



INDIRA UNIVERSITY

UP YOUR GAME

FIRST ORDINANCES

2025

Established under:
Maharashtra Private University (Establishment and Regulation)
(Second Amendment), Act 2023, (Mah. Act No XV of 2025)



INDEX

Ordinance No.	Particulars	Page No.
1	Chapter 1: Preliminary and General Provisions	04
1.1	Short Title and Commencement	04
1.2	Preamble	04
	Definitions	05
1.3	Statutory Bodies and Regulatory Authorities	05
1.4	Academic Terminologies	06
2	Chapter 2: Academic Governance and Student Regulations	08
2.1	Admission and Students Enrolment	08
2.2	Academic Calendar	10
2.3	Semester Pattern and Annual Pattern	10
2.4	Attendance Requirements	11
3	Chapter 3: The courses of study to be laid down for the degrees, diplomas and certificates	12
3.1	Degrees, Diplomas, Certificates Offered	12
3.2	Credits as per regulatory authorities	13
3.3	Minimum credits requirement	13
3.4	CBCS implementation	13
3.5	Provision to design syllabus	13
3.6	Credit workload	14
3.7	CBCS Structure	14
3.8	ADP/EDP (accelerated/Extended Degree Program)	14
3.9	AMC (Academic Monitoring Committee)	14
3.10	Transfer of Credits / Credit Exchange	14
3.11	Medium of Instructions	15
3.12	The Award of Degrees, Diplomas, Certificates and other Academic Distinctions	15
3.13	The conditions of the award of fellowships, scholarships, studentships, medals and prizes	15
4	Chapter 4: The conduct of examinations	16
4.1	Conduct of Examinations	16
4.2	Term of Office	16
4.3	Appointment of Examining Bodies	17
4.4	Duties and Responsibilities of Examining Bodies, Examiners and Moderators	17
5	Chapter 5: Fees to be charged for the various courses, examinations, degrees and diplomas of the University	18
5.1	Scope and applicability	18
5.2	Fee Structure and Payment Guidelines	18
5.3	Scholarship and Financial Assistance	19
5.4	Fee Concessions and Instalments	20

6	Chapter 6. The conditions of residence of the students in the hostels of the University	20
7	Chapter 7: Provisions regarding disciplinary action against the students	21
7.1	Scope and Applicability	21
7.2	Objectives	22
7.3	Academic Integrity	22
7.4	Campus Discipline and Behavioural Standards	22
7.5	Use of Digital Platforms and Cyber Conduct	22
7.6	Anti-Ragging	22
7.7	Punishment Provisions	23
7.8	Internal Complaints Committee	24
7.9	Grievance Redressal Mechanism	24
8	Chapter 8. The creation, composition and functions of any other body which is considered necessary for improving the academic life of the University	24
9	Chapter 9. The manner of co-operation and collaboration with other Universities and institutions of higher education	25
10	Chapter 10: All other matters which are required to be provided by the ordinances under the provisions of this Act or the Statutes made thereunder.	25
11	Chapter 11: Interpretation	26

First Ordinances of the Indira University April – 2025

Applicable from the Academic Year 2025

In the exercise of the powers conferred by and in discharge of duties assigned under relevant provisions of the act and statutes of the Indira University, the Governing Body has prepared the following First Ordinances .

Nothing in these Ordinances shall be deemed to prevent the University to amend these Ordinances subsequently.

Any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act, the Statutes, these Ordinances, and such other documents of the University, as may be framed from time to time.

Chapter 1: Preliminary and General Provisions

1.1. Short Title and Commencement

1. These ordinances shall be called First Ordinances 2025 .
2. These First Ordinances shall apply to all the programs run under the banner of Indira University schools /colleges / Institutions/ Departments and the stake holders associated with academic activities including teachers, students , academic officers and collaborating organisations.
3. These First Ordinances shall come into effect from the date of approval from the Government of Maharashtra.
4. The First ordinances that are common to all Certificate Programs, Diploma programs, Degree programs, Post Graduate Degree Programs, Ph.D. of the university are presented here.
5. Additional specific ordinances if any; pertaining to criteria prescribed by regulatory bodies for a particular Degree or Post Graduate Diploma program that are presented in the concerned program curriculum shall be adhered to .

1.2. Preamble

Indira University is committed to fostering academic excellence, innovation, and ethical leadership in higher education.

And whereas the University seeks to uphold the principles of equity, inclusivity, and integrity in all its academic and administrative functions.

And whereas it is necessary to establish a structured regulatory framework to govern the academic, administrative, and disciplinary affairs of the University in accordance with applicable laws and educational policies.

Now, therefore, in the exercise of the powers conferred under the University Act and in alignment with national and international standards of higher education, Indira University hereby enacts this Ordinance to ensure effective governance, transparency, and the holistic development of its students, faculty, and staff.

The Ordinance is framed for the unique reference number and the year of enactment and regulatory bodies for a particular Degree, Postgraduate Degree, Ph.D., Diploma, Certificate, Dual Degree, Joint Degree, Accelerated, Extended, and Integrated Degrees, as well as programmes offered online, with Major/Minor specialisations, or specific credit completion requirements.

