



Ordinance No. G-005

General Ordinances

Under Section 35 of U.P. Private Universities Act No. 12 of 2019

(Published and Notified on 17.10.2023)

Address- Amausi, Lucknow 226009

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SHORT TITLE AND COMMENCEMENT

1. These Ordinances shall be called The General Ordinances of the T. S. Mishra University.
2. These ordinances have been incorporated under the Uttar Pradesh Private University Act, 2019 (U.P. Act No. 12 of 2019) and The Statutes of T. S. Mishra University.
3. These ordinances shall come into force from the date of publication by the University.
4. Definitions
 - (a) “Act” means The UP Private Universities Act 2019 (UP Act No 12 of 2019)
 - (b) Statutes and Ordinances shall mean The First Statutes and the Ordinances of the University.
 - (c) “Management” shall mean the Governing Body, the Executive Council, or any other Authority of Officer of the University as may be specified by the Governing Body, the Executive Council or the Chancellor.
 - (d) “University” shall mean the T. S. Mishra University, Amausi, Lucknow.
 - (e) All Definitions of the Act and the First Statutes of the University shall apply to The General Ordinances of the University.

PART – 1: ACADEMICS

CHAPTER – I

1. Director/Dean, Admissions & Academics Affairs

a. Admission

The Admission Policy to the Programs and Courses offered by the University shall be approved by the Management from time to time which would be notified by the University.

Director/Dean Admissions & Academic Affairs will be responsible for promoting, managing, reviewing, and developing policy for admission to the University.

An Admission Committee may be constituted as prescribed by the First Statutes of the University with the consultation of Vice Chancellor for the purpose of admission, enrolment and eligibility/ equivalency of degrees and diplomas for the Indian students as well as foreign. The Director/Dean Admissions and Academic Affairs may decide the modalities and the benchmark criteria for admissions. The admission of students to the University and their enrolment shall be done as per standard rules and regulations.

b. Attendance

The Rules for attendance as notified by the University for different courses of study shall be applicable.

c. Fees

Students admitted to various courses in the Faculties/ Institutions shall have to pay the Fees in different heads like tuition, examination, caution money, hostel & transport fees etc. as applicable or as prescribed.

The Fee Fixation Committee of the University constituted by the Vice Chancellor for the purpose of revising the fees will recommend the modified fees structure to the Management. The same shall be implemented after the approval of competent authority. The revised fees shall be notified and be applicable to all students from the forthcoming academic session.

In the event where fees for existing students are required to be increased to meet the expenses of the University, the revised fees shall be applicable upon them from the subsequent academic session.

d. Scholarships / Fellowships / Medals & Prizes

Award of Scholarships, Fellowships and Concessions shall be decided by a Committee consisting of the Dean of Students' Welfare, and a Dean nominated by the Vice Chancellor. The Committee shall also frame Rules & Regulations for Awards of Scholarships/Fellowships/Medals & Prizes with the approval of the Vice Chancellor.

CHAPTER – II

DEANS/DIRECTOR/COE

2. Director, Planning and Research

The Director of Planning and Research shall work under The Planning Board. The Director of Planning shall devise plans of the University and shall promote research & development in various departments of the University and will also focus on outreach programs of the University.

3. Deans, Faculty of Studies/Schools

Faculties of Study

Following shall be the various Faculties of Study in the University along with the concerned departments: -

1) Faculty of Health & Medical Sciences

- *T. S. Misra Medical College and Hospital (TSMCH)*

Pre & Para Clinical Departments

1. Department of Anatomy
2. Department of Physiology
3. Department of Biochemistry
4. Department of Pharmacology
5. Department of Pathology
6. Department of Microbiology
7. Department of Community Medicine
8. Department of Forensic Medicine

Clinical Departments

1. Department of Anaesthesiology
2. Department of Dentistry
3. Department of Skin & V.D. (Venereal Diseases)/ Dermatology
4. Department of Otorhinolaryngology & Head Neck Surgery (ENT)
5. Department of General Medicine
6. Department of General Surgery
7. Department of Obstetrics & Gynecology
8. Department of Ophthalmology
9. Department of Orthopaedics
10. Department of Paediatrics
11. Department of Psychiatry
12. Department of Radiology
13. Department of TB & Chest (Tuberculosis)

2) Faculty of All Health Sciences

- i. T.S. Misra College of Nursing
- ii. T.S. Misra School of Ayurveda Nursing
- iii. T.S. Misra College of Allied and Healthcare Sciences
- iv. T.S. Misra College of Pharmacy

