

Institute of Advanced Research

Ordinances of the University

Institute of Advanced Research,
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Ordinances of the University

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Preamble

The University is constituted by the Gujarat Private Universities Act, 2009 as amended by the Gujarat Private Universities (Amendment) Act, 2011. The Act lays down the object of and a basic constitutional structure for the University and provides for the making of Statutes, Ordinances and Regulations. The Act, together with the Statutes and the Ordinances make up the constitution of the University.

The Ordinances deal primarily with academic matters. They should be read and are subject to the provisions of the Act and the Statutes.

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1 Definitions and interpretation

- 1.1 In these Ordinances:-
 - 1.1.1 “Alumni” are persons who have been granted a degree of the University.
 - 1.1.1 “Department” means a teaching or research department of the University (the name of which may include the word Department but which may describe the Department in some other appropriate way);
 - 1.1.2 “Student” means any student registered as such with University for the time being;
 - 1.1.2 “University” means the Institute of Advanced Research.
- 1.2 Footnotes are for information only and do not form part of the Ordinances.
- 1.3 References to sections or sub-sections are, except where the context otherwise requires, to sections or sub-sections of the Ordinances.
- 1.4 Words importing the masculine include the feminine and, unless the context otherwise requires, words in the singular shall include the plural and words in the plural shall include the singular.

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2 Admission and enrolment of Students

- 2.1 The University will make arrangements for:-
 - 2.1.1 Prospective Students to apply to join the University to undertake a specific course of study;
 - 2.1.2 The setting of admission standards and the selection of those to whom a place of a course will be offered.
 - 2.1.3 The giving of advice to prospective Students that they must not provide false information or documents to gain admission to a course of study. They should be warned that doing so may result in cancellation of registration or award of degree.
- 2.2 A Student selected for a course of study will be made an offer letter for joining the course. The Student will be registered with the University on payment of the required fee.
- 2.3 The Registrar will maintain a record of all current and past Students at the University and so far as practical keep it up to date.
- 2.4 The Registrar shall also keep a register of Alumni of the University.
- 2.5 A Student may at the discretion of the University register for more than one course.
- 2.6 A Student may migrate to another university before the completion of his course of study. The Academic Council will put in place the procedures to be followed for this.
- 2.7 The University may register students migrating from other universities. At the discretion of this University teaching received and credits gained at other universities may be carried forward to the Student's course of study at this University. In deciding on the value to be placed on prior teaching and credits gained the University shall be entitled to proceed on a case by case basis in order to evaluate the Student's prior teaching and credits and therefore the amount which the earlier teaching and credits will count towards the Student's degree or other qualification.
- 2.8 The University may generate resources collect donations and raise funds to provide scholarships and fellowships. The scholarships offered at the University will be listed for reference of prospective Students. Information to be made available shall include the value and number of scholarships and the selection procedure to be provided.
- 2.9 Funds for scholarships will be kept separate from the general funds of the University and may be invested by the Board of Management as required.
- 2.10 The selection of Students for scholarships and fellowships will be carried out in a fair and transparent manner. Successful applicants will be given a letter informing them of the award of a scholarship and its value. The funds for the scholarships

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may be given to the Student directly or, where a scholarship is to pay all of part of a Student's course fees, applied directly for that purpose.