It provides for and authorises all measures necessary for the study, teaching, and research relating to such programmes, including the adoption and periodic updating of curricula, and the use of both traditional and innovative delivery modes, including online education.

Definitions:

1.3. Statutory bodies and regulatory Authorities:

- a. "Act" means the Maharashtra Private University (Establishment and regulation)(Second Amendment), Act 2023, (Mah. Act No XV of 2025)
- b. "UGC" means University Grants Commission
- c. "AMC" means Academic Monitoring Committee
- d. "University" means Indira University, Pune
- e. "Sponsoring Body" means Shree Chanakya Education Society (SCES)
- f. "BOS" means the Board of Studies of a particular School/Program of the University .
- g. "GB" means Governing Body .
- h. "BOE" means Board of Examination
- i. "AC" means the Academic Council of the University.
- j. "BOM" means the Board of Management constituted under section 28 of this Act.
- k. "Authorities" means the authorities of the university as specified by or under this Act.
- l. "COE" means the Controller of Examinations of the University .
- m. "Clause" means duly numbered clauses of the ordinances.

1.4. Academic Terminologies:

- a. "Academic Year" means the period defined in the academic calendar prepared by university for carrying out academic and other activities for the year .
- b. "Campus" means the area of university within which it is established.
- c. "Division/Class" means specific group of students meeting for specific instructional courses.
- d. "Continuing Student" means a student, who has completed at least one term, prior to the current term.
- e. "Code of Conduct" means code published by the University for discipline.
- f. "Course" means a prescribed set of instructions in a subject offered as a unit of studies within an academic program. "Course" is a unit of specified credits in a formal programme. It further means, a specific subject usually identified by its course-number and course-title, and syllabus/course-description, a set of references, taught by teacher(s)/course-instructor(s) to a specific class (group of students) during a specific academic-session/semester.
- g. "Course Details" means detailed scheme of a course.
- h. "Curriculum" includes the set of academic regulations, course structure and course-contents, nature, duration, pedagogy, syllabus, and related details of a program.
- i. "Department" means a part of School/ Faculty offering one or more specializations/courses in the University .
- j. "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.
- k. "Expulsion" means removal of a student from the University rolls.
- l. "Fee" means the Fee charged by the University as per section 42 of the Maharashtra Private Universities (Establishment and Regulation) Act, 2023 (Mah. Act No. VIII of 2024).
- m. "Online Education" means electronically supported teaching-learning for teacher student interaction and exchange of material related to academics including examinations.
- n. "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 during studies or otherwise.
- o. "Programme" means a set of courses leading to a certificate, diploma, and degree.

p. "Programme Co-ordinator" means a personnel in charge of an academic programme.

q. "PRN " means permanent registration number -a unique number given to every student admitted in the University.

r. "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 .

s. "Term" means Academic year or a part of academic year and includes Annual/Semester/Other duration, wherever applicable.

t. "Tutorial" means a class that offers students (generally in smaller groups compared to lectures) an opportunity to discuss in detail and augment learning ,ask questions with their peers and the teacher.

u. "Academic Calendar" means the schedule of the university for the academic year, giving details of all academic and administrative events as approved by the Academic Council.

v. "Choice Based Credit System (CBCS)" means a mode of learning in higher education which facilitates a student to have some freedom in selecting his/her own choices ,across various disciplines for completing a UG/PG programme .

w. "Centre of Excellence" means the state of-the-art training or research centre established in collaboration with industry or for the benefit of the industry and society, to provide all types of relevant skills to students, in-service employees, working professionals and to undertake joint projects.

x. "Credits" means a credit system which is a systematic way of describing an educational programme by attaching duration/time to its course components.

y. "Degree Programme" means all UG, PG, Ph.D. Programmes.

z. "Extension Activities" means the aspect of education, which emphasize community services. These are often integrated with curricula as extended opportunities intended to help, serve and learn.

aa. "HOD/Area Chair" means the Head of the Department concerned.

ab. "Director/Dean" means Head of the School/Centre of Excellence or any other functional Unit of the University.

ac. "Schools" means a constituent unit of the University established for monitoring, supervising, and guiding, teaching, training, and research activities in broadly related fields of studies.

ad. "MOU" means the Memorandum of Understanding.

ae. "Programme Structure" means a range of courses (and their details) offered to students to choose at various levels leading to award of certificate / diploma /degree.

af. APAAR/ABC id is the unique id for credit accumulation and verification as per Government of India norms.

ag. Multidisciplinary Education -As per NEP 2020 policy – Para 10.2, 11.1

ah. "Holistic and multidisciplinary education would aim to develop all capacities of human beings intellectual, aesthetic, social, physical, emotional, and moral – in an integrated manner."

Interdisciplinary Education (Implied through context, especially under research and innovation):

While "interdisciplinary" is used in context, NEP 2020 more commonly refers to “multidisciplinary and holistic education” as a unified goal. Interdisciplinarity is often discussed under:

- Research-based learning
- Cross-functional skill development
- Flexible curriculum

So, while it does not define "interdisciplinary" separately, the essence is conveyed through its emphasis on integrated and flexible learning models.