3) Proposed New Faculties

A. Faculty of Law

1. T.S. Mishra Law School

B. Faculty of Computer Science

2. T.S. Misra School of Computer Science and Artificial Intelligence
3. Faculty of Business Management and Commerce
3. T.S. Misra School of Business Management

C. Any other New Faculty

4. Controller of Examination (COE)

A. In addition to the functions prescribed in the First Statutes of the University the Controller of Examinations shall be responsible for:

- 1) Getting the question papers prepared, moderated and printed, delivered at appropriate examination centers and make all necessary arrangements for smooth conduct of examinations in time and expeditious announcements of results and implementing the decisions of the Examination Committee.
- 2) Opening of new Examination Centers at any of its Study Centers, if required, and its cancellation on the recommendation of the Examination Committee.
- 3) Implementing all decisions of the Examination Committee.
- 4) Getting mark sheets/grade sheets, certificates & degrees prepared and declaring results after approval of the Chairperson of the Examination Committee.
- 5) In the event of a superannuated Professor being appointed as Controller of Examinations, his/her emoluments and conditions of service shall be the same as for other superannuated Professors.

B. Medium of Instruction and Examination

The medium of instruction and examination at all stages of education in all the courses in the University shall be English.

However, the Executive Council may decide the medium of instruction and examination for such courses to be in other languages in accordance with The National Education Policy 2023 notified by the Government of India.

C. Examination Committee

- 1) The examination committee will consist of the following members: -
 - a. Vice Chancellor / Pro Vice Chancellor- Chairman
 - b. Registrar
 - c. One Dean nominated by the Chancellor.
 - d. Two Deans nominated by the Vice Chancellor.
 - e. One representative from Finance Office.
 - f. Controller of Examination (Secretary)
 - g. Any other members as co-opted by the Chairman of the Committee.
- 2) The Examination Committee shall have the power to make Rules and Regulations for the discharge of its functions. Remuneration for external persons engaged in examination activities may be as decided by the Examination Committee.
- 3) All examination related works/duties assigned to any teacher/employee of the University shall be part of their routine normal duties.
- 4) The examination sub-committee may be constituted as per requirements by the Vice Chancellor.

D. Examination Sub Committee

The Examination Sub-Committee shall consist of following-

- | | |
|--|--------------------|
| 1) Pro-Vice Chancellor | - Chairman |
| 2) Registrar | - Member |
| 3) Dean of Doctoral Studies & Research | - Member |
| 4) Dean of concern faculty | - Member |
| 5) Controller of Examination | - Member Secretary |
- a. The responsibilities of the Examination Sub-Committee shall be to decide cases relating to the use of unfair means in examinations.
 - b. To debar an examinee from further examinations of the University, if such examinee is guilty of using unfair means at any such examinations.
 - c. To recommend issuance of Provisional Certificate/Degree to scholars who have been for award of Ph.D.

4. Dean of Human Resources & Development

The Dean of Human Resources & Development shall aim to train the faculty members, to update and make them aware of the recent emerging challenges in teaching and learning and knowledge sharing process.

This will include technology integration in academic delivery and monitoring and also to refresh existing knowledge of concerned in their respective fields.

5. Dean/Director of Academic Quality Control (IQAC)

Dean/Director of Academic Quality Control shall be an Officer of the University appointed/nominated from amongst the Professors by the Vice Chancellor. The Director shall work to raise the standards of academic delivery and research output in the University and bring it at par with the standards expected of a highly ranked global Universities.

6. Dean of Career Guidance & Development

The Dean shall

- 1) arrange, facilitate, and explore job opportunities for students within the country and abroad.
- 2) conduct and manage on and off-campus interviews from reputed/standard companies, industries, organizations/ CPSU etc. for placement of the students.
- 3) arrange counseling and training sessions for improving the ability of students to effectively face interviews for placement.
- 4) sensitize and increase awareness of students as regards competitive examinations such as NEET, GATE, NET, GRE, IELTS, GMAT, SLET, CAT, MAT, CLAT and opportunities for research.

- 5) support entrepreneurship amongst students by providing guidance and mentorship from internal and external experts.
- 6) As a part of duty, Dean-CG&D has to submit monthly report to the Vice Chancellor in a proforma mentioning numbers of campus / off campus interviews conducted, numbers. of new companies introduced & numbers of students placed along with other relevant details such as salaries, incentives, and other packages etc.

7. Dean of Distance Education

A. Education through Distance Mode

The Dean of Distance Education shall be responsible for conducting the courses of the University through Distance mode as per relevant rules and regulations of UGC – DEB (Distance Education Bureau).

B. Education through Online Mode

One fifths (20%) of the syllabus ordinarily shall be conducted through online mode towards advance pedagogy along with classroom teaching etc.

