

**Shri Vishwakarma Skill University**

***UNIVERSITY  
ACADEMIC  
ORDINANCES***

Version 2.0

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This Academic Ordinance shall supersede any provisions of the previous academic ordinances

# Chapter I

## 1 ORDINANCE I – ADMISSIONS (Under Section 24 A,B,C,D of SVSU Act.)

### 1.1 Admissions of students in the University teaching/skill departments/affiliated colleges/institutions shall be regulated by an admission committee of the following:

- i. Vice Chancellor - Chairman
- ii. Dean Academic Affairs
- iii. All Deans of the Skill Faculties
- iv. Dean Students' Welfare
- v. Dean of Colleges/Affiliations
- vi. Director, Corporate affairs/Engagement
- vii. Chief Warden
- viii. Proctor
- ix. Controller of Examinations
- x. Two members to be nominated by the Vice Chancellor from the Skill Council, for a term of two years
- xi. Three experts from industries/academics to be nominated by the Vice Chancellor for a term of two years
- xii. Three Principals from Colleges/Institutions recognized/affiliated, and/or maintained by the University to be nominated by the Vice Chancellor for a term of two years;
- xiii. Registrar - Member Secretary

Two Fifth of the members will form the Quorum

### 1.2 The Admission Committee shall, subject to the provisions of Ordinance, decide:

- i. The manner/procedure in which admission to the University Teaching/Skill Departments and Institutions recognized by/affiliated to and/or maintained by the University shall be regulated annually; and
- ii. May lay in particular and without prejudice to the generality of the foregoing power:
  - (a) The principles for drawing up merit lists of candidates applying for admission, and the categories of candidates for which any seats are to be reserved and/or to whom any weightage is to be allowed in the merit lists.
  - (b) The number of seats to be offered for admission in the University teaching/Skill Departments/Skill Faculty and in affiliated/recognized/maintained college/Institutions and

number of programmes, minimum qualifications and other criterions such as age of admission, Industry partners, etc.

- (c) The schedule of dates for admission in various programmes at diploma, undergraduate, post graduate and PhD level and such other matters relating to admissions as may be referred to it by the Vice Chancellor.

Provided that the Vice Chancellor may, in emergency, take such decision as may be deemed necessary and report the matter in the next meeting of the Admission Committee for post facto approval.

### **1.3 Refusal/Cancellation of Admission**

If the University is not satisfied with the character, past behaviour and antecedents of a candidates, University may refuse to admit them to any programme of study in University teaching/Skill Departments and its maintained/affiliated Institutions. In order to ensure academic standards and to maintain discipline and peaceful atmosphere in the University, the Vice Chancellor may cancel the admission of any student for a specified period.

### **1.4 Duration of Enrollment**

A student of Diploma/under-graduate/post-graduate programme will continue to be on the rolls of the University Teaching/Skill Department/College affiliated to or maintained by the University as per the following:

1. \* Duration of the programme enrolled (in years) + two years: Diploma/Undergraduate level
  2. \* Duration of the programme enrolled (in years) + three Years: Post Graduate Level
- \* counted from the First year of admission in the programme).

For continuing as a regular student beyond the stipulated period, the Vice Chancellor may allow the same, on the recommendation of the Chairperson of the Skill Department/Principal of the College/Institution concerned.

## **2 ORDINANCE II – REGISTRATION OF STUDENTS (Under section 24 C of SVSU Act)**

1. The Registrar shall maintain through its designated branch (Registration and Scholarship branch), a Register of all students registered in the University Teaching/Skill Departments and the affiliated Institutes/colleges or maintained by the University; scholars carrying on research work in the University and all other candidates appearing in the University examinations.
2. The register shall contain, in respect of each student, the full name of the candidate (as per matriculation certificate), name of father, mother, address (correspondence as well as permanent with their telephone numbers/mobile numbers), email-ids, date of birth, Institution where admitted , year of admission, particulars of the last University examination passed, every pass or failure in a University Examination with roll number, and any University scholarship, medal or prize won, every degree pursued and serious penalty imposed to him/her by the Institute or the University.
3. However, mother's name instead of father's name can be entered into the records of a candidate at the specific request of the parent/candidate duly forwarded by the Chairperson of the Department/Principal of the Institutions and with the permission of the Dean Academic Affairs on merit of each case.
4. No one shall be admitted to the University or any examination of the University, unless he/she has been registered as a student of the University.
5. At the start of Semester, Instructions will be notified to all students about the university criterion for attendance.
6. At department level, the attendance of all the students will be notified on notice boards and shortfall in attendance will be communicated to the students once in a month.
7. Every student shall attend his/her classes(theory and practical)/On-Job-Training (OJT) on all working days as per the academic schedule of the University to make up the minimum attendance (75% for theory/practical and 90% for OJT) required to appear in University examination.
  - a. If a student remains absent from his/her theory classes for a continuous period of fifteen working days without any valid reason, medical or otherwise, his/her name shall be struck off from the rolls, irrespective of the fact that student has paid his/her dues. In case a student has a valid reason for not attending the classes he/she may submit the "Form for Re-admission name struck off (due to continuous absent)", along with the payment of Re-admission fee for the consideration of the Dean/Chairperson of the Skill Faculty. No further request for re-admission will be considered in any case.
  - b. If a student remains absent from OJT for a continuous period of 07 working days, without any valid reason, medical or otherwise, his/her name shall be struck off from the rolls, irrespective of the fact that student has paid his/her dues. In case a student has a valid reason for not attending the OJT he/she may submit the

“Form for Re-admission name struck off (due to continuous absent)”, along with the payment of Re-admission fee for the consideration of the Dean/Chairperson of the Skill Faculty.

8. At the start of every semester, Students are required to deposit their semester fees along with semester registration form. The schedule of semester registration and fee deposition after the end term examination shall be as per following:-
  - \*First day from end term examination to 10th Day: No Fine
  - Next Ten days :@ Rs 10/- per day
  - Next ten days: Re-admission @ Rs.1000/- with fine of Rs.10/- for each day subject to fulfilment of minimum qualifying criterion to appear in University examination.
9. \*It will be effective from next day from the last date of examination. The Students may deposit their semester fees and Registration form for 10 days without any fine. After the completion of 10 days, the students may deposit their semester fees and Registration form for next 10 days with a fine of Rs.10 per day. For Next 10 days, Students may apply for Re-registration by filling the “Form for Re-admission name struck off (due to non-deposit of fees)” with the recommendation of Programme coordinator and respective Dean with semester fees, a Re-admission fee of Rs.1000/- and a fine of Rs.10 per day by taking into consideration 75% attendance for Theory, which is mandatory condition for all the students for appearing in End term examination, which will be the last chance of fees deposition for Struck off students after that they can't claim for the re-admission.

After Completion of 10 days of Re-registration, the registration branch collects the information of Re- Registered students from the account Department and issue the notice of Re- Registered students for information to all Skill Faculties. The students may attend the classes/OJT showing the fees receipt of Registration to faculty member.
10. A student from any other recognized University/Board or from a Board (other than the Board of School Education, Haryana) shall be eligible for admission to the University only on the production of a Migration certificate, in original, showing that the concerned University or the Board has no objection to his/her joining in this University.
11. Provided further that in hard and exception cases, Migration Certificate may be accepted by University on payment of late fee of Rs. 500/-, if these are submitted 30 days before the commencement of 1st Semester end term examination. Late fee of Rs. 1000/-shall be applicable if it is submitted 15 days before the commencement of the first semester End term examinations. In case of failing to adhere the due dates, the candidate may continue his/her studies provisionally at his/her own risk and responsibility of any action such as struck off name, debarment from appearing in examination shall lies with candidates itself.
12. If a candidate fails to submit the Migration Certificate along with the examination admission form in stipulated period, he/she will not be allowed to appear for the University Examination.

13. Every student, who is not registered with the University, shall pay to the University, at the time of admission, through the Skill Department/College/Institute which he joins, the Registration fee of Rs.200/- and the continuation fee of Rs.100/- per annum , as prescribed by the University and may be revised from time to time by the University.
14. The names of the students in the prescribed form together with their Registration fee and migration certificate , shall be forwarded by the Chairperson/HOD/Director/Principal of University teaching/Skill Departments/every affiliated and/or maintained Institutions to the Registrar, within 30 days from the last date for admission or with late fee of Rs. 100 per student after 30 days from the date of actual admission to next 30 days, In case a Institution fails to do so, the penalty as imposed by the University shall be charged for each day's delay, subject to a maximum amount of Rs.10000/-fixed by the University. In the case of a student who is already registered with the University, the record of students with their registration no. should be forwarded with continuous fees as prescribed by the University from time to time.
15. Students registered under this Ordinance shall be called "Students of the Shri Vishwakarma Skill University".
16. On registration, the student shall be provided with a registration number through Chairperson/HOD of the Skill Department/Principal/Director of Institutions indicating the number under which his/her name has been entered in the University Register, and that number shall be quoted in all subsequent communication concerning the student, and in all applications by that student for admission to a University Examination. In case of any corrections in the particulars is required, students can fill the "Particulars Corrections/Update form", provided that applications for correction in the particulars of the candidates shall be entertained by the Registrar through designated branch (R&S branch) which shall be forwarded by Chairperson/HODs/Director/Principal of University teaching/Skill Departments and affiliated colleges/Institutions up to two months from the date of issue of the registration number without charging any correction fee. Applications for corrections in the particulars received after the expiry of the aforesaid period shall be entertained only with the prescribed late fee of Rs.100/-.

A person applying for change of his/her name in the University Register shall submit his/her application through the Chairperson/Head of the Department concerned/Principal/Director of the College/Institution attended by him/her. The application shall be accompanied by a fee of Rs.100/-The application shall be accompanied with Matriculation Certificate with new name and an affidavit relating to his/her present and proposed names duly sworn in the presence of a Magistrate or an Oath Commissioner by his/her parents or guardian in case of a minor, or by himself/herself in case he/she is major. In case of a woman changing her name after marriage, a self-undertaking to this effect forwarded by the Chairperson of the Department or Principal/Director of any affiliated Institution will be required and no fee shall be charged from such students.