Ai. “Equivalence Committee” means a committee formed by the BOM to examine and determine the equivalence if the academic programs, courses, degrees, diplomas and certificates awarded by other recognized universities and institutions with those of Indira University.

aj. “Notification” means a notification published by appropriate authorities.

ak. “Notice” a short, formal announcement designed to quickly inform about a particular event or information for specific persons.

al. “Circular” a broader, more comprehensive document used to disseminate information to concerned within the organization.

am. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.

an. “Staff” refers to all non-teaching staff working in university in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.

ao. “Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode)

Chapter 2: Academic Governance and Student Regulations

2.1. The admission of students to the University and their enrolment as such:

1. Admission in the university shall be made strictly on the basis of merit.
2. Merit for admission in the university may be determined either on the basis of marks or grade obtained in the qualifying examination, and

achievements in co-curricular and extracurricular activities and / or on the basis of marks or grade obtained in the entrance test conducted by Indira University or conducted at State/National level either by an association of the universities conducting similar courses or by any agency of the State or National Level; Provided that, Admission in professional and technical courses shall be made only through entrance test.

Seats for admission in the university, for the students belonging to Scheduled Castes, Scheduled Tribes, De notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes, Special Backward Category and

Economically Weaker Sections (EWS) and students with disability, shall be reserved as per the policy of the State Government.

Out of the total approved intake capacity, forty per cent of the seats shall be reserved for the students having domicile in the State of Maharashtra.

3. The Admission Committee, as specified and empowered by the Statutes, shall recommend the policy, norms and criteria governing the Admissions to all Programs of the University to Academic Council for approval.
4. Provided further that the eligibility and admission process criteria, if any, prescribed by respective Regulatory Bodies/Councils shall be followed in admissions to such Programs.
5. The University may make provisions for admission through lateral entry in the select programs as decided from time to time.
6. Admissions will be confirmed after the due Document Verification process by the Registrar's office.
7. Every admitted students will be given a Permanent Registration Number.
8. All the Indira University admissions shall be based on the Merit Criteria and Students may avail the benefit of the various scholarships declared time to time by the authorities of the Indira University.
9. Admissions to the Ph.D. programme shall be made in accordance with the University Grants Commission Regulations. The University may conduct its own entrance test and interview/viva voce or consider valid scores of approved national/state level eligibility tests as notified. The number of seats, admission schedule, and selection criteria shall be notified by the University through appropriate means, ensuring adherence to reservation policy and other applicable statutory requirements.
10. Conversion of Vacant Reserved Seats of all the programs – If no eligible candidate is available in a reserved category even after due efforts

(advertisement, multiple calls, etc.), then the vacant seats may be filled from other categories, including General category, to ensure full occupancy .

11. “In the case of NRI (Non-Resident Indian), PIO (Person of Indian Origin), Foreign National (FN), and/or Children of Indian Workers in Gulf Countries (CIWGC) candidates, verification of the visa, passport, and equivalence certificate issued by AIU shall be carried out carefully.”

2.2. Academic Calendar

The Academic Calendar, prepared by the Dean of each School and approved by the Academic Council, shall represent all academic activities of the University for the year. The final calendar will be published at the beginning of the academic year and displayed on the University website www.indirauniversity.edu.in .

2.3. Semester Pattern / Annual Pattern

1. The University Follows the semester / Annual Pattern based on the choice-based credit system.
2. Semester Comprises of the approximately 18 to 22 weeks duration including the Examination period sometimes it is delayed up to 24 weeks including the backlog examination, Evaluation and Grade Finalisation.
3. The semester which begins in the Month of July /August every year is called as the odd Semester and the Semester that begin in the month of the December to January is called as the Even semester.
4. For the Annual Pattern there is no Semester or odd even semester declaration.
5. Students are required to enrol for the semester based on their examination performance, the courses they choose, and the electives they opt for .
5. Students need to register for elective courses (both program/department electives & open electives) prior to semester commencement .
6. Students are allowed to register for a minimum and maximum credits in each semester as per NEP guidelines .
7. Course Code and program code and the semester code note is added to maintain uniformity.
8. Change of Program registration: A student who has registered for a program, but desires to withdraw the registration, will be permitted to do so at least seven days before completion of eligibility process.

(i) Student shall be permitted to change the programme as per his or her interest. The change of programme shall be permitted within 30 days of commencement of academic sessions. This facility shall be available only for intra-University transfer.

(ii) In case of inter-university transfers, the candidate will be allowed to join subsequent year directly only after the due approval of the equivalence committee.

(iii) Rejoining Programme: A student who discontinues the academic programme for any reason and re-joins the programme later shall be governed by the Ordinances, courses of study, syllabi, and the University fee structure in force at the time of his/her re-joining the programme

9. For any program or course of study any other pattern apart from semester or annual can be followed sub to approval by Academic Council and Board of Management.