8. Dean of Students' Welfare

The Dean of Students' Welfare (DSW) shall in addition to his duties and functions prescribed in the First Statutes of the University be responsible for all nonacademic affairs and the welfare of students. He/she may constitute a committee for his/her assistance as under:-

- 1) One faculty member from each faculty nominated by the respective Dean of the Faculty.
- 2) One student representative from each department nominated by the respective Head of the Department.

Functions of Dean of Students' Welfare are as under:

- 1) Coordination with State Government & Central Government Regulatory Authorities regarding students counseling and to address students' grievances in consultation with the University management.
- 2) Assistance to students for scholarships & stipends.
- 3) The DSW/Concerned Representative of Students Welfare Committee may communicate with the guardian of a student in matters concerning academic and disciplinary standards.
- 4) DSW shall promote, organize and monitor Student Festivals (Fiesta)/Sports) and all other extracurricular activities in University.
- 5) Assisting students in out-station travel in holidays and educational excursions.
- 6) Organizing counseling sessions from time to time.
- 7) Supervising the activities of the Alumni Association.
- 8) Guiding for medical assistance.
- 9) All other functions as provided in Statutes

CHAPTER – III

9. Chief Proctor

- 1) The Chief Proctor shall be assisted by Proctor and Dy. Proctors who shall be appointed by the Vice Chancellor/Pro-Vice Chancellor in consultation with the Chief Proctor and their number shall be fixed by him from time to time.
- 2) The Chief Proctor, Proctor and Dy. Proctors shall be responsible for maintenance of discipline in the Campus & Hostels. They shall also frame Rules & Regulations for maintenance of discipline in the campus.
- 3) The Chief Proctor, Proctor and Dy. Proctor shall hold office for two years or for an extended term or so long as his/her successor is not appointed.
- 4) The Chief Proctor shall also ensure decorum of students in the campus of the University.

10. Chief Engineer

The Chief Engineer shall be appointed/nominated by the Pro -Chancellor on the terms & conditions as per guidelines issued by the Executive Council. He shall be at least an Engineering Graduate from a recognized institution with extensive work experience.

11. Chief Procurement & Inventory Officer

The Chief Procurement & Inventory Officer shall be responsible for all procurement of the University, subject to proper sanction of the competent authority and shall maintain the computerized inventory records and stock books for annual audits etc. He/she shall prepare and implement IT enabled inventory management system so as to minimize holding costs while at the same time ensuring supplies of adequate stocks in the inventory. He shall also inform and consult with the Finance Officer regarding compilation of information for preparation of the Annual Financial Statements of the University.

12. Chief Security Officer

- 1) The Chief Security Officer shall be responsible for security of the University property against damage, theft, misuse and for preventing illegal entry of persons without proper identification in the University.
- 2) He/she will facilitate in maintaining law & order in the campus in coordination with the Registrar, Chief Proctor & Provost/Chief Warden.
- 3) The Chief Security Officer shall report to the Registrar.

13. Deputy Director Sports

The Dy. Director Sports & Yoga shall be appointed/nominated by the Vice Chancellor on the terms & conditions as per guidelines issued with the approval of the Executive Council.

CHAPTER – IV

14. The Boards of Faculty

- 1) The Boards of Faculty shall be constituted as prescribed in The First Statutes of the University. Every Faculty shall have a Board of Faculty.
- 2) The Dean of faculty shall be the Chairman of the Faculty Board.
- 3) Two external experts may be nominated to the Faculty Board by the Chairman upon the approval of the Pro-Chancellor.
- 4) The Faculty Board shall meet quarterly for discussion on innovation/modernization of academic matters and enhancement in research activities and other academic issues for approval of the Academic Council.
- 5) The Dean shall nominate the Convener who shall issue notices for the meetings of Faculty Board at least a week before the scheduled date. He/she shall also maintain the minutes of the meeting.
- 6) The quorum for the meeting of the Faculty Board shall be one third of the total number of the members of the Board.

15. Boards of Studies (BOS)

- 1) The Board of Studies shall be constituted as prescribed in the First Statutes of the University
- 2) The BOS may constitute Committees for expert advice if required for efficient functioning. Such Committee shall have at least 3 members.
- 3) A senior faculty member shall be nominated by the HOD as the Convener of the Board of Study.
- 4) Meetings of BOS will be held on quarterly basis. The quorum for such meetings shall be on third of the total number of the members of the Board. However, for emergent or adjourned meetings, no quorum would be required.
- 5) Notice for such meetings shall be issued at least a week before the scheduled date by the Convener. The Convener shall maintain records of the meetings & shall send the recommendations to the Board of Faculty.