17. Application forms for appearing in University End term Examinations shall be scrutinized with reference to the details in University Register. The Registrar may refuse to accept the application of a student about whom complete particulars have not been reported or have been reported incorrectly at the time of admission. The applications should be forwarded with complete statement of the particulars together with an additional fee of Rs.500/-, as prescribed by the University, such particulars shall, in the case of a student on the rolls of a University Teaching/Skill Department/Affiliated College, be forwarded through the Chairperson/HOD of the Department/Principal/Director concerned only.

18. A person who applies for permission to appear in University end term examination as an ex-student shall quote his/her registration number.

A registered student is entitled to get a certified copy of all the entries under his/her name, in case he needs certified copy for purpose of his/her academic pursuit on a payment of Rs 50/- and request shall be submitted to Registration and Scholarship Branch of the University.

19. If a student's name is struck off the rolls of the institution, or he/she migrates to another institution or applies for withdrawal of admission or is rusticated or expelled, such a fact shall immediately be reported by the Chairperson of the University Teaching or Skill Department/Principal/Director of the college to the Registrar for updating the record of students in the Registration and scholarship Branch or for such other action as may be necessary. The student may apply for withdrawal of admission by filling the "Student Application form for withdrawal of admission" and submitting the same with the programme coordinator with intimation to Dean/Chairperson of the respective Skill Faculty and Department.

20. Lateral Entry- In order to make skill education relevant for livelihood and to build 'industry fit' skilled workforce, University offers lateral entry programmes in coordination with the industry and respective Sector Skill Councils so that industry might remain updated on the front of skilled workforce to boost the local economy. There shall be credit-based modular programmes, wherein banking of credits for skill and general education components are permitted to enable multiple exit and entry during the whole programme. This would certainly enable and equip the learner to seek employment after exiting from the programme through any level of award and, if interested, may join back the programme to upgrade his/her qualification/skill competency either to move in his/her job or in the higher educational system. The National Skill Qualification Framework has important components such as multiple entry and exit, horizontal and vertical mobility between Vocational, General, Technical and job specific education, Outcomes based Learning, Industry Engagement, and National Occupational Standards, competency-based curriculum, Credit Accumulation and Transfer System (Credit Banking), Recognition of Prior Learning, Quality assurance and sharing of resources. Assessment and Certification norms will be developed by Regulatory bodies like UGC/AICTE, Sector Skill Councils or relevant industry that may be approved by NSDA wherever required.

21. In line with NSQF guidelines of multiple entry and exit option at each level, University will notify the admission process for different levels as per seats available across different programmes in an academic Session. The minimum eligibility for lateral entry at different levels shall also be published by University at the time of admission under lateral entry, which shall be approved by Skill Council of University on the recommendation of concerned BOS.

**Note: The University may revise the fees of different services/items from time to time. Therefore, fees prescribed during current period will be applicable to all students**

### **3 ORDINANCE III – BOARD OF STUDIES (Under section 19 (1) of SVSU Act)**

Every Skill Department included in Skill Faculty shall have two Boards of Studies, one for certificate/diploma studies and the other for undergraduate/postgraduate studies and research.

The Board of Studies shall be constituted on the recommendation of Skill Council.

#### **3.1 Board of Studies of Certificate/Diploma Studies**

The Board of Studies of certificate/diploma studies shall consist of

- i. The Chairperson of Skill Departments.
- ii. One Skill Professor in the Skill Department to be nominated by the Vice Chancellor by rotation, according to seniority.
- iii. One Skill Associate Professor and one Skill Assistant Professor to be nominated by the Vice Chancellor, by rotation, according to seniority.
  - Provided that no such teacher shall be nominated for two consecutive terms:
  - Provided further that a teacher who has been nominated as a member of the Skill Faculty shall not be nominated under this Sub-Clause;
- iv. three outside experts to be nominated by the Vice Chancellor on the recommendation of the Chairman of the Skill Department from academic Institution, industry/Sector Skill Council:
  - Provided that the Executive Council, at the request of the Skill Council, may increase the number of members of a Board of certificate/diploma studies, under Sub-Clause (iv) above.

### **3.2 Board of Studies of Undergraduate/Post Graduate Studies/Research**

The Board of Studies of under-graduate/post graduate studies and research shall consist of

- i. Dean of the Skill Faculty.
- ii. The Chairperson of all Skill Departments of the Skill Faculties.
- iii. All the Skill Professors appointed or recognized by the University in the Skill Department;
- iv. Two Skill Associate Professors and two Skill Assistant Professors appointed or recognized by the University in the Skill Department, to be nominated by the Vice Chancellor, by rotation, according to seniority.
- v. Two teachers including the Heads of the post-graduate Skill Departments in the institutions in the subject concerned with at least ten years teaching experience to be nominated by the Vice Chancellor, by rotation, according to seniority to be determined by the length of post-graduate teaching experience: Provided that not more than one such member shall be from the same institution.
- vi. Two Professors/Associate Professors from the affiliated/recognized institutions by rotation, according to seniority
- vii. Three outside experts to be nominated by the Vice Chancellor on the recommendation of the Chairman of the Skill Department from academic Institution, industry/Sector Skill Council.

Provided that the Executive Council at the request of the Skill Council may increase the number of members of a Board of under graduate/post graduate studies and research under Sub-Clause (vi) above.

- The Board of under-graduate studies/post-graduate studies and research shall recommend to the Skill Council, through the Skill faculty concerned, programmes and syllabi of studies and text books for the various subjects for under-graduate programmes/post-graduate studies and research degree.
- The Board of studies shall report to the Skill Council, regarding the appointments of paper-setters and examiners for the under-graduate or the post-graduate programmes, as approved by the Vice Chancellor.
- The Board of studies shall deal with any other matter that may be referred to them by the Skill Faculty.
- Members, other than ex-officio members, shall hold office for a period of two years.

## **4 ORDINANCE IV – STUDENTS RESIDENCE, HEALTH & WELFARE BOARD (Under Section 24 G of SVSU Act)**

### **4.1 Constitution**

- The Board of Residence, Health and Discipline shall be constituted by the Vice Chancellor as under:
  - i. Proctor (Chairperson).
  - ii. Chief Warden.
  - iii. Dean of Students Welfare.
  - iv. Medical Officer (to be nominated by the Vice Chancellor).
  - v. Two teachers of the University including one lady teacher, to be nominated by Vice Chancellor
  - vi. Two Chairpersons of the Departments to be nominated by the Vice Chancellor.
  - vii. Two teachers of the University other than the Chairpersons of Departments to be nominated by the Vice Chancellor.
  - viii. In the absence of the Proctor, the Dean of Students' Welfare will convene and preside over the meeting.
- The nominated members of the Committee shall hold office for a period of two years. Two-fifth of the members of the board will constitute the quorum.

### **4.2 Duties and Functions**

- The Board shall:
  - consider references received from the Departments, under this Ordinance, and advise the Departments thereon.
  - submit to the Skill Council a report as regards residence, health, physical welfare etc. of the students.
  - discharge such other duties as prescribed by Statutes/Ordinances or are assigned by the Vice Chancellor.
- Every student of a University Teaching or Skill Department admitted to the privileges of the University shall, if not residing with his/her parents or guardian and approved by the Chairperson of the Department of the University, stay, during the academic session in

- A hostel managed or recognized by the University.
- a lodge approved by the Chief Warden.
- Every Warden shall maintain an upto date register containing information related to the residence of its students and shall submit to the University within one month of the date of the admission, a statement to this effect for the information of the Board.
- The University shall appoint one or more qualified Medical Officer to look after the health of the students. The Medical Officer shall visit the Department/hostel in case of emergency.
  - At least once in each academic year, the Medical Officer shall conduct a physical medical examination for all students of the University Teaching Departments and shall record the result of the medical inspection of each student giving such medical advice and assistance as he/she may consider necessary and bring to the notice of the Chairpersons of the University Teaching Departments all cases of serious nature. The University shall also engage the services of a lady doctor for female students.
  - A report on the general results of the medical examination along with Medical Officer's recommendations shall be forwarded to the Registrar for information of the Board.
  - Every student on the rolls of a Department shall pay an annual medical fee which shall be utilized only for the purpose of examination and medical assistance to the students.
  - Subject to the Ordinance, the Board shall inspect once in every academic year each Department together with such buildings as maybe occupied for the use of students and shall submit a report to the Vice Chancellor with such recommendations as it may reach at.
  - The Board may at any time direct one or more of its members to make a special inspection and to report on any Department regarding compliance with the condition of the residence as laid down by the Ordinance.
- The Chairperson of each Department may intimate twice a year to the parents/guardians of the students regarding
  - shortage of attendance
  - poor academic performance
  - an act of indiscipline
  - general conduct
- Every student, exempted from residence in the Hall, shall live either with a parent or some person accepted by the Chairperson of the Department concerned, as the case may be, to be his guardian. The lodgings of such non-resident students shall be subject to the approval of the Chairperson of his Department.
- The Board shall be an Advisory Body for making modifying or Suggesting policy matters placed before it to the Vice Chancellor.

- The recommendations of the Board shall be implemented after due examination, modification or amendment, if necessary, with the approval of the Vice Chancellor.

## **5 ORDINANCE V – GUIDELINES FOR CONDONING DEFICIENCY IN LECTURES/OJT, ETC. (Under Section 24 C of SVSU Act)**

1. Students must have a minimum of 75 % attendance of the lectures delivered (In theory and practical's combined) and 90% attendance of On-the-Job-Training (OJT). The Chairperson of University Teaching or Skill Department/Principal of affiliated college/Institute may condone a deficiency up to 5% on genuine grounds. A further condonation of 5% in attendance may be allowed in severe/Compassionate circumstances by the Vice Chancellor on recommendation by Dean of concerned skill faculty. It is further clarified that the student who has been sent by the University/Institute to participate/attend an event shall be treated as present during the days of event including journey days, if any, subject to the condition that the student must have attended at least 55% of the general education component classes (In theory and practical's combined). However, it may not be treated as a matter of right by the students.
2. If any student fails to attend the classes theory/practical/OJT without prior information to the department for consecutive 21 days, the name will be struck off from rolls of University and he/she have to repeat the semester with next batch of students in respective program & will not be eligible for promotion to next semester. Department will recommend list of such students to the office of Dean Academic Affairs for necessary action.
3. A student, who has not attended the minimum percentage of lectures/practical/OJT etc., as prescribed in the Clause no.1 of Ordinance III and the deficiency thereof has not been condoned by the Chairperson/Head of the Department concerned, shall not be eligible to appear in the University end term examination.
4. If the Chairperson/Head of the Department concerned is not satisfied with the reasons for the shortage given by the student, it is not obligatory on his part to condone the shortage. The decision of the Chairperson/Head of the Department concerned shall be final.
5. If, at the time of submission of Examination Form in a semester, a student has not completed the required percentage of lectures, etc., as per Clause no. 1 of Ordinance III, his/her name may be sent to the examination branch provisionally. Fifteen working days before the date of commencement of examination, The Chairperson of the University Skill Department/Principal of the College/Institute shall forward the name of the students to the Controller of Examinations if the student has made up the required percentage of lectures or if the deficiency has not been condoned. In case, admit cards has been dispatched by the examination in respect of such students and are received by the

Chairperson/Head of the Department/Principal of the Institute, admit cards of these students shall be immediately returned to the Controller of Examinations.