2.4. Attendance Requirement

1. In order to maintain high standards and academic excellence, all students should maintain the specified attendance criterion in lectures, tutorial, studio, field work, laboratory, practical classes, seminars, workshops and non-credit courses, other value-added programs as well.

2. To account for approved leave of absence in case of contingencies like medical emergencies or any other personal exigencies the attendance requirement shall be a minimum of 75% of the classes conducted. In case of NCC / NSS / Seminars / Conferences / sports etc special consideration may be granted by dean.

3. However, where higher (than 75%) attendance requirements are prescribed by Regulatory Bodies (like PCI etc.) for specific Programmes, the same will be mandatorily adhered to without exception.

4. A student with less than 75% attendance or falls short of the mandatory requirement in a course during a semester, in all curricular sessions taken together as applicable, and irrespective of nature of absence, will not be permitted to appear in the End Semester Final Examinations of the course in which the shortfall exists.

5. Provisions will be made available periodically for students to view their attendance.

6. Attendance requirements can be modified for accelerated or extended degree programs on under specific circumstances including natural calamities notified by University authorities.

Chapter 3: The courses of study to be laid down for the degrees, diplomas and certificates of the University

3.1 Degrees, Diplomas, Certificates Offered

1. The University shall offer the academic programmes leading to the award of 'Certificate', 'Diploma', Degree (UG &PG), Joint Degree, Dual Degree, Integrated programmes, Doctoral Research, Post Doctoral Research under University Schools/Faculties/Departments as per UGC / regulatory authorities .

The University may also offer Doctor of Science (D.Sc.) and Doctor of Literature (D.Litt.). Programs in chosen areas of higher learning/specialization/excellence in the concerned field.

The University shall institute Degree, Diplomas and Certificates with the approval of the Academic Council and approved by the Board of Management and Governing Body.

2. The University may also offer Diploma and Certificate courses of shorter durations in various areas of study.

3. The University shall include the Choice based credit Courses.

4. Various Programs: Indira University shall offer wide range of the programme's options under the banner of the various Faculties/Schools which are evolving and satisfies the 'Global', 'National', 'Regional trends' relevant to the 'local needs' and 'allied areas of higher education'. The programs created with the number of specialisations should offer opportunities for the employment.

5. As per the vision of the Indira University ,credits related to Indian Knowledge System (IKS) , Artificial Intelligence (AI),Environment and sustainability , and relevant emerging areas etc shall be offered to ensure holistic development of students.

6. The University may offer 'online programmes', 'distance learning programmes' as per UGC regulations, based on the demand and need of the stakeholders.

7. The nomenclature of various degrees shall be in consonance with the Regulations as received from the University Grants Commission (UGC) from time to time and adopted by the Governing Body.

8. On the recommendation of Academic Council, the Board of Management may establish a special centres and specialized laboratories for undertaking inter-disciplinary and special studies programs.

3.2. Credits Required for the Programs as per the Regulatory Authorities:

The University shall follow the attributes devised by the UGC for its various programmes.

The Standard of 'minimum requirement' for a 'Degree' within the limitations of the Choice Based Credit System norms (CBCS norms) stipulated by the UGC, AICTE, CoA, Pharmacy Council of India, DG shipping, National Medical Commission, Bar Council of India and various other regulatory authorities as applicable shall be followed by Indira University.

3.3. Minimum Credits Required for Completion of the Programme Depending on the programme, the minimum credits required for award of the degree shall be as approved by the Academic Council and Regulatory bodies wherever applicable. For all UG/PG programs except the Pharmacy programs under school of Pharmacy the credits offered will be as per NEP 2020 guidelines.

3.4. CBCS implementation

The CBCS may be implemented in Indira University for all the programs, subject to the condition that all the stakeholders agree to common minimum syllabi of the core Compulsory credits and at least follow common minimum curriculum as fixed by NEP.

3.5. Provision to Design Syllabus

The University shall design its own syllabi, incorporating the following components for the UG curriculum as per NEP 2020 guidelines .

1. Major (Core) Subject comprising Mandatory and Elective Courses
2. Minor Subject
3. Generic/ Open Elective Courses
4. Vocational and Skill Enhancement Courses (VSEC):
5. Ability Enhancement Courses (AEC)
6. Indian Knowledge System (IKS) and Value Education Courses (VEC):
7. Field Projects/ Internship/ Apprenticeship/ Community Engagement and Service and Research Project
8. Co-curricular Courses

For all PG courses NEP / NCrf guidelines will be followed.

For all Pharmacy Courses under School of Pharmacy the PCI guidelines will be followed.

Any other components relevant to industry and / or as per current notifications may be added.

3.6. Credit-Workload:

Credits will be assigned based on the number of hours required per week for lectures /tutorials / lab work / field work to complete the course in a single semester.

For the purpose of computation of workload, the following mechanism shall be adopted as per NEP structure: 1 credit is equivalent to 15 hours of theory lectures/30 hours of practical.

3.7. CBCS Structure

The CBCS structure, with details of core course, electives, and options within and outside the major discipline, shall be displayed on the University website.