16. Functions and Responsibilities of Head of the Departments (HODs)

The Head of a Department (HOD) shall be appointed as prescribed in the Statutes. In addition, the functions prescribed in the First Statutes of the University the HOD shall be responsible for:

- 1) Convening and presiding over the meetings of the Department and the Board of Studies.
- 2) Organizing Teaching / Research leading to restructuring of courses, introducing new methods of teaching, training and learning including online learning, blended learning, continuing education.
- 3) Modernization/Innovation/Deletion of the obsolete courses of studies in the department.
- 4) Assignment of jobs to teachers with efficient & time bound results.
- 5) Continuing efforts to maintain and promote academic standards and excellence of the Department.
- 6) Recommending creation and abolition of posts as per requirement to the University authorities.
- 7) Proper screening and verification of annual performance appraisal records of Faculty members of the department.
- 8) Preparation of Annual Budget estimates for the department and proper utilization of budgetary / non-budgetary grants.
- 9) Taking necessary measures for proper custody and maintenance of departmental library, laboratories and other assets of the department.
- 10) Exercising such other powers and discharging such other functions as assigned. The appointment of the Head of Department(Academic) may be withdrawn as prescribed in The First Statutes of the University.

CHAPTER – V

17. Provost / Chief Warden

- 1) The Provost shall be nominated by the Vice Chancellor from amongst the senior members of the Faculty.
- 2) The Provost shall be assisted by the Chief Warden & Wardens of different hostels.
- 3) The Provost, Chief Warden & Wardens shall be responsible for maintenance of discipline in the Hostels. They shall also frame Rules & Regulations for maintenance of discipline in the hostels.
- 4) The Provost, Chief Warden & Wardens shall hold office for two years after which they shall continue till the appointment of their successor.
- 5) The Provost shall be responsible for the general well-being of the residents.

18. Residential Facility for Students

- 1) All hostels shall be managed by Wardens. Female Wardens shall manage the Girls Hostel. The Wardens where necessary, shall be assisted by Assistant Wardens. There shall be a Chief Warden to supervise and coordinate the activities of the Wardens of all hostels of the University.
- 2) Chief Warden / Wardens / Assistant Wardens shall be appointed/nominated by the Vice Chancellor.
- 3) The Warden shall be responsible for the allotment of hostel accommodation to students in consultation with the Proctor & the Chief Warden.
- 4) The Wardens shall maintain high standards amongst the residents of the hostels.
- 5) The Wardens shall ensure that no ragging activities take place in the premises.
- 6) The Wardens shall ensure maintenance and cleanliness by the students as well as proper functioning of cleaning and maintenance staff.
- 7) The Wardens shall ensure that the students do not indulge in any unlawful or subversive activities or make use of unauthorized substances, intoxicants, betel leaves, cigarettes etc. in hostel premises and do firearms on their person or in hostel rooms.
- 8) The Wardens shall ensure that electricity is not used for electrical appliances such as heaters, coolers, toasters, irons (press) etc. and shall ensure that fans / lights are switched off when residents are not present in their rooms.
- 9) The Wardens shall ensure that dining halls and the messes are properly and hygienically maintained.
- 10) The Wardens shall maintain the security of the hostel and regulate departure of students from hostel after getting the room checked and ensure that damages are compensated for especially during holidays and vacations.
- 11) The Wardens shall discourage students from going out of hostels and staying out late without permission. No entry shall be allowed in the hostels after the time fixed by the Chief Warden. It shall be ensured that students do not exchange rooms or transfer furniture from one room to another without permission.
- 12) The Wardens shall ensure that no parents, guardians, relative and friends of residents are permitted to stay in the hostel room.
- 13) The Wardens may search rooms at any time. In case of emergency or for maintenance work; even a room which is locked may be opened.
- 14) To make arrangement/special courses for women students residing in the campus if required and approved by the competent authority.

CHAPTER – VI

19. Awards of Degrees, Diplomas, Certificates and Other Distinctions

- 1) The degrees and diplomas shall be awarded to successful students based on their performance evaluation through examinations and/or any other method of testing as prescribed.
- 2) The degrees shall be awarded in the Annual Convocation and in a function specially organized for the purpose.
- 3) A Doctoral degree, Honoris Causa may be conferred upon eminent persons who have contributed substantially to advancements in the field of Literature, Philosophy, Science & Technology or have been distinguished jurists, have made noteworthy contributions towards cultural and social advancement or development of Scientific and Technical Institutions or a Statesman holding Constitutional Offices at present or in the past subject to the recommendation of Academic Council / Executive Council and approval of Chancellor.

The recommendations shall be sent to the State Government for approval.

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