6. When, owing to an epidemic, a Department is closed for more than a fortnight, the Chairperson/Head of the Department/Principal of the College/Institute may give full credit for the number of lectures, etc.
7. Lectures shall be counted up to the last working day before lectures ceases and the Department closes for preparatory holidays as per academic calendar.
8. Unless otherwise provided in any other Ordinance, if the percentage of attendance is deficient on account of:
  - i. participation in Inter-University/Inter-Collegiate Sports Tournaments/Youth Festivals, Inter -University Level Debate, National and International Tournaments with the previous sanction of the Chairperson/HOD/Principal; or
  - ii. attendance at the N.C.C. or NSS Camps or University Educational Excursions or other extra-curricular activities certified by the Chairperson/HOD/Principal;
  - iii. attendance at Mountaineering Courses by N.C.C. students;
  - iv. NSS students sent by the Youth Welfare Department;
  - v. voluntary donation of blood, certified by a Govt. Doctor of Gazetted rank or University Medical Officer.
  - vi. attendance at Seminars/workshop will be counted as lectures subject to the prior permission obtained from the chairperson/HOD/Principal

Credit may be given for the number of days on which lectures were delivered or tutorials or practical's work done during this period of attendance or participation aforesaid, provided that the total period of absence shall not exceed 11 days in a semester and that for (v) above it shall not exceed 2 days subject to conditions in Clause no.1., Ordinance III. Such claims are subject to submission of the necessary documents and prior timely information to the Chairperson of department. However, such claims will not be a matter of right and may be rejected by department.

8. The Vice Chancellor may condone further shortage of attendance only in case of highly meritorious cases.
9. A student of a University Teaching or Skill Department/affiliated college or institute, who is unable to appear in an examination owing to shortage in prescribed course of lectures/OJT etc. in a subject or subjects, may appear in next year University examination as a re-appear candidate as per University Examination Ordinance.
10. Permission for joining late shall not be accepted as a justification for condoning deficiency in lectures. Provided that in case of a candidate who is allowed admission late as a result of any change in the rules/admission policy made by the University, minimum requirements of lectures shall be counted from the date of admission.

## **6 ORDINANCE VI – CONSTITUTION AND FUNCTIONS OF STAFF COUNCILS AND/OR DEPARTMENTAL COMMITTEES IN UNIVERSITY TEACHING DEPARTMENTS (Under Section 19 & 11 of SVSU Act)**

All the regular teachers of a Department shall be members of the Departmental Staff Council.

- The Staff Council will be headed by the Chairperson of concerned Department, the Staff Council will have the power to approve/modify the recommendations and decisions of the Departmental Committee(s) that it may constitute to help in the proper functioning of the Department(s).
  - i. The Chairperson of the Department shall call at least one meeting of the Staff Council every term/semester of the Academic year. A meeting of the Staff council/Departmental Committee may be requisitioned by 1/3rd (but not less than 2 members) of the number of regular teachers (not counting those on long leave).
  - ii. The notice for the meeting of the Staff Council/Departmental Committee will be issued at least a week in advance. However, an emergent meeting of the Staff Council can be held, if need be, after indicating sufficient ground for the same and giving at least one day's notice.
  - iii. The quorum for meeting of the Staff Councils shall be 50% of the total strength of the regular teachers as per Clause (i) above. For want of quorum, a meeting shall be adjourned for two hours. There will be no quorum for an adjourned meeting.
  - iv. The functions of the Staff Council shall include the following:
    - (a) To consider the ways and means of ensuring research facilities for as many teachers as possible within limitations of the Departmental Budget.
    - (b) To recommend on allocation of funds provided by or through the University excluding personal research schemes for research and other academic activities of the Department and for purchase of equipment, chemicals and other requirements.
    - (c) To consider and propose the Annual and Supplementary budget of the Department.
    - (d) To make recommendations to Board of Studies for changes in schemes, syllabi and subjects of the programme.
    - (e) To make detailed duty charts for non-teaching staff.
    - (f) To consider and recommend other matters brought to its notice by the Departmental Committee or by any member.

- (g) Assignment of duties within the Department to various teachers.
- (h) To recommend the introduction of new programmes and revisions of scheme and syllabi.
- (i) Any other matter relating to the development of Department.

The Staff Council shall elect at the start of every academic year, a Secretary to the Staff Council who would be responsible to convene the meeting, in consultation with the Chairperson, and supply the necessary agenda for the same. He/She will prepare the proceedings of the meetings which should be signed and issued by him/her for circulation among the members of the staff after approval of the Chairperson within ten days of the meeting. After confirmation of the same in the next meeting, copies of the proceedings duly signed by the Chairperson and the Secretary will be prepared for distribution amongst the individual members and one copy should be sent to the Academic Branch.

## **7 ORDINANCE VII – POWERS, DUTIES AND FUNCTIONS OF TEACHING AND NON-TEACHING STAFF OF SVSU (Under Section 22(a) & (b) of SVSU Act.)**

- This Ordinance will come in force from the date on which it is approved by the Executive Council. Any act of indiscipline committed before this date with respect to which proceedings have not been started will also be processed under the provisions of this Ordinance.
- This Ordinance shall apply to all students of the University irrespective of place and manner of the act of indiscipline committed by them. It will also include a student enrolled in diploma or Certificate programme or any other category of programme in which instruction/education is imparted by the University or in service student, viz. Research Scholars etc.
- This Ordinance will not have any over-riding effect on the powers of Vice Chancellor prescribed in this regard under University Act and any other powers vested in the Vice Chancellor through the SVSU Act 2016 and the Statutes framed under the authority of this Act.

### **7.1 Dean Academic Affairs**

#### **7.1.1 Role of Dean Academic Affairs**

Dean Academic Affairs provides University level leadership, management and oversight of all academic affairs of the University. The Dean shall provide mentoring support to faculty members and staff to perform to the best of their abilities. Dean Academic Affairs shall work closely with the other Deans/Directors/Chairpersons to ensure outstanding service to all faculty members, staff, and students. The Dean of Academic Affairs, through effective policy and decision making shall ensure that academic activities are aligned with the overall vision, mission, and values of the University is achieved.

#### **7.1.2 Duties and Functions**

The duties and functions of the Dean Academic Affairs shall be:

- Implement concept of “skill” and its effective way of learning through innovative teaching pedagogy, effective teaching-learning, hands on practice in laboratories, OJT (On Job Training), workshops, mentoring etc. in tune with NSQF.
- Liaison with various skill stake holders, including skilling councils, NSDA, NSDC, Ministry of Education, UGC and other government agencies/ministries/industries/Industry Federations & Chambers for establishing skilling as aspirational & successful carrier path catering to challenges of 21st century.
- Provide Team leadership & mentoring to his/her team to bring out the best out of all process contributors, by empathetic approach towards their concern & problems, by setting, and holding, a defensible standard of ethics and value system.

- Coordinate various academic processes, including Detailed Project Reports (DPRs) with designed curriculum (theoretical subjects & OJT content), teaching/learning/training/OJT/workshops/laboratories.
- Groom leaders/team members as professionals and instill in them, moral and ethical values.
- Support in conducting Faculty member/Trainers/Staff Development Programme with encouraging them with R&D/innovation.
- Create KRAs and career pathways for Deans.
- Overcome process bottlenecks/internal barriers through collaboration and Interpersonal skills.
- Adopt Participative management style by involving all the team members for encouraging their individual contribution in any strategic decision making, there by generating a sense of belonging in each.
- As a member of University Skill Council, perform various activities, related to fulfilling objectives of the skill council.
- Support the University in fulfilling the following objectives:
  - Provide the pathways for Students Admission process.
  - Identify the Digital Learning platform.
  - Provide the regular insight for development of University Regulations and Affiliation by laws, Statutory Compliances.
  - Plan the Ordinances for Ph.D. Process.
- Be involved in all programme aspects, including working with faculty members on efficient delivery of the programme and student satisfaction.
- Take appropriate actions to ensure compliance with all areas of institute's programmes and ensure that quality and standards are maintained.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Make budgetary provisions in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

## 7.2 Deans of Skill Faculties

### 7.2.1 Role of Dean of Skill Faculty

The Dean of Skill Faculty is responsible for providing leadership to their respective Skill Faculty and managing the processes through which teaching is conducted and administered at University. The Dean shall be responsible to mentor new faculty members in conjunction with Chairpersons and faculty mentors. The Deans shall develop and recommend strategic goals to ensure innovation, quality, continuous improvement, and growth of University, particularly with respect to their respective Skill Faculty. Dean of each Skill Faculty shall ensure that the vision, mission and values of the Skill Faculty is aligned with the overall vision, mission and values of the University.

### 7.2.2 Duties and Functions

The duties and functions of Dean of Skill Faculty is as given below:

- Implement concept of “skill” and its effective way of learning through innovative teaching pedagogy, effective teaching-learning, hands on practice in laboratories, OJT (On Job Training), workshops, mentoring etc. in tune with NSQF.
- Convene meetings of the Skill Faculty and preside over them.
- Have the right to be present and to take part in discussion at any meeting of any committee of the Skill Faculty.
- Co-ordinate teaching and research work of the University in the Skill Faculties assigned to the faculty members.
- Recommend to the Skill Council, the programmes of studies and syllabi for the different examinations after necessary reports from the Board of Studies.
- Receive report from the Departments for the creation and abolition of posts and to forward them to the Skill Council with such recommendations as it may consider reasonable.
- Discuss and suggest to the Skill Council schemes for the advancement of standards of teaching and examinations.
- Support Chairpersons for conducting short term programmes @ 1:4 (Long-term: Short term) in consultation with the Incharge Short-Term Programmes of the University and the Corporate Relations and Engagement cell
- Ensure implementation of “one man one machine” concept across all skill programmes offered by the skill faculty.
- Ensure implementation of the concept of integrated qualifications into degree programmes for all skill programmes offered by the Skill Faculty
- Deal with any other matter that may be referred to her/him by the Skill Council or Vice Chancellor.