3.8. ADP/EDP (accelerated/Extended Degree Program) will be allowed as per the UGC guidelines to aspiring students

3.9. The AMC (Academic Monitoring Committee) will be at the school level. The AMC periodically reviews the progress of the classes.

1. Discussing the problems concerning curriculum, syllabus and the conduct of classes.
2. Discussing with the course teachers on the nature and scope of assessment for the course.
3. Communicating its recommendation to the Dean of the school on academic matters.
4. The Program Committee shall meet at least once in a semester.

3.10. Transfer of Credits/Credit Exchange:

The courses credited elsewhere, in Indian or foreign Universities / Institutions / Colleges by students during their study period at the University may count towards the credit requirements for the award of degree. The credits transferred will reduce the number of courses to be registered by the student at the University. The guidelines for such transfer of credits are as follows:

1. Students can earn external credits from Institutions of National Importance. / Organizations / Laboratories / Industries and other Indian or foreign Universities/Institutes/Colleges.
2. Credits transferred will be used for SGPA/CGPA computations verified through APAAR/ ABC id.
3. Credits transfer can be considered only for the course at same level, i.e., UG, PG, Ph.D. etc.
4. A student must provide all details (original or attested authentic copies) such as course contents, number of contact hours, course instructor /project guide and evaluation system for the course for which he/she is requesting a credits transfer. He/she shall also provide the approval or acceptance letter from the other side.

3.11. Medium of Instruction

As per the course requirements, the medium of instruction and Examination shall be English, unless otherwise specifically prescribed or required in accordance with the subject need or as per the UGC / other regulatory bodies / notifications of the academic council.

3.12 The award of Degrees, Diplomas, Certificates and other Academic Distinctions, the minimum qualifications for the same and the means to be taken relating to the granting and obtaining the same

1. The students who have pursued the approved academic program (courses of studies) in the University, its Constituent Colleges, Faculty/School or its Department, and have successfully completed the prescribed requirements for a particular degree, diploma, certificate or other academic distinctions or title, as per the Academic Ordinances laid in this regard by the University, shall be eligible for the award of Degree / Diploma / Certificate or other academic distinctions or title respectively.
2. The Degrees shall be awarded in the Annual Convocation of the University or in a function specially organized for the purpose.
3. The Certificates will be awarded from time to time as required.
4. The Academic Council shall approve the text and the format of the Degrees, Diplomas, Certificates and Citations.
5. The President or in his absence, the Vice Chancellor shall preside over the Convocation/Special function.
6. The maximum duration of various programs will be as per UGC, NEP 2020 guidelines.

3.13. The conditions of the award of fellowships, scholarships, studentships, medals and prizes

- The Fellowships, Scholarships, Studentships, Medals and Prizes shall be instituted with the approval of the Governing Body / Board of Management.
- The Governing Body may appoint committee(s) to frame guidelines for the award of such fellowships, scholarships, studentships, medals and prizes.
- The eligibility criteria, values, tenure, methodology and procedure for selection of awardees shall be as decided by the Governing Body.
- The university can create 'Chairs' relevant to specific stream, can offer 'Professor emeritus' status, 'Distinguished Professor' status or any other respectable position to Accomplished Personalities with approval of the relevant authorities of the university.

Chapter 4 – The conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators

The conduct of examinations is a core academic function of the University and shall be guided by the principles of fairness, transparency, confidentiality, and academic integrity. The University shall constitute examining bodies and appoint officers with clearly defined terms of office and responsibilities, so as to ensure that examinations are conducted in a manner that upholds the credibility of the assessment process and the reputation of the University.

4.1. 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 Area Chair on approval from dean of the School, shall lay down 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.

4.2. Term of Office

Controller of Examinations (CoE): The CoE shall be a statutory, full-time officer of the University, appointed for a tenure of three years, or as otherwise prescribed in the subsequent Statutes. The CoE shall be eligible for reappointment on completion of tenure, subject to satisfactory performance and approval by the Competent Authority.

Deputy Controller of Examinations (Dy. CoE): The Dy. CoE shall be appointed by the Vice-Chancellor on the recommendation of the CoE for such term as may be determined by the University and shall act as CoE during his/her absence.

Assistant Controllers of Examinations (Asst. CoE): One Asst. CoE may be nominated for each School by the CoE with approval of the Vice-Chancellor, for such term as may be determined by the University.

Examining Bodies and Committees: The Board of Examinations (BoE), Moderators, Vigilance Squad, and other examination committees shall be constituted by the University at the beginning of every academic year, or as otherwise prescribed.

4.3. Appointment of Examining Bodies

1. The BoE shall empanel paper setters, examiners, moderators, and assessors on the recommendations of the respective Boards of Studies.
2. The final panel shall be approved by the BoE and notified by the CoE.
3. As a principle, at least fifty percent of paper setters shall be external to the University, *subject to availability of qualified experts* .
4. Where adequate external experts are not available, the CoE may, with approval of the Vice-Chancellor or Chairperson, BoE, relax this requirement for specific courses and record the reasons in writing.
5. All persons so appointed shall submit a declaration of confidentiality and absence of conflict of interest prior to acceptance of assignment.

