronically supported teaching-learning for teacher student interaction and exchange of material related to academics including examinations;

(17) "**Practical**" means classes that require students (generally in smaller groups compared to lecture) to perform certain activities that help them to test and understand what is being taught in the course of studies or otherwise;

(18) **"Programme"** means a set of courses leading to a certificate, diploma and degree;

(19) "**Programme Co-ordinator**" means a faculty in charge of an academic programme;

(20) "**Roll Number/Student ID**" means a number given to every student admitted in the University;

(21) **"Sponsoring Body"** means the Dr. D. Y. Patil Pratishthan, registered as a Public Trust under Maharashtra Public Trust Act, since 1990;

(22) "**Suspension of student**" means withdrawal of the right of access of the student to all or some of the facilities and / or premises of the University as an interim measure pending investigation and/or enquiry;

(23) "**Term**" means Academic year or a part of academic year and includes Semester/Trimester/Other duration, wherever applicable;

(24) "**Tutorial**" means a class that offers students (generally in smaller groups compared to lectures) an opportunity to discuss in detail about the subjects taught, ask questions with their classmates and the teacher;

(25) "**University**" means the D Y Patil International University University, Pune;

(26) "**UGC**" means University Grants Commission;

(27) Words and expressions used in This Ordinance but not defined shall have the same meaning respectively as assigned to them in the Act and/or Statutes.

3. Admission and Enrolment of Students

(1) The admission criteria would be as decided by the Board of Management and published in the admission prospectus from time to time according to the provisions of the Act. Admission schedule shall be published by the University at least two months before the commencement of the academic session.

(2) Enrolment of the provisionally admitted and continuing students shall be done by the Admission Committee as per the dates notified in Academic calendar each year.

4. Programmes of Studies for Certificates, Diplomas and Degrees

(1) The University shall offer Certificate, Diploma, Under Graduate, Post Graduate and Doctoral programmes in the subjects under respective faculties as mentioned in the First Statutes.

(2) The nomenclature of various degrees shall be as specified by the University Grants Commission from time to time, by notification in the Official Gazette.

(3) The structure and duration of the Academic programs shall be as approved by the Board of Management on the recommendation of Academic Council.

(4) The Registrar shall make appropriate provisions for admission through lateral entry or transfer of credits on the recommendations of the Dean of the concerned faculty/school.

(5) The University may also run courses of study through distance learning, correspondence and in online or any other technological mode with appropriate approvals of competent authorities. The guidelines of University Grants Commission prescribed from time to time, shall be followed.

(6) The University may also offer part time Diploma and Certificate programs of shorter durations in various faculties /disciplines which can be completed simultaneously with full time under-graduate /post-graduate diploma/degree programs.

5. Award of Degrees, Diplomas, Certificates and other Distinctions

(1) The Governing Body, on the recommendation of the Board of Management and Academic Council, shall approve the degrees, diplomas and other distinctions to be conferred.

(2) The Academic Council shall approve the text and the format of the degrees, diploma and certificates.

(3) The Statement of Marks / Grade Card / Transcript of Credits shall be signed / digitally signed by the Controller of Examinations and/or Registrar of the University.

(4) The Passing Certificate, wherever necessary, shall be issued to the candidates and the same shall be signed / digitally signed by the Controller of Examinations and/or Registrar of the University.

(5) The Degree Certificates shall be signed by the President / Vice Chancellor and/or Registrar of the University.

(6) The University shall make provisions for establishing Academic service mechanism as per the UGC (establishment and operation ABC in higher education) regulation, 2021.

(7) The University shall establish a system for uploading data on the Digi Locker NAD platform.

6. Award of Fellowships, Scholarships, Medals and Prizes

The Governing Body, on recommendations of the Board of Management as proposed by the Academic Council and / or Dean of the concerned Faculty, shall decide the policy for the award of fellowships, scholarships, studentships, medals and prizes.

7. Co-operation and Collaborations

The University may cooperate and collaborate with other Universities, Institutions, Centres of Excellence, Industries, Research & Development organizations and 'Persons of Eminence' or such other organizations as deemed appropriate on mutually accepted terms and conditions in the following areas:

(1) Establishment of University Centre abroad subject to necessary approvals from Central Government, State Government and concerned competent authorities;

(2) Joint Research projects;

(3) Exchange of teaching staff, research staff and students;

(4) Twinning programme, Articulation of syllabus, Exchange of students at Under Graduate, Post Graduate level and higher levels under credit transfer arrangement as per the guidelines published by concerned regulating body from time to time.

(5) Sharing of course and instruction materials;

(6) Developing e-courses for interactive and integrated learning;

(7) Sharing of Library, Laboratory and other learning resources;

(8) Joint arrangement for:

(i) Holding Conferences, Seminars and Workshops;

(ii) Training and Internship Programs;

(iii) Skill Development & Vocational Courses;

(iv) Refresher and continuing education Courses;

(v) Expert lectures;

(vi) Any other activities of mutual interest.