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3 Organisation of Faculties

- 3.1 Each Faculty of the University shall have a Dean who shall be head of the Faculty and:-
- 3.1.1 The Dean of each Faculty shall be appointed by the Provost from among the Professors who are members of the Faculty after consultation with the current Dean and the heads of institutes, schools and departments in the Faculty;
 - 3.1.2 The Dean shall be appointed for a period of four years.
 - 3.1.3 The Dean of each Faculty shall hold office upon such conditions as described in their letter of appointment;
 - 3.1.4 Where there is a vacancy in the office of Dean then pending the appointment of a new Dean, the duties of the office shall be carried out by a person appointed by the Provost from among the Professors of the Faculty;
 - 3.1.5 The retiring Dean of each Faculty shall be eligible for re-appointment for a period or periods not exceeding four years in total.
 - 3.1.6 The Dean of a Faculty shall have overall responsibility for the good running of the Faculty and in addition shall have such duties and powers as are from time to time specified by the Academic Council.
- 3.2 Each department shall have a head of department and:-
- 3.2.1 The provisions in sub-clauses 3.1.1 to 3.1.5 shall apply to heads of department as they apply to Deans;
 - 3.2.2 In appointing a head of department the Provost shall also consult with the academic staff in the department concerned;
 - 3.2.3 A head of department shall have overall responsibility for the good running of the department and in addition shall have such duties and powers as are from time to time specified by the Academic Council.
- 3.3 The Governing Body may from time to time make additional arrangements for the good running of Faculties and departments.

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4 Courses of study to be provided

- 4.1 The courses of study offered at the University will be decided by the Academic Council subject to review by the Board of Management and approval of the Governing Body.
- 4.2 The Academic Council may specify the arrangements for each course including the syllabus, minimum qualifications for entry to the course and the planned intake capacity. It may change these arrangements from time to time. Intake capacity may be modified as required depending availability of teaching and academic staff and number of students. All changes shall be subject to the approval of the Board of Management.
- 4.3 The Academic Council may appoint committees to assist and advise it in these functions. These may have both internal and external experts and may prepare detailed recommendations to the Academic Council.
- 4.4 A course coordinator (who may be a head of department or a Dean) will be appointed for each course. The incumbent will:-
 - 4.4.1 Be responsible for the efficient and effective running of the course;
 - 4.4.2 Ensure the timetable for the course is prepared and followed;
 - 4.4.3 Ensure that lectures and other academic activity is coordinated for smooth implementation of the program;
 - 4.4.4 Co-operate with the controller of Examinations in organising examinations for the course;
 - 4.4.5 Seek feedback from the Students on the course every semester and submit an annual report to the head of the department and the Dean of the Faculty on the operation of the course.
- 4.5 The University may cooperate with other educational establishments and outside bodies in such ways as the Academic Council may approve and may offer joint degrees with other Universities.
- 4.6 It shall be a function of the Academic Council to consider and from time to time to report on:-
 - 4.6.1 Means by which the University may develop additional schools, departments or institutes;
 - 4.6.2 Matters relating to research and other and academic activities, industrial promotion and possible joint ventures.
 - 4.6.3 The capital and recurring costs of its suggestions and the means by which these costs may be financed.

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5 Examinations

- 5.1 The University will make arrangements for the conducting of examinations to assess Students. These may consist of written tests, practicals, assignments, viva voce examinations and such other means of examination may be arranged as may be considered appropriate.
- 5.2 Adequate advance notice of examinations shall be given.
- 5.3 Examination papers may be set internally or with the assistance of external members in a judicious manner. A master answer sheet may be prepared for easy reference and uniformity. Adequate preventive methods will be adopted to ensure fair conduct of the examination process.
- 5.4 Examinations will be conducted in a fair and transparent manner. Invigilators will ensure unfair means are not used during examinations.
- 5.5 The Academic Council will issue guidelines to prevent the use of unfair means during examinations and Students will be advised not to resort to unfair means. The code of discipline of the University may make provision for Students to appear before a disciplinary panel to answer a charge of using unfair means in an examination.
- 5.6 Students will be advised either of the grades obtained or the marks awarded in all examinations. Grace marks may be awarded in specific cases on the advice of heads of department or course coordinators.
- 5.7 A percentage of results should be rechecked to ensure correctness and similarity in marking and assessment. The University may make arrangements for external examiners to undertake this function.
- 5.8 The University shall make arrangements for the hearing of appeals by Students against marks awarded to them.