4.4. Duties and Responsibilities of Examining Bodies, Examiners and Moderators

1. Board of Examinations:

- Approve examination timetables, panel of examiners, moderation norms, result gazettes, and recommend policy changes relating to examinations.

2. Controller of Examinations:

- Ensure secure, fair, and timely conduct of all examinations of the University, including question paper setting, moderation, evaluation, and result declaration.
- Maintain records, present reports to the Academic Council/Board of Management, and ensure compliance with statutory and regulatory norms.

3. Deputy Controller and Assistant CoEs:

- Assist the CoE in planning, coordinating, and supervising examination activities including ERP/OEMS operations and School-level exam administration.

4. Examiners and Moderators:

- Ensure that question papers cover the prescribed syllabus, adhere to course outcomes, and that evaluation is fair, uniform, and as per the approved marking scheme.

5. Invigilators and Senior Supervisors:

- Supervise examination halls, maintain discipline, report cases of unfair means, and ensure smooth conduct of examinations in accordance with the directions of the CoE.

6. Appointment of Unfair Means Enquiry Committee

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.

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.

Chapter 5: Fees to be charged for the various courses, examinations, degrees and diplomas of the University

5.1. Scope and Applicability

These regulations apply to all students enrolled in the University under various programmes. These regulations outline the procedures for fee payment, refunds, penalties, and financial assistance available to students. They also govern financial transactions related to hostel fees, examination fees, and other institutional charges. The fees structure would be in tune with the objective of providing quality education to the university students.

5.2. Fee Structure and Payment Guidelines

1. The university shall publish its fee structure annually, which shall be reviewed and approved by the governing body.
2. Fees shall be paid as per the prescribed schedule in lump sum or instalments, as approved by the university.
3. Payment modes shall include online transfers, demand drafts, bank deposits, or any other officially recognized method.
4. Students must retain proof of payment for future reference.
5. Late payment beyond the due date will attract penalties as specified in university guidelines.
6. The fee revision shall be duly notified. The revised fee shall be applicable to all the students admitted in that Academic year and over all students studying in the University.

Types of Fees Payable

Students shall be required to pay the following fees as applicable:

1. Total Fees (Tuition Fee and Development Fee) As mentioned in the first statutes. Total fees are subject to change based on recommendation of the Fee Fixation Committee.
2. The University shall constitute a fee fixation committee under Section 42 of the Act for the purpose of charging the Tuition and other fees to the students of the different programs offered by the University.
3. The University, in addition to the Tuition and other fees, shall charge Development Fees to the extent of six to fifteen percent of Tuition Fees. The Development Fees shall not be subjected to the income-expenditure account but shall form a part of the balance sheet as Development Fund.
4. The development fees so collected shall be utilized only for the maintenance or creation of the infrastructure facilities and learning resources.
5. The details of the procedure for the calculation of tuition and development fees shall be as per the first Statutes prepared under Section 42 of the Act.
6. The University shall charge or recover other fees such as examination (payable for semester or annual exams), convocation, eligibility, admission, and such other fees as decided by the Board of Management, from time to time.
7. Hostel and Mess Fee – Applicable to students availing hostel facilities.

Refund Policy

Refund will be given as per the UGC/State Government guidelines.

5.3. Scholarship and Financial Assistance

1. The university may provide merit-based and need-based scholarships to eligible students.
2. Government scholarships, private grants, and institutional fellowships may be availed as per respective norms.
3. Students seeking financial aid must submit the required documents and adhere to the verification process.
4. In order to respect merit, irrespective of any other considerations and to help the economically weaker sections of the society, Indira University has formulated scholarship policy to be implemented from the academic year 2025-26 and this scholarship will be awarded per program.

The following scholarships will be offered:

1. Merit Based Scholarship
2. Sports Scholarship
3. Economical Weaker Section (EWS) Scholarship
4. Dr. Tarita Shankar Girls Child Scholarship
5. Scholarship for Person with Disability
6. Scholarship for Wards of Martyrs

Any other scholarship as decided by the University's President may be offered.

5.4. Fee Concessions and Instalments

1. Fee concessions may be granted to the needy students from time to time, as per university policy.
2. In exceptional cases, students may request instalment-based fee payments, subject to approval by the university finance office.

Chapter 6. The conditions of residence of the students in the hostels of the University

1. General Conduct

Students residing in hostels shall comply with all hostel rules and regulations notified by the University. They are expected to maintain discipline, respect hostel property, and cooperate with hostel authorities to ensure a safe and conducive residential environment.

2. Timings and Attendance

Timing and Attendance rules as prescribed by Hostel authorities shall be followed.

Students staying out of the hostel overnight must follow the Compulsory Night-Out Procedure as notified.

3. Visitors and Security

Male visitors are strictly prohibited in the Girls' Hostel.

Local guardian details must be provided in the admission form for emergency contact purposes.

The University reserves the right to inspect rooms and common areas at any time for security or disciplinary reasons.