- Support the following activities for all long term and short-term programmes:
  - Co-ordinate academic and resource planning.
  - Ensure development of academic resources.
  - Monitor academic progress of students and faculty members
  - Constitute and co-ordinate BOS meetings.
  - Ensure the assessment of faculty members.
  - Approve DPR for new programme.
  - Approve Qualification files for further approval of NSQC.
  - Facilitate FDP, seminars, and workshops for faculty members and instructors.
  - Facilitate the planning for laboratories and equipment for faculty members.
  - Approve Academic Calendar.
- Recommend shortlisted adjunct faculty based on inputs received from Chairpersons as and when required.
- Conduct and facilitate interviews of guest faculty as and when required in coordination with establishment branch.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Create KRAs and career pathways for Chairpersons for their respective Skill Faculty.
- Make budgetary provisions with approval of competent authority in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

### **7.3 Dean of Policy and Planning**

#### **7.3.1 Role of Dean Policy and Planning**

- Dean Policy and Planning is responsible for coordinating policy development and programme evaluation for the overall growth and development of the University. The Dean shall facilitate research in the area of skill policy and planning, coordinating with various organisations at the state, national and international levels to update and align the University's vision document with the broader skill ecosystem. Additionally, the Dean shall support studies on skill gaps, future skills and impact of skill training in the University to fill identified gaps in the field.

- The Dean shall provide support to members, aligning their personal and professional goals with the overall vision, mission and values of the University. The Dean shall collaboratively work with other Chairpersons to achieve common objectives.

### **7.3.2 Duties and Functions**

The functions of the Dean are as under:

- Coordinate for broad policy issues pertaining to the University's functioning and to have better interaction amongst the offices of Deans/Director, Registrar and other sections of administration for smooth functioning.
- Facilitate in research to find the State Specific Skill Requirement through Industry organizations/State Government Departments/Reports and other data points.
- Support research and consultancy Department in research on requirement of future skills.
- Plan and suggest steps for the skill training to fill the identified skill gap.
- Coordinate impact study of skill training at University and subsequently State level.
- Coordinate Academic Research in the area of Skill Policy and Planning.
- Facilitate updation of the University vision document.
- Facilitate research and consultancy work related to skill for other Departments.
- Prepare Skill Policy papers for consideration by the Academics, Training and Placement Department and Short-term training Programme teams.
- Prepare sustainable plan/models of Skill programmes/Courses/Work Study Model and Skilling Framework.
- Coordinate with State/National and International Organizations working in the area of Skill Policy and planning for synchronization of University vision document with outside skill ecosystem.
- Coordinate matters pertaining to administration, establishment and budgetary management by interacting with various sections.
- Planning and coordination to prepare long term perspective plan; suggest policy development and programme evaluation for growth and development of the University.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.

- Carry out any other responsibility as may be assigned by the competent authority from time to time.

## **7.4 Dean of Centre for Research, Innovation, Entrepreneurship and Excellence**

### **7.4.1 Role of Dean of Centre for Excellence for Research, Innovation and Entrepreneurship**

- The Dean of Centre for Research, Innovation, Entrepreneurship and Excellence is responsible for establishing various centres of excellence for teaching, training, and research in coordination with various academic/research associations and industries. The Dean shall facilitate research activities including filing for patents, acquiring seed funding and research grants. The Dean shall also provide support to organise regular events and activities to motivate the faculty members for publications in research, innovation, and entrepreneurship. The Dean is responsible to support and encourage mutually beneficial innovation activities with the industry. The Dean shall manage the overall coordination of PhD programmes as per the PhD Ordinance.
- The Dean shall provide support to members, aligning their personal and professional goals with the overall vision, mission and values of the University. The Dean shall collaboratively work with other Chairpersons to achieve common objectives of the University and accreditation and ranking bodies.

### **7.4.2 Duties and Functions**

- Develop state of the art infrastructure and support Skill Faculties for the Centre for Excellence for Research and Innovation.
- Identify a team of SMEs with the support of Skill Faculties to implement the Centre of Excellence in the University.
- Facilitate an ecosystem for students and faculty members to undertake collaborative and innovative research, consultancy, and projects.
- Facilitate the University in getting research and sponsored projects, research grants and research seed money.
- Facilitate to carry out research on latest industry practices, breakthrough technology, training methodology and modules etc.
- Facilitate to conduct fundamental and applied research projects.
- Create and develop laboratories and invite people from the local, state and national levels to contribute to the research and innovation projects and patents
- Facilitate research in innovative and upcoming fields and organise expert sessions of eminent professionals on innovation to motivate the students and faculty members of the University.

- Analyse the latest practices in research and training in the field of entrepreneurship and create a network with various institutes and organisations to support entrepreneurship training in the University.
- Facilitate in organising regular events and activities to motivate the faculty members for publications in research, innovation and entrepreneurship.
- Facilitate interaction with various industries, academic, research, and professional associations, within India and abroad, to create various centres of excellence of teaching, training, and research.
- Facilitate the preparation and maintenance of various grant applications, records, reports, and files related to activities, performance, and outcomes.
- Facilitate coordination between Director Centre of Excellence, faculty members, staff, administration, industry, and governmental agencies.
- Facilitate centre's participation in professional group meetings and various committees and advisory groups.
- Ensure strategic connections with all stakeholders.
- Design and develop the PhD ordinance.
- Overall coordination of Ph.D. programme and facilitate in establishing IP Cell in the University.
- Proactively encourage technology development activities and create various schemes to support faculty members and in filing for patents and publications including Ph.D. Programmes.
- Create KRAs and career pathways for their team members.
- Make budgetary provisions with the approval of competent authority in advance and track its utilization.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## **7.5 Dean of Colleges/Affiliations**

### **7.5.1 Role of Dean Colleges/Affiliations**

- Dean of Colleges and Affiliations is responsible for formulating the affiliation policies, supporting the activities of affiliated colleges, and providing effective leadership to ensure that affiliated colleges follow all mandatory compliances under UGC and AICTE.
- The Dean shall provide support to members, aligning their personal and professional goals with the overall vision, mission and values of the University. The Dean shall collaboratively work with other Chairpersons to achieve common objectives.

### **7.5.2 Duties and Functions**

The duties and responsibilities of the Dean are as under:

- Design and define the affiliation policy of the University for granting affiliation, renewal of affiliation, and/or withdrawal of affiliation and ensure the compliance of the policy for all affiliated colleges and institutes.
- Interact with other Universities to update the procedures and policies of the University.
- Interact with various colleges and other education institutes in the state to identify scope for affiliation with the University.
- Responsible for the proper implementation on norms standards and guidelines of the University in all affiliated colleges/institutes on all aspects of academic and administrative matters.
- Conduct regular inspections and visits to ensure that the training pedagogy and methodology for the approved programmes in affiliated colleges and institutes is followed as per UGC and University guidelines.
- Interact with the statutory bodies like UGC and AICTE to ensure that all mandatory compliances are followed by the affiliated colleges/institutes.
- Explore the opportunity with the affiliated colleges to conduct conferences, seminars, workshops etc. for the benefit of students of their respective regions.
- Facilitate the training of faculty members of the affiliated college/institution as per requirement.
- Facilitate the visit of the students of affiliated colleges/institutions to the SVSU campus as per their need.
- Coordinate with the COE of the University for registering students, conducting the examinations and availability of the results.
- Facilitate the eligibility check in coordination with the academics branch of the admitted students in the affiliated colleges/institutions and registering them with the University.
- Overall coordination with affiliated colleges.
- Seek periodic feedback from affiliated colleges, industry partners and other relevant stakeholders and propose corrective actions as appropriate.

- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Make budgetary provisions in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## **7.6 Dean of Corporate Relations and Engagement**

### **7.6.1 Role of Dean of Corporate Relations and Engagement**

- Dean Corporate Relations and Engagement is responsible for industry engagement activities like joint projects, internships, workshops, seminars, expert talks, OJT, etc., to identify industry relevant short-term and long-term training programmes and collaborations. The Dean shall facilitate student-industry relations and career services, drawing on existing industry partners and connecting with new potential partners for student training and placements. In addition to industry engagement and student placements, the Dean is responsible for coordinating alumni relation activities and leveraging alumni connect to build on existing programmes.
- The Dean shall provide support to members, aligning their personal and professional goals with the overall vision, mission and values of the University. The Dean shall collaboratively work with other Chairpersons to achieve common objectives.

### **7.6.2 Duties and Functions**

The duties and responsibilities of the Dean are as under:

- Facilitate student-industry relations through internships, student participation in joint projects with industry, workshop, fellowships, seminars, career placement, etc.
- Promote job opportunities for students by connecting and inviting industries to the University.
- Facilitate student career services, including career counselling, grooming and helping students for interviews, CV preparation, LinkedIn profiles, etc.
- Facilitate coordination with the alumni association and ensure the development of alumni portal on the University website.
- Facilitate the management of the alumni endowment funds to support academically bright and financially deserving students who want to pursue vocational education.
- Facilitate the organisation of alumni meets/talks, student interactions, expert sessions, networking events, etc.
- Facilitate feedback from alumni and propose corrective actions as appropriate.