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6 Award of degrees, diplomas, certificates and other distinctions

- 6.1 The results of each course will be notified to the Registrar who will compile a list of Students to whom an award is to be made. The list will be placed before the Provost for approval. Degrees and other awards shall be conferred at a suitable convocation arranged by the University.
- 6.2 A Student may elect to receive his award in absentia.
- 6.3 A Student who owes fees or other sums to the University may not receive his award until such sums have been paid. However the Provost may waive this rule in individual cases of hardship.
- 6.4 The Academic Council will lay down the procedures for the conduct of the convocation.
- 6.5 The University may award honorary degrees to suitable candidates depending on their contribution to research, promotion of academic facilities, contribution to the society and excellence in profession.
- 6.6 The Academic Council will lay down the procedures for the conferment of honorary degrees.
- 6.7 If an award has been obtained by means of the Student suppressing facts, providing false or misleading information or by fraudulent or other improper means, the Academic Council may recommend withdrawal of the award. The matter will be put to the Board of Management for approval and subsequent implementation.
- 6.8 The Registrar will maintain record of all students who have been awarded a degree or other award by the University.

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7 Fees

- 7.1 The Academic Council will recommend the fee to be charged for each course. This will take into account the University infrastructure, cost of education, salaries to University staff, the duration of the course, escalation of costs and all other matters considered relevant matters. The Chief Finance and Accounts Officer or his representative shall assist in the process of formulating these recommendations.
- 7.2 The recommendations of the Academic Council as to the fees to be charged shall be put to the Board of Management which may approve the recommendation, refer the matter back to the Academic Council for further consideration or exercise its own judgement as to the fee to be charged and resolve accordingly.
- 7.3 Fees may be set on a cost plus basis.
- 7.4 In certain cases, particularly in the case of professional courses fees may be governed by rules laid down by the Government of Gujarat.

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8 Quality Assurance

- 8.1 The Board of Management and the Academic Council will put in place assessment procedures to ensure high standards of academic work at the University. Committees may be put in place to guide and advice where necessary. Expert external members may be appointed to advice and guide the University in this respect.
- 8.2 The University will assess the research capability of the teaching staff and the means by which it may achieve continuous improvement in all areas including particularly the quality of both teaching and research undertaken at the University.
- 8.3 The Committee will periodically review its processes and procedures with a view to improving the quality of all its activities.
- 8.4 In all these respects the Board of Management and the Academic Council may set up committees of suitable persons to undertake or supervise the undertaking of the details work involved and to report back to them periodically or when requested.

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9 Student facilities

- 9.1 The University will seek to provide facilities for Students and create a progressive and supportive academic environment. The University may provide residential accommodation for Students (but shall not be obliged to provide this for all Students) and shall make arrangements by which such accommodation is allocated. Suitable charges may be levied for provision of facilities.
- 9.2 Facilities for sports and other curricular activities should be provided where feasible. Support of external agencies may be taken where necessary.
- 9.3 Administrative and financial support for banking and education loans may be arranged with third parties.
- 9.4 Assistance for industry interaction and job placement may be provided as considered appropriate.

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10 Redress of grievances of Students

- 10.1 The University will set up a forum where the students can discuss issues of importance to themselves and air their grievances.
- 10.2 Individual Students may address grievances in writing to the Registrar, the Dean of the relevant Faculty or to the Student's own head of department or course coordinators. The University will make arrangements for these to be addressed in an appropriate manner.
- 10.3 If a grievance is not resolved to the satisfaction of the Student concerned, the Student may request that the matter be reviewed by the Provost. The Provost may review the matter personally or delegate the review to an appropriate person.

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11 Alumni Association

- 11.1 The University shall set up an Alumni Association and all Alumni of the University shall be registered as members. An Alumnus who does not wish to be a member of the Alumni Association may so notify the Registrar who shall record that Alumnus as not being a member of the Alumni Association.
- 11.2 The Registrar shall maintain a register of Alumni, which shall show which of them is or is not a member of the Alumni Association.
- 11.3 The role of the Alumni Association shall be:-
 - 11.3.1 To act as the organisational body for Alumni;
 - 11.3.2 To organise reunions and other functions intended to promote relationships between the University and its Alumni and also between Alumni themselves.
 - 11.3.3 To support good relations between the Alumni and the University.