4. Fees and Documentation

Hostel fees shall be paid in full at the time of admission unless instalments are approved by the University.

All required documents must be submitted to the hostel warden at the time of check-in.

5. Use of Facilities and Property

Students must carry limited luggage and are personally responsible for carrying it to their allotted rooms.

Personal electrical appliances are prohibited unless specifically permitted by the warden.

Damage to hostel property shall result in recovery of repair costs and may invite disciplinary action.

6. Discipline and Prohibitions

Smoking, alcohol, tobacco, narcotic substances, and psychotropic drugs are strictly prohibited in hostel premises.

Any student found violating these rules will face strict disciplinary action, including expulsion from the hostel.

Students must maintain appropriate decorum in hostel premises and avoid any behaviour that disturbs other residents.

7. Medical Fitness and Emergencies

All residents must submit a Medical Fitness Certificate at the time of admission and disclose any prior medical history to the warden.

In case of illness or emergency, students must immediately inform the hostel warden.

First Aid facilities are available in the hostel. In emergencies, students will be taken to the nearest hospital, and parents/guardians will be informed.

8. Grievances and Complaints

Students may register complaints in the Maintenance/Complaint Register available with the warden or submit grievances in writing/email.

Complaints will be addressed promptly based on severity.

Any agitation, hooliganism, or rampage in the name of grievance redressal is strictly prohibited. Disciplinary action, including rustication or expulsion, may be taken after due process.

Medical Assistance and Insurance

It is mandatory for all students staying in the Hostel to submit Medical Fitness Form. If a student has any previous medical history, it must be informed to warden at the time of hostel admission.

The SCES Management has the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.

Chapter 7: Provisions regarding disciplinary action against the students

The university is committed to fostering an academic environment that upholds integrity, discipline, and mutual respect among all students. This Code of Conduct outlines the expected behaviour, responsibilities, and encompasses behavioural expectations, discipline, ethical standards, and penalties for misconduct. All students must read, understand, and comply with this Code of Conduct. At the time of admission, students shall sign an undertaking confirming their adherence to these regulations.

7.1. Scope and Applicability

This Code applies to all students enrolled in the university, including those in Certificate Programs, Diploma, undergraduate, postgraduate and doctoral programs. It is enforceable within university premises, affiliated institutions, hostels, and any university-related events, both online and offline.

1. Violence, vandalism, and unauthorized protests are strictly prohibited.
2. Substance abuse, including the consumption or possession of alcohol and drugs, is forbidden on campus.
3. Bullying, ragging, sexual harassment, and any form of misconduct will lead to strict disciplinary action.

Dress code and decorum should be maintained as prescribed by the University / Schools / Colleges / Institutes / Departments.

7.2. Objectives

Students shall:

1. Maintain the highest standards of integrity, honesty, and ethical behaviour.
2. Respect the rights, dignity, and diversity of all individuals within the university community.
3. Adhere to university policies, rules, and regulations.
4. Promote an environment free from discrimination, harassment, and violence.
5. Use university resources responsibly and sustainably.

7.3. Academic Integrity

Students must:

1. Avoid plagiarism, cheating, and other forms of academic dishonesty.
2. Properly cite and acknowledge sources in academic work.
3. Refrain from unauthorized collaboration or use of unfair means during examinations and assessments.
4. Follow prescribed guidelines for research ethics and publication standards.

7.4. Campus Discipline and Behavioural Standards

Students shall conduct themselves in a manner that upholds public order, decency, and discipline and avoid disruptive activities.

7.5. Use of Digital Platforms and Cyber Conduct

1. Students must use university digital platforms responsibly and ethically.
2. Cyberbullying, unauthorized access, or misuse of university IT resources is strictly prohibited.
3. Online behaviour should align with university values, avoiding hate speech, defamation, or any harmful activities.

7.6. Anti-Ragging

Indira University has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions,

The Ragging is defined as any disorderly conduct, whether by words spoken or written or by an act, has the effect of teasing, treating, or handling with rudeness a fresher or a junior student. Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student. Asking the students to do any act or perform something that such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student. This can lead to adverse effects such as depression, anxiety, and sometimes even suicide.

Anti-Ragging Committee:

The Anti-Ragging Committee is instituted at each college or university to ensure compliance with the provisions of the regulations as well as the provisions of any law for the time being in force concerning ragging; investigate complaints and also, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. The Anti-Ragging Committee is responsible for inculcating a culture of Ragging Free Environment on Campus. The Anti-Ragging Committee is involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting an array of activities. The committee is also responsible for conducting awareness programmes from time-to-time on campus .

Anti-Ragging Squad

The Anti-Ragging Squad office bearers work under the supervision and guidance of the Anti-Ragging Committee and engage in checking places like hostels, buses, canteens, grounds, classrooms and other places of student congregation to keep a vigil and stop the incidences of ragging, if any, and report them if they happen. The squad role is also to educate the students at large by adopting various means about the menace of ragging and related punishments there to.