(9) The scope and the terms and conditions of cooperation and collaboration shall be as approved by the Governing Body on recommendations of the Board of Management and/or the Academic Council from time to time.

8. Maintenance of Discipline among Students

(1) All powers relating to maintenance and enforcement of discipline, and on approval of Vice Chancellor taking disciplinary action against the students shall vest in the Chairperson of the committee constituted by the Vice- Chancellor for the purpose.

(2) The Vice-Chancellor may delegate his powers to the Heads of the respective Faculty/ Departments pertaining to the disciplinary control over the students.

(3) A disciplinary Committee shall be constituted by the Vice-Chancellor to help maintain discipline on the premises of the campus including hostels and avoid acts of indiscipline and ragging of students.

9. Migration of Students

Inter-university migration of the students may be allowed by the Registrar on the recommendation of the concerned Dean with the approval of the Vice- Chancellor or an Equivalence committee appointed by the Vice Chancellor, if required.

10. Appointment of Examiners, Paper Setters and Moderators

(1) The Board of Examinations shall lay down the guidelines for eligibility criteria including qualifications, experience of teaching or research etc. for appointment of examiners, paper setters, jury, referee, moderators and super moderators, supervisors, invigilators, junior supervisors, senior supervisors, etc.

(2) The Board of Studies shall prepare a panel of eligible teachers as paper setters, examiners and moderators for various courses of study as per the guidelines of respective programs/courses.

(3) The Dean of the Faculty/School concerned shall table such panel in the meeting of the Board of Examinations for approval.

(4) The Board of Examinations shall appoint for various courses of study, as suggested by Board of Studies, the papers setters, examiners and moderators for specified term.

11. Conduct of Examinations

(1) The Controller of Examinations shall make necessary arrangements for smooth conduct of examinations such as arrangements for stationery required, making seating arrangement of examinees, appointment of Invigilator or Jr. Supervisor, distribution and collection of answer books and question paper wherever necessary.

(2) The invigilators and other support staff shall do all the necessary administrative work as may be assigned by the Controller of Examinations.

(3) The Controller of Examinations shall ensure that the students are not resorting to unfair means and practices.

(4) In case of evaluations for other than written examinations, the Teacher-in-charge / Teacher nominated by the Vice Chancellor, shall conduct the process of examination as deemed fit.

(5) The Board of Examinations shall be the competent authority to take disciplinary action against a student for misconduct and use of unfair means related to the Examinations of the University.

(6) The Board of Examinations shall be the competent authority to take disciplinary action against an employee for lapses related to the examinations of the University.

12. Procedure to be followed by Examiner during Assessment in case of suspicion of use of unfair means

(1) If the examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the students whose answer books the examiner is assessing appears to have resorted to unfair means in the examination, the Examiner shall forward his report, along with the evidence, to the Controller of Examinations with his opinion in a separate confidential sealed envelope marked as "suspected unfair means case".

(2) Cases of unfair means reported to the University by the invigilators or the examination staff shall be inquired into by the Unfair Means Committee appointed by the Board of Examinations.

(3) Examination Results of the concerned students involved in such cases shall be held in reserve/ withheld till the Board of Examinations take the final decision in the matter and the concerned students shall be informed accordingly.

13. Appointment of Unfair Means Enquiry Committee

(1) For the purpose of investigating unfair means resorted to by students at the University Examination, the Board of Examinations shall appoint the Unfair Means Enquiry Committee consisting of at least three members., out of which at least one shall be a woman.

(2) The unfair means enquiry committee shall give an opportunity to the student of being heard. The committee if proposes any penal action shall again give an opportunity to the student of being heard on the proposed penal action. The committee shall submit its recommendations in the form of a report to the Board of Examinations for its consideration and decision.

14. Improvement in Academic Life of the University

(1) With a view to improve academic life of the University, the Academic Council on the basis of the feedback from the students, teachers, authorities and other stakeholders of the University or as per need of the hour, shall constitute various committees for the purpose.

(2) The Academic Council shall recommend the compositions and functions of such committees. The Vice Chancellor shall give effect to such recommendations of the Academic Council. The committees shall periodically submit their report to the Academic Council.

15. The conditions of residence of the students in the hostels of the University

(1) The University shall endeavour to make available suitable facilities for the residence of the students of the University.

(2) The admission to the Hostels shall be made by the Chief Warden in consultation with the Registrar or such other officer of the University as appointed by the Vice Chancellor in this regard.

(3) The Hostels shall be supervised by Rector or Warden/Resident Counselor appointed by the Competent Authority of the University who shall oversee the discipline among the residents of the Hostels.

(4) The University shall prescribe Ordinance for proper maintenance and smooth functioning of the Hostels.

16. Interpretation

Any question relating to clarification or interpretation related to any of the provision of This Ordinance shall be referred to the Governing Body on the recommendations of Board of Management whose decision shall be final and binding.

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