- Facilitate coordination with Skill Departments for running short term training programmes.
- Facilitate signing of MoUs with industry partners to run short-term programmes.
- Identify the need based short term programmes in coordination with the industries and communicating the same to the concerned Skill Departments.
- Compiling a list of short-term programmes from all Skill Departments and preparing the annual calendar and brochure.
- Monitoring and ensuring the conduct of short-term programme as per the annual calendar.
- Identify Skill Gaps between the industries' requirement and the students coming from traditional education systems.
- Support in conduct of industry research to identify future job trends to understand the job roles relevant for each industry for conduct of training.
- Support in identifying and engaging more industry partners for existing as well as upcoming programmes.
- Facilitate industry outreach via professional Network like LinkedIn, and through membership of industry associations like CII, FICCI, PHDCCI, etc.
- Ensure signing of Memorandum of Understanding (MoU) between the University and industries to bring the two sides strategically closer for conduct of off-campus, on-campus, short-term training programmes, academic collaboration, research projects, and any other mutually beneficial programmes.
- Ensure all MoU with various industry partners are renewed as per the terms of the MoU.
- Facilitate industrial visits and expert talks for faculty members/instructors and students, thus enabling them to update their knowledge of the industry practices.
- Assist the Skill Faculties/Departments in organising workshops, conferences, seminars, and symposia with joint participation of the industries, leading to sponsored programmes.
- Coordinate/identify industry partners for proposing 'Centre for Excellence'.
- Coordinate visit of industry executives/domain experts to the University for exploring research work and laboratories.
- Overall coordination of on-the-job training (OJT) of students in industries for programmes under all Skill Faculties.
- Ensure regular feedbacks from industry partners on the performance of various programmes through the nodal officers of the Skill Faculties.

- Create KRAs and career pathways for incharges of Employability & Livelihood Cell; Alumni Relations; Short-Term Programmes; and Industry Integration.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Make budgetary provisions in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## **7.7 Dean of International Collaboration**

### **7.7.1 Role of Dean of International Collaboration**

- Dean of International Collaboration is responsible for supporting foreign students, visiting scholars, etc., and coordinating all matters related to strategic partnerships with foreign institutions to engage in joint projects, student/staff exchanges, and other mutually beneficial academic/research collaborations.
- The Dean shall provide support to members, aligning their personal and professional goals with the overall vision, mission and values of the University. The Dean shall collaboratively work with other Chairpersons (Head of Department) to achieve common objectives.

### **7.7.2 Duties and Functions**

The duties and responsibilities of the Dean are as under:

- Explore the government schemes for support in international Projects /Grants/Collaborations/Exchanges programmes, etc.
- Support the development of University's strategic international agenda through development of new initiatives and strategic partnerships with international industry associations and research institutes.
- Support strategic partnerships for higher education opportunities and industry/academic partnerships in the areas of integration of international academic staff and students, trainings, development of new programmes, development of teaching and learning strategies or materials, academic curriculum development, scholarship opportunities, promoting student and faculty exchange programmes, research, etc.
- Provide guidance and services to international students, visiting scholars, and faculty members and support international visits of the University students and faculty members.
- Assisting and synchronising international activities with overseas government and institutes.

- Design innovative strategies for advancing international academic cooperation and integrating an international, intercultural, and global dimension into the life of the University.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Make budgetary provisions in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## **7.8 Dean Internal Quality Assurance Cell**

### **7.8.1 Role of Dean Internal Quality Assurance Cell**

- The Dean Internal Quality Assurance Cell is responsible for planning, guiding, and monitoring quality assurance (QA) and quality enhancement (QE) activities of the University. The Dean shall facilitate the development of programme material, designing relevant templates and ensuring the formulation of quality benchmarks/parameter for various University activities. The Dean shall ensure the maintenance of an institutional database through MIS and design a feedback mechanism to promote quality enhancement measures through the institutionalisation of best practices. In addition to quality assurance measures, the Dean is responsible for coordinating accreditation activities and applying to various national and international ranking frameworks. The Dean shall coordinate with other Departments/Chairpersons to ensure record keeping as per the guidelines of accreditation (NAAC, NBA, NIRF etc.).
- The Dean shall take appropriate measures to align the goals of members with the overall University vision, mission and values.

### **7.8.2 Duties and Functions**

The functions of the Dean of Internal Quality Assurance Cell are as under:

- Ensure development of quality benchmarks/parameters for various academic and administrative activities of the University.
- Facilitate the creation of a learner-centric environment conducive to quality education and faculty members' maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Design a feedback response mechanism for students, faculty members, parents, and other stakeholders on quality-related institutional processes.
- Analyse the feedback responses and suggest corrective action thereon to maintain quality and transparency within the organisation.

- Ensure dissemination of information on various quality parameters of higher education to all Skill Departments of the University.
- Ensure documentation of the various programmes/activities leading to quality improvement.
- Act as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of best practices, ISO certification, etc.
- Ensure development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Overall coordination for the development of lesson plans for all programmes across Skill Faculties.
- Develop templates for lesson plan and course file for all the programmes.
- Coordinate work related visits of NAAC and other accrediting bodies.
- Ensure preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC and to take similar action for other assessment and ranking bodies
- Identify and apply for various reputed national and international ranking frameworks such as NIRF, QS ranking, etc. and improve on the quality parameters required to improve the overall ranking
- Ensure records are maintained as per the guidelines for accreditation NAAC and NBA, etc.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Create KRAs and career pathways for incharges of Quality & Standardisation Audit, and Accreditation (NAAC/NBA) and Ranking (NIRF)
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Make budgetary provisions with approval of competent authority in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

## **7.9 Dean Pedagogy & Capacity Building**

### **7.9.1 Role of Dean Pedagogy & Capacity Building**

- The Dean of Pedagogy is responsible for developing the pedagogy policy and competency frameworks to build focus on developing pedagogy that enhances skill-based learning

aligned with outcomes and job roles consequently impacting the student experience for current and emerging roles.

- The Dean shall promote the adoption of research informed pedagogy based on international best practices and support Skill Faculties in designing outcome-based curriculum. The Dean of Pedagogy shall facilitate the incorporation of outcome-based MOOCs in all programmes of the University. The Dean is also responsible for the capacity building of faculty members in outcome-based teaching processes and pedagogical tools through workshops and trainings. The Dean shall be a part of the BOS and ensure an outstanding, student-centred learner experience. The Dean shall facilitate the creation of required Qualification Packs and National Operational Standards for any new programmes and also the mapping and designing of programmes as per NSQF, UGC, AICTE and other regulatory bodies.
- The Dean shall work closely with the Dean Academics and other Deans/Chairpersons to improve the overall student learning experience. The Dean shall take appropriate measures to align the goals of members with the overall University vision, mission and values.

### **7.9.2 Duties and Functions**

The functions of the Dean Pedagogy & Capacity Building are as under:

- Develop pedagogy policy and competency framework for human resources and Departments of the University.
- Interact with other skill universities and MSDE to revise policies and procedures on curriculum and pedagogy.
- To be involved in different BOS of University and help Skill Faculties to develop pedagogical tools for the teaching and training of new programmes.
- Identify relevant strategies and pedagogy, including online educational offerings through technology-based means, i.e., MOOCs and/or Open Education Resources (OERs) for outcome-based learning.
- Facilitate Skill Departments to design outcome-based curriculum, content and evaluative tools in a way that is relevant to students, aligning with Industry needs.
- Conduct periodic audits in consultation with the other Deans/Chairpersons for necessary compliance as per the pedagogy policy and highlight any gaps.
- Interact regularly with the Skill Faculties to identify the learning outcomes of each programme and evaluate the same after interacting with all stakeholders.
- Support the Skill Faculties in recruitment and selection process of the faculty members to evaluate their teaching and pedagogical skills.
- Ensure orientation of the new staff members.

- Support in the development of faculty members as per the pedagogical policy and competency framework.
- Support the University in planning, preparation and development of the following capacity resources:
  - Infrastructure
  - Human resources
  - Policy and programme
- Recommend external trainings for faculty members to enhance their capabilities.
- Support in the training and development of faculty members in outcome-based teaching-learning process for their continuous improvement.
- Support in organizing workshops for the staff members on pedagogy.
- Facilitate ToT/ToA/Training of SMEs and other events and ensure proper manualization/documentation is done as per national and international standards.
- Facilitate faculty members' training in miscellaneous aspects in addition to teaching and research such as administrative procedures, financial procedures and legal implications, professional ethics/code of conduct of the University etc.
- Ensure effectiveness of training are monitored and reported to the University.
- Articulate effective instructional strategies for capacity building.
- Design the common structure for online modules and facilitate online content development for all Skill Faculties.
- Facilitate the incorporation of outcome-based MOOCs in all programmes of the University as per UGC guidelines and NEP.
- Facilitate the establishment of the studio and develop the MOOCs relevant to programmes of the University.
- Support Skill Faculties in development of digital and online pedagogical tools for effective teaching-learning process.
- Support in the development of digital and online programmes for faculty members and other staff of the University.
- Facilitate and support in creating the required Qualification Packs and National Operational Standards for any new programmes in consultation with the industry.
- Support Skill Faculties in mapping and designing of Short-term programmes, long-term programmes, RPL etc.

- Facilitate the mapping and designing of programmes as per NSQF, UGC, AICTE and other regulatory bodies.
- Facilitate industry consultations and meetings for industry specific inputs to finalise the course curriculum under programmes for all Skill Faculties.
- Create KRAs and career pathways for incharges of Pedagogy; Capacity Building, Training/Conferences/FDPs/workshops; MOOCS; and NSQF Alignment & Curriculum Development, etc.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Make budgetary provisions with the approval of competent authority in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## **7.10 Director of Recognition of Prior Learning Cell (RPL)**

- Formulating & regulating procedures, policy making, guidelines & framework for conducting RPL programmes
- Facilitate in identification of industry needs for conducting RPL
- Facilitate in conducting competency mapping of the industry employees interested in undergoing RPL.
- Support skill faculties in mapping and designing of RPL programme.
- Facilitate the mapping and designing of RPL programmes as per NSQF, UGC, AICTE and other regulatory bodies.
- Facilitate industry consultations and meetings for industry specific inputs to finalise the bridge course curriculum under RPL programmes for all skill faculties.
- Facilitate ToT/ToA/Training of SMEs and other events and ensure proper manualization/ documentation is done as per national and international standards.
- Support in Monitoring and evaluation frameworks in coordination with the Project guidelines & structure
- Ensure Independent auditing of the entire RPL process & procedures as per the said parameters
- Facilitate in Disseminating results in terms of the deliverables of the overall concept

- Create KRAs and career pathways for programme manager, Academic Incharge and any other members of the cell.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Make budgetary provisions in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## **7.11 Dean of Strategic Centres**

### **7.11.1 Role of Dean Strategic Centres**

- The Dean of Strategic Centres is responsible for establishing various centres for innovation, entrepreneurship, promoting culture and Lok Kala and for monitoring employability in the state of Haryana in coordination with various academic/research associations and industries. The Dean shall facilitate research activities in the aforementioned areas. The Dean shall also provide support to organise regular events and activities to motivate the faculty members for publications in research, innovation, and entrepreneurship. The Dean is responsible to support and encourage mutually beneficial innovation activities with the industry. The Dean shall promote entrepreneurship development and study various state/central schemes in the field of entrepreneurship to support student ventures.
- The Dean shall provide support to members, aligning their personal and professional goals with the overall vision, mission and values of the University. The Dean shall collaboratively work with other Chairpersons to achieve common objectives of the University and accreditation and ranking bodies.

### **7.11.2 Duties and Functions**

- Develop state of the art infrastructure and support Skill Faculties for the Centre for Excellence for Innovative Leadership and Entrepreneurship.
- Identify a team of SMEs with the support of Skill Faculties to implement the Centre of innovative leadership and entrepreneurship in the University.
- Facilitate an ecosystem for students and faculty members to undertake collaborative and innovative entrepreneurial projects.
- Ensure conduct of skill gap, employability and impact assessment studies in the priority sectors of the University with relevant data collection and analytics systems
- Support in promotion and revival of various traditional arts and crafts practiced in the state of Haryana.

- Facilitate research in innovative and upcoming fields and organise expert sessions of eminent professionals on innovation to motivate the students and faculty members of the University.
- Analyse the latest practices in research and training in the field of entrepreneurship and create a network with various institutes and organisations to support entrepreneurship training in the University.
- Facilitate in creating an incubation centre with the support of companies/organisation to encourage spirit of entrepreneurship.
- Study various schemes being launched by state and central government organisation in the field of entrepreneurship to assist budding entrepreneurs from various programmes to create a successful business model with seed funding.
- Facilitate in organising regular events and activities to motivate the faculty members for publications in research, innovation and entrepreneurship.
- Facilitate the preparation and maintenance of various grant applications, records, reports, and files related to activities, performance, and outcomes.
- Facilitate coordination between faculty members, staff, administration, industry, and governmental agencies.
- Facilitate centre's participation in professional group meetings and various committees and advisory groups.
- Ensure strategic connections with all stakeholders.
- Proactively encourage technology development activities and create various schemes to support faculty members and in filing for patents and publications including Ph.D. Programmes.
- Create KRAs and career pathways for their team members.
- Make budgetary provisions with the approval of competent authority in advance and track its utilization.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

## **7.12 Dean of Students' Welfare**

The Dean of Students' Welfare will be an ex-officio member and Vice-Chairman of the following Committees:

- Youth Welfare Committee
- National Service Scheme Committee
- Sports Council
- Training and Placement Council

### **7.12.1 Role of Dean Students Welfare**

- Dean Student Welfare is responsible for the overall well-being of the University students by coordinating co-curricular, cultural, and other youth welfare/engagement activities, on and off-campus. The duties of the Dean include facilitation of student outreach programmes, societies/committees, various district, state, national and international level competitions as well as formulation and implementation of a mentoring policy among many others.
- The Dean shall provide support to members, aligning their personal and professional goals with the overall vision, mission and values of the University. The Dean shall collaboratively work with other Chairpersons to achieve common objectives.

### **7.12.2 Duties and Functions**

The duties and responsibilities of the Dean shall be as under:

- Overall coordination for the well-being of the University students - social, moral, emotional, etc.
- Explore the government schemes related to student welfare and support the various student/youth activities.
- Seek periodic feedback from students, faculty members, Chairpersons and other stakeholders and propose corrective action as appropriate.
- Overall coordination of various social initiatives and programmes such as adopting a village, providing free education, organizing awareness campaigns, etc., for the greater benefit of the society.
- Develop and promote social scholarship/sponsorship schemes for the students in need.
- Plan a budget and facilitate the inter and intra University competitions at district, state, national and international level.
- Develop a mentoring policy and implement mentor-mentee programmes across all Skill Faculties.

- Establish the Directorate of Youth Welfare to organise and promote various youth welfare activities.
- Coordinate co-curricular and cultural activities of the students in the University Campus.
- Design and develop innovative ideas and strategies for the holistic development of University students.
- Establishment and overall coordination of the NCC and NSS wing and their activities of the students.
- Overall coordination of various committees, clubs, and societies to provide a platform for students to collaboratively explore their diverse interests and learn as part of the community.
- Create KRAs and career pathways for Incharges of Student Outreach Programmes & Competitions; Student Engagement Programme (Cultural Activities) & Mentoring; and Clubs & Societies.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Operate the accounts of the funds allocated to the Students/Youth Welfare Department for co-curricular activities of the University students in the Campus.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## **7.13 Director of Sports**

### **7.13.1 Role of the Director of Sports**

- The Director of Sports is responsible for providing effective leadership, direction, and support to ensure the physical wellbeing of students, coordinating with other Departments to organise activities related to sports, like the annual sports day, and promoting the participation of students and staff members in the same. The Director shall identify the human resource and equipment needs of the Department, keeping in mind the University health and safety guidelines.
- The Director shall also take appropriate measures to align the goals of the members with the overall University vision, mission and values.

### 7.13.2 Duties and Functions

The functions of the Director of Sports are as under:

- Ensure maintenance of the sport's equipment and facilities. Director of sports shall be the overall incharge of the sports complex of the University
- Ensure the physical welfare and coordinate sports activities of the students in the University campus.
- Identify suitable human resources and equipping needs for the Department as per the sports calendar and student aspirations.
- Ensure that all infrastructure and equipment are fit for purpose and used in accordance with health and safety guidelines.
- Develop a first aid and health emergency plan in coordination with the Proctor's/Chief Warden's office and the medical officer.
- Plan and publicise the sports programme calendar for the term/year ahead in consultation with the PRO.
- Maintain a record of all sports equipment provided by the University.
- Monitor the work of the coaches and staff as per their role.
- Coordinate with other Departments to organise annual sports day and other sports events in the University campus.
- Maintain a record of zonal, district, state, national, international events, and ensure University students' participation.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Make budgetary provisions in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## 7.14 Chairperson

### 7.14.1 Role of Chairpersons

The Chairperson is required to lead, manage and develop their respective Skill Department to ensure it achieves the highest possible standards of excellence in all its activities. The

Chairperson are required to exercise leadership, demonstrate vision, and empower faculty members and staff to deliver the agreed Departmental strategy within the Skill Faculty. The Chairperson shall ensure all relevant University policies are applied in all facets of the working of the Skill Department. The Chairperson shall ensure that the overall vision, mission and values of their respective Skill Department is aligned with the vision, mission and values of the University.

#### **7.14.2 Duties and Functions**

- The duties and functions of the Chairperson, shall be as under:
- Implement concept of “skill” and its effective way of learning through innovative teaching pedagogy, effective teaching-learning, hands on practice in laboratories, OJT (On Job Training), workshops, mentoring etc. in tune with NSQF.
- Hold meetings of the Staff Council at regular intervals, give effect to its decisions, and maintain record thereof.
- Dispose of, promptly and expeditiously, all proposals/requests put up by the faculty members in the manner required and/or prescribed.
- Draw time-table for teaching and practical work well in time and allot teaching work-load to the teachers according to approved norms of the University.
- Exercise effective control over teaching schedule and ensure regular class teaching/OJT, without any unauthorized absence and indifference.
- Convene meetings of Board(s) of Studies (BOS), for long-term and short-term programmes, as and when required, get their business transacted well in time, and maintain records thereof.
- Provide necessary support for timely conduct of examinations and prompt evaluation work in respect of the programmes offered.
- Facilitate quick processing and submission of research proposals by the faculty members and hassle-free subsequent execution of research projects on approval.
- Propose actions and plans for achieving academic excellence and enhance faculty members’ interaction at wider level.
- Promote healthy work culture in the Department, and conduct oneself in a just and fair manner, in the interest of overall academic growth.
- Maintain effective liaison with the students in order to learn and redress their grievances and effectively draw them into the teaching learning activities of the Department.
- Suggest and organize Seminar/Workshops/Conferences on the topics of contemporary importance.

- Monitor and update the University Website in respect of one's Department on a continual basis.
- Nominate spokesperson for each cell for ex. NSQF cell, OJT cell, Grievance cell etc.
- Identify the requirement of adjunct faculty, invite and share suitable profiles to the Dean of Skill Faculty as and when required.
- Perform all such functions as are laid down in the Statutes, Ordinances, and rules of the University, or those laid down by the University Authorities.
- Ensure programmes are NSQF aligned in coordination with the NSQF Cell at the Skill Faculty level.
- Ensure short term programmes are conducted in the ratio 1:4 (Long-term: Short term) in consultation with the Incharge Short-Term Programmes of the University and the Corporate Relations and Engagement cell.
- Implement the concept of "one man one machine" across all the skill programmes in skill department.
- **Implementation of the concept of integrated qualifications into degree programmes for all skill programmes offered by the skill department**
- For all long-term and short-term programmes:
  - Academic and resource planning
  - Resource allocation
  - Develop Academic Resources
  - Prepare DPR for new programmes
  - Develop Qualification files for approval of NSQC
  - Organise FDP for faculty members and instructors
  - Laboratory and equipment planning for faculty members
  - Monitor academic progress of students and faculty members
  - Prepare Academic Calendar
- Ensure conduct of OJT as per the DPR, laid down guidelines/SOP in coordination with OJT Cell of the University and the Corporate Relations and Engagement cell.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## 7.15 Other Teaching and Skilling Staff

### 7.15.1 Programme Coordinator

- Overall coordination with teaching and non-teaching staff pertaining to all aspects of execution of the programme.
- Identify job roles along with corresponding theory curriculum and relevant OJT areas, and finalise appropriate schedules for each component in coordination with the faculty members, Skill Instructor, OJT coordinator, and industry partner.
- Ensure preparation of time table and OJT schedule for each programme in coordination with the faculty members, Skill Instructor, OJT coordinator, and industry partner.
- Identify relevant qualifications pertaining to respective job roles, and corresponding mapping with OJT.
- Define semester-wise learning outcomes for each OJT area and curriculum component, in coordination with the faculty members, Skill Instructor, OJT coordinator, and industry partner.
- Monitor attendance of students and faculty on weekly basis and report non-compliances to the respective Chairperson/Dean of Skill Faculty.
- Ensure collection of regular feedback in coordination with the IQAC, for subsequent identification of action points to facilitate continuous programme quality improvement.
- Coordinate the conduct of academic audits of programmes to evaluate status of curriculum mapping to job roles, NSQF alignment of programme, and market relevance of programmes run by the University.
- Ensure compliance with Standard Operating Procedures (SOPs) for effective and efficient delivery of programmes.
- Prepare classroom allotment plan for efficient space management within the University campus.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the Dean/Chairperson from time to time

### 7.15.2 Faculty Member

- Contribute towards development of pedagogy for respective programmes within the Skill Faculty, and for cross-functional knowledge sharing across different Skill Faculties.
- Design and develop curriculum for the programmes in consultation with the programme coordinator and Chairperson of the skill department.
- Monitor the academic progress of the students on a regular basis.
- Provide instructions to the students regarding discipline and decorum to be maintained in the University.
- Provide the necessary study material to the students in conformance with the prescribed mode of delivery, viz. print/digital, as applicable.
- Deliver all academic content prescribed for the respective programmes by the University.
- Provide necessary instructions, supervision, and guidance to students for successful completion of projects required to be completed as part of the programme.
- Develop and update relevant academic resources and case studies for addition to the content administered to students during the programme.
- Create new project prototypes for inclusion in the programme, as well as assist with implementation of the same.
- Ensure mapping of classroom curriculum with OJT areas, in consultation with the Programme Coordinator and Skill Instructor.
- Engage in continuous research and development activities to promote innovation as well as creation and adoption of best practices.
- Author academic texts and research work for publication in journals, review papers, books, etc.
- Provide consultancy to industries, with the objective of furthering industry-academia alignment and mutual synergy.
- Assess the academic work prepared and submitted by students as part of the programme, and provide feedback for quality improvement.
- Carry out any other responsibility as may be assigned by the Dean/Chairperson from time to time.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.

### 7.15.3 Master Skill Instructor

- Support the Programme Coordinator in identification of qualifications and mapping of OJT curriculum with the defined job roles.
- Create Learning Outcomes for the OJT in consultation with the Programme Coordinator and ensure implementation.
- Coordinate with the Programme Coordinator and the corporate relations and engagement team to understand current industry requirements and expectations.
- Define the critical processes, create the OJT implementation plan for each programme, in consultation with the concerned Programme Coordinator and Chairperson.
- Clearly define the division of responsibilities between the Senior Skill Instructor and the Skill Instructors in consultation with the Industry.
- Support the Senior Skill Instructor and Skill Instructor in enhancing the Skill Sets of students by effective implementation of OJT and supporting them in implementation of mini projects/audit reports in lieu of OJT.
- Ensure that concerns/challenges (both Skill and Administrative) of the students deployed at OJT location are addressed effectively by the Senior Skill Instructor and Skill Instructor. Escalate issues with the Programme Coordinator where required.
- Define a framework and matrix to monitor and analyse OJT progress in coordination the Programme Coordinator and ensure timely implementation by the Senior Skill Instructor and Skill instructor.
- Ensure that the OJT reports of students are checked prepared and presented to the Programme Coordinator by Senior Skill Instructors.
- Ensure the implementation of assessment as per the OJT schedule and skill pedagogy.
- Budget planning for manpower, infrastructure for vocational programs (Short Term Courses/out campus programs), planning for skill competitions
- Planning and development of laboratories/Centre for excellence for vocational education and skill competitions.
- Overall maintenance and update of the records related to Student Skill Matrix
- Overall coordination of laboratories across skill faculties.
- Plan for capacity building in line with vision of the university/faculty.

- Setting KRAs for team members and appraisals for team members.
- Design and develop qualifications for different job roles.
- Ensure preparation of DPR and approval from BOS, overall monitoring of academic activities related to Short Term Courses/Vocational programs.
- **Delivery and Execution of Short Term Training Programmes**
- Coordination with Industry for skill trainings/OJT.
- **Undergo Training of Trainer (TOT) and certification provided by the University for the respective programme.**
- Assist the programme coordinators and faculty members for running In-campus programmes.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- **Carry out any other jobs assigned by the /Chairperson/Dean /the Competent Authority**

#### **7.15.4 Senior Skill Instructor**

- Support the Master Skill Instructor in designing of an OJT schedule as per the academic calendar and inputs of the Industry through the Industry Mentor and Skill instructor.
- Support the Master Skill Instructor in identifying the relevant practical/OJT component of qualifications and map the OJT curriculum.
- Coordinate OJT schedule compliance in consultation with the Skill Instructor, Industry Mentor and suggest changes to Master Skill Instructor, if any.
- Support the Skill Instructor in implementing the OJT assessment schedule.
- Coordinate the redressal of concerns/challenges of the students deployed at OJT with the Skill Instructor and escalate issues where required with the Master Skill Instructor.
- Develop an attendance monitoring and warning system in consultation with the Master Skill Instructor and ensure implementation by the Skill Instructor.
- **Undergo Training of Trainer (TOT) and certification provided by the University for the respective programme.**
- Support the Skill Instructor in clarifying doubts of students on OJT processes.
- Support the Master Skill Instructor in conduct of the OJT Assessment as per the schedule.

- Skill matrix identification.
- Identification and development/delivery of qualifications for various job roles including DPRs and approval from statutory bodies.
- Coordination with faculty and industry for planning/scheduling OJT (STC/In campus/Out campus programs)
- Design and develop qualifications for different job roles.
- **Delivery and Execution of Short Term Training Programmes**
- Planning and setup of the required infrastructure in the department for conducting STC/In Campus/Out Campus programs/skill competitions
- Coordination for operationalizing and maintenance of group of Laboratories as assigned by the master skill instructor.
- Teaching skill courses in respective programme.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- **Carry out any other jobs assigned by the Chairperson/ Dean/ the Competent Authority**

#### **7.15.5 Skill Instructor**

- Understand and learn the skill needs of each job role of the sector where he/she is employed.
- Ensure on ground orientation of students about the Industry and the scope of work during OJT.
- Explain the Dos and Donts of the OJT and explain the OJT guidelines to students.
- Ensure signing of the OJT undertaking by all students before commencement.
- Assist Students in learning the Skill sets during the OJT in coordination with the Industry Skill Mentor.
- Ensure Implementation of the OJT schedule and assist them in learning the skill sets in coordination with the Industry Mentor.

- Provide necessary instructions to students on their conduct and safety at the OJT location to avoid any conflicts.
- Maintain the attendance records of students, notify students and the Senior Skill Instructor in case of low attendance.
- Conduct continuous evaluation and maintain a record of OJT assessments, reports and furnish the same to the Senior Skill Instructor.
- Update students' OJT Digital Diary Record on a daily basis and ensure close monitoring of the same.
- Provide regular feedback to students on their performance, in consultation with the Industry Mentor.
- Communicate with the students/University and industry to understand their requirements and expectations.
- **Undergo Training of Trainer (TOT) and certification provided by the University for the respective programme.**
- Design and develop qualifications for different job roles.
- Identification of skill attributes to be developed during the skill training /OJT.
- Execution of OJT as per schedule.
- Continuous and comprehensive evaluation of skilling & training
- Designing and development of contents of study material for vocational programs (Long-term/Short term duration).
- Identification and development of industries-oriented projects.
- Coordination with industries and skill faculty.
- **Delivery and Execution of Short Term Training Programmes**
- Conducting labs for out campus/in campus programs and ensuring operation and maintenance of at least one laboratory as assigned by the master skill instructor and senior skill instructor.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.

- Carry out any other jobs assigned by the Chairperson/ Dean/the Competent Authority

### **7.15.6 Laboratory Assistant**

- Prepare the laboratory for conduct of Laboratory Tests as per the schedule given for the programme by the Programme Coordinator/Teaching Faculty.
- Conduct laboratory tests as per the defined schedule and ensure the correct technical use of equipment.
- Orient students with the laboratory functioning – rules, policies, and guidelines for laboratory equipment use.
- Support Skill Faculty teaching staff in conduct of laboratory sessions, and give technical advice to staff and students.
- Prepare Daily Quality Control Check of Laboratory Equipment.
- Interpret Results based on Lab records, e.g. for students' practical sessions, tracking methods, and results.
- Be capable to suggest latest laboratory equipment to the teaching staff.
- Support individual students on conduct of practical mini laboratory -based projects.
- Ensure timely maintenance and upkeep of Laboratory Equipment by the Lab Attendant.
- Ensure any damaged/defective equipment is repaired within the shortest possible time after intimation to the Programme Coordinator.
- Ensure Cleanliness and hygiene of the laboratory.
- Ensure that all health and safety procedures are understood and followed correctly and provide help in case of any injury or accident.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other jobs assigned by the Chairperson/Dean/ the Competent Authority

### **7.15.7 Laboratory Attendant**

- Maintain Daily Cleanliness of the laboratory.
- Ensure cleanliness and upkeep of all laboratory equipment and inform the Laboratory Assistant of any problems well in time.
- Prepare equipment and tools before lessons for the final check by the Laboratory Assistant.
- Carry out trial run of all equipment in consultation with the Laboratory Assistant.

- Ensure the safety and security of students.
- Ensure correct storage and maintain of all tools/equipment.
- Ensure periodic stock check of equipment in coordination with the Laboratory assistant.
- Ensure a safe environment for staff and students and provide help in case of any injury or accident.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other jobs assigned by the Chairperson/ Dean/ the Competent Authority

### 7.15.8 Librarian

- Supervise and co-ordinate the work of the University Library.
- Provide instructions to all students in the use of the Library.
- Plan book acquisition programme of the library and select books for order based on suggestions by faculty members.
- Coordinate correspondence relating to financial matters. Lay down the vision, mission, objectives, and broad policies of the library in consultation with University administration and academic staff.
- Coordinate the preparation of library budget, procedures, schedules, etc.
- Ensure quality resources and spaces are available to students to support their learning at the University at all times.
- Provide timely and quality support to the University's teaching and training staff to ensure quality programme development and reviews, and complete resource basis for effective delivery of programmes.
- Manage and support the provision of reading lists and allocate length of loans.
- Create, update, and manage electronic and printed information resources.
- Coordinate and deliver information and digital literacy sessions to students, researchers and staff.
- Respond to any enquiries from students and staff.
- Interact with the academic community of the University in order to determine their requirements of reading materials, and acquire the same for the library.
- Support the research and publication mission of the University by supporting researchers.
- Develop programme of library management for improving the efficiency of the Library.
- Develop a vision to ensure that the University is well prepared to remain effective in the evolving global trends in higher education and skill development.

- Participate in professional groups or networks.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other jobs assigned by the Chairperson/Dean/ the Competent Authority

## **7.16 Chief Warden**

### **7.16.1 Role of Chief Warden**

- The Chief Warden is responsible for the general welfare of the students residing in the campus, including matters of health, sanitation, and maintenance of decorum. The Chief Warden shall develop policies related hostel allotment, emergency response and evacuation plans, and constitute committees to promote and maintain ragging and bullying free hostel. The Chief Warden shall also maintain regular contact with hostel wardens and ensure record keeping. The Chief Warden shall coordinate with other Departments and the University administration, whenever required.
- The Chief Warden shall also take appropriate measures to train the hostel staff and align their goals with the overall University vision, mission and values.

### **7.16.2 Duties and Functions**

The functions of the Chief Warden are as under:

- Ensure the health, hygiene and general welfare of the students residing in the campus and attend to all matters of health, sickness, diet, sanitation and cleanliness in accordance with laid down University norms.
- Ensure that the students concerned observe the rules framed for their guidance and maintenance of decorum as per the Code of Conduct.
- Identify the training needs of the hostel staff and provide trainings on health, hygiene etc.
- Ensure the constitution of hostel committees in all hostels.
- Develop plans to manage the response to incidents and emergencies relating to health, safety and general wellbeing of students and to liaise effectively with the wardens on campus and support services, where appropriate.
- Develop policy and guidelines to support the hostel admission process of new students.
- Provide relevant information about the students boarding and lodging, as and when required.
- Develop evacuation plans and take part in implementation of fire drills, crime prevention and health & safety awareness initiatives.

- Report, maintain a record of and respond to on-site emergencies in a timely manner, if required.
- Ensure bullying & ragging free hostels.
- Conduct surprise rounds of the hostels including surprise checks of the hostels.
- Establish and maintain appropriate social contact with hostel wardens and students.
- Ensure that every hostel warden maintains an up-to-date register containing information relating to the residence of its students and shall submit it to the University.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Make budgetary provisions in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.17 Coordinator Government Guidelines / Schemes / Projects & Applying to Regulatory Bodies**

- Manage correspondence with various statutory government organizations like MSDE, SDIT, UGC, AICTE, etc. to seek any information/guidelines/rules related to academic matters of the University, etc.
- Monitor state and central government orders and directions on education and skilling to ensure all compliances are met.
- Share all mandatory guidelines of the government with all stake holders in the University.
- Apply for awards for University and statutory approvals for any programme/projects.
- Provide information to the various statutory bodies like MOE, SDIT, UGC, AICTE, etc., regarding the University and its programmes, if required.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## **7.18 Head of Student Grievance Redressal Cell/Committee**

### **7.18.1 Role of the Head of Grievance Redressal Cell/Committee**

- The Head of the Grievance Redressal Cell/Committee is responsible for developing a mechanism, as per the directions of the UGC, to ensure and provide opportunities for the redressal of grievances of students of the University. The Head shall coordinate with the other Chairpersons to provide timely resolution of all grievances received by the Cell.
- The Head shall indiscriminately perform her/his duties and provide support to members, aligning the members' personal and professional goals with the overall vision, mission and values of the University.

### **7.18.2 Duties and Functions**

The functions of the Head are as under:

- Support the University in creating a framework for grievance redressal in the University.
- Analyse the grievances received on the portal/email and share them with the relevant staff/Department seeking clarity and inputs on the raised grievances.
- Ensure grievances are resolved promptly, indiscriminately, and in complete confidentiality within the defined timeframe.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## **7.19 Proctor**

### **7.19.1 Role of Proctor**

- The Proctor shall be responsible to the Vice Chancellor and shall assist him in the matters concerning discipline among students in the University, both on campus and during their OJT. Wherever necessary, the Proctor shall evaluate acts of indiscipline and related facts, recommending corrective measures. The Proctor shall cooperate with other Departments, take appropriate steps to ensure adherence to the University Code of Conduct, and prevent any acts of indiscipline.

- The Proctor shall constitute respective committees and provide effective leadership and support to members, aligning their personal and professional goals with the overall vision, mission and values of the University.

### **7.19.2 Duties and Functions**

The functions of the Proctor are as under:

- Monitor the disciplinary climate prevailing in the student community of the University in University campus as well as Industry during OJT.
- Take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
- Independently collect relevant facts about the incidents of indiscipline, evaluate the evidences and to decide/recommend the quantum of punishment to be imposed on the erring student(s) wherever considered necessary. The Proctor may place the relevant information before the Vice Chancellor or to Proctorial Board for their decision.
- Issue all orders relating to disciplinary proceedings against students as per the University Code of Conduct.
- Maintain liaison with the District Administration in matters regarding the Law-and-Order situation on the University Campus.
- Ensure the constitution of committees such as anti-ragging, discipline, etc.
- Ensure demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## 7.20 Warden

- Support the Chief warden to look after the general administration, mess, common room, health and recreational facilities, and maintenance and sanitation.
- Allotment of hostel rooms and guest rooms and their overall supervision.
- Maintenance of resident students register, and the guest room register.
- Responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the University.
- Periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker and take action for their repairs/replacement or for obtaining additional furniture.
- Look after the common room and the sports and cultural programmes of the hostel and will regulate disbursements out of the hostel's recreation grant.
- Ensure that residents abide by the norms of the hostel. He/she will report to the Chief Warden all relevant cases of indiscipline, and violation of rules. The Warden is authorized to impose fines on a resident student in case of a misdemeanor.
- Supervise the work of the sanitation staff, keep a control over their attendance and maintain the Attendance Register.
- Supervise the functioning of the mess and the working of the Mess Managers/Supervisors, Cooks and Helpers under his/her charge.
- Conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals. Will enforce discipline and decorum in the dining hall. Will supervise the system of purchases of mess stores, provision etc.
- Ensure the correctness of receipts and issues of mess stores, crockery etc. and of the stock balance and will attest all entries in the relevant stock register. Will check the valuation of the closing stock. Will ensure that stores are kept in good and efficient condition.
- Check and certify the bills received from suppliers with reference to the stock register. Will investigate cases of shortage/excess of stores.
- Arrange disposal of empties, crockery etc. and ensure depositing of sale proceeds in the appropriate head of account.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.

- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.21 Incharge Accreditation (NAAC/NBA)**

- Ensure building operational and data management structures for the purpose of obtaining and maintaining recognised accreditations and ranking of NAAC, NBA, NIRF etc.
- Collaborate with Skill Faculties and committees to develop and update policies and procedures relevant to NAAC, NBA, NIRF etc.
- Ensure the maintenance of the database to document faculty members' qualifications and update reporting system to reflect current requirement of accreditation and ranking bodies such as NAAC, NBA, NIRF etc.
- Organize workshops for the Nodal officer on the activities related to NAAC, NBA, NIRF etc.
- Ensure strategic planning processes and outcomes meet NAAC, NBA, NIRF etc. requirements.
- Facilitate the visit of NAAC, NBA, NIRF officials to the University.
- Overall supervision of the assigned staff/committees on accreditation and rankings - NAAC, NBA, NIRF etc.
- Liaison with UGC, and Ministry of Higher Education for all accreditation, NIRF related policy matters.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Ensure records are maintained as per the guidelines for accreditation NAAC, NBA, and NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.22 Incharge Alumni Relations**

- Ensure registration of the Alumni Association of the University.
- Support training and Internship programmes through University Alumni connect.
- Leverage the alumni network to strengthen existing programmes.
- Connect with alumni to enhance the image of SVSU and furthering its outreach.
- Coordinate with the alumni association and develop the alumni portal to engage with the alumni community for various University initiatives.

- Conduct alumni feedback and propose corrective action as appropriate.
- Inviting the alumni for alumni meets/talks, student interactions, expert sessions, networking events, etc.
- Manage the alumni endowment funds to support academically bright and financially deserving students who want to pursue vocational education.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.23 Incharge Capacity Building, Training/Conferences/FDPs/workshops**

- Prescribe the framework, structure and content of training programme to be organized at University level by identifying the development needs of staff members/Departments.
- Conduct training of trainers (ToT) as per the requirement of various Departments of the University.
- Create a module (both digital and print) for training of trainers (ToT) on skill levels, teaching methodology, MOOCs, and latest practices.
- Train staff members or conduct workshops for the capacity building of staff/Department/Skill Faculties by understanding their individual development needs and developing their individual development plan.
- Provide training in miscellaneous aspects in addition to teaching and research such as administrative procedures, financial procedures and legal implications, professional ethics/code of conduct of the University etc.
- Enhance the capability of staff within their current roles.
- Implement the competency framework for faculty members.
- Track and monitor training per person for its effectiveness and submit periodic reports to the University
- Support faculty members and staff in identifying and achieving career development and personal growth goals in line with University objectives.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.

- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.24 Incharge Centre of Excellence**

- Interact and invite various industries, start-ups and trade associations to work and establish their Centres for Excellence in the University.
- Monitor changes in laws, regulations, and technology that may affect Centre operations.
- Facilitate the daily functions, operations, projects, and activities of the Centre of Excellence, including workforce research, partnership development, and strategic planning.
- Prepare and maintain various grant applications, records, reports, and files related to activities, performance, and outcomes.
- Coordinate the centre's communications and information between faculty members, staff, administration, industry, and governmental agencies.
- Attend and participate/make presentations in professional group meetings and various committees and advisory groups.
- Stay informed about new trends and innovations related to Centre of Excellence programmes, projects, and services.
- Coordinate the centre's operations to meet University objectives and manage strategic connections with all stakeholders.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.25 Incharge Clubs, Committees & Societies**

- Constitute and develop a framework for setting up of clubs and societies by students to promote innovation and their holistic development.
- Develop a framework for setting up of clubs and societies by students to promote innovation and their holistic development.
- Support students to plan and execute various projects and activities.
- Organise hobby classes, summer workshops etc. as a part of youth welfare activities.

- Coordinate with society heads to ensure effective execution of activities.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.26 Incharge Employability & Livelihood Cell**

- Strategise and ensure successful