7.7. Punishment Provisions

1. Any student or group of students found guilty of ragging on campus or off campus shall be liable to one or more of the following punishments:
2. Debarring from appearing in any sessional test /university examination or with holding results.
3. Suspension from attending classes and academic privileges
4. Withdrawing scholarships and other benefits
5. Suspension from the college for a period of one month
6. Cancellation of admission
7. Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
8. Suspension / expulsion from the hostel
9. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
10. Expulsion from the institution and consequent debarring from admission to any other institution.
11. Fine up to twenty-five thousand rupees.
12. Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both
13. Collective punishment– When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

7.8. Internal Complaints Committee

University shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment.

The ICC shall have the following composition: -

1. A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor), nominated by the Vice Chancellor.
2. Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the VC.
3. Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, nominated by Deans.
4. One member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Vice Chancellor.

7.9. Grievance Redressal Mechanism

Grievance Redressal Mechanism for students, faculties, non-teaching staff and other stake holders is as per details mentioned in first statutes.

Disciplinary Actions and Consequences

Violations of the Code of Conduct may result in disciplinary actions, including:

1. Warning or Reprimand – For minor offenses.
2. Fines or Compensation – In cases of property damage or misconduct.
3. Suspension – Temporary removal from academic activities.
4. Expulsion – Permanent removal from the university in severe cases.
5. Legal Action – If the offense violates laws applicable under state or national jurisdiction.

Chapter 8. The creation, composition and functions of any other body which is considered necessary for improving the academic life of the University

1. For smooth and efficient functioning of the University, the Governing Body may constitute Standing, Advisory and / or other Committee(s) as it may deem fit. The composition, powers, functions and the tenure of these Committees shall be as decided by the Governing Body.
2. The Vice Chancellor or the Academic Council may propose, within the framework of the Act, Statutes and Ordinances, detailed Ordinances governing various aspects of growth and improvement of the academic life and quality of the University (e.g. Faculty Development Programs, Service Policy and Guidelines for the Staff of the University, establishment of

- multidisciplinary centers for learning/research, etc.) for efficient and transparent functioning, growth and development of the University.
3. These proposed Ordinances shall be considered by the respective Authorities/ Officers of the University as laid down in the Act, the Statutes and the Ordinances, and recommend it to the Governing Body for approval.
 4. On the recommendation of the Academic Council, the Governing Body may establish Special Schools, Institutes, Colleges, Centers and Specialized laboratories for undertaking Interdisciplinary and Special Research & Studies programs. The Governing Body may also constitute Special Board(s) of Studies (BOS), Inter -disciplinary Faculty Boards and Academic Committee(s) for the appropriate guidance, research, innovation and allied training to these centers/ laboratories.

Chapter 9. The manner of co-operation and collaboration with other Universities and institutions of higher education

The University may cooperate and collaborate with other Universities, Institutions, Centers of Excellence and “Persons of Eminence” on mutually agreed terms in areas including the following:

1. Establishment of University Centers in India and abroad.
 2. Joint Research projects funded by national and international agencies and others.
 3. Exchange of Student and Faculty.
 4. Twinning / Articulation of syllabi / Exchange of students at Bachelors, Masters level and higher levels under credit transfer arrangement.
 5. Sharing of course and instruction materials.
 6. Developing e-courses for interactive and interactive-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 and Vocational Courses
 - (iv) Refresher and Continuing Education Courses
 - (v) Expert lectures.
 9. Any other activity of mutual benefit.
- The scope and the terms and conditions of cooperation and collaboration shall be as approved by the Governing Body from time to time.

Chapter 10: All other matters which are required to be provided by the ordinances under the provisions of this Act or the Statutes made thereunder.

Detailed Ordinances governing various aspects (e.g. Academics, Examinations, Convocation, Research, Consultancy and Extension activities, HR policies, processes and service conditions for employees, maintenance of discipline, etc.) shall be framed by the Vice - Chancellor / Pro-Vice-Chancellor / Registrar within the provisions of the Act, the Statutes and the Ordinances for smooth, efficient, fair and transparent functioning of the University.

These Ordinances shall be considered and approved by the respective Authorities/ Officers of the University as laid down in the Act or Statutes.

The Governing Body shall have the authority to add new Ordinances and modify or delete any existing Ordinances as and when required for the proper functioning of the University.

The Registrar of the University shall maintain a record of all the Ordinances of the University and shall provide the same to the Authorities/Officers of the University as and when required by them.

Chapter 11: Interpretation

Any question relating to a typographical error, spelling mistake, clarification or interpretation related to any of the provisions of these Ordinances shall be referred to the Chairman, Governing Body whose decision shall be final and binding.

Notwithstanding anything stated in the rules framed herein, any unforeseen issues not covered by these Ordinances, or a differences of opinion in interpretation and in respect of all the matters, whether expressly provided herein or not, the President may take such measures as may be necessary for removal of discrepancies and to issue clarifications wherever necessary and expedient to do so.

~ End of the First Ordinances ~



INDIRA UNIVERSITY

Tathawade, New Pune Mumbai Highway,
Pune – 411033, India

🌐 www.indirauniversity.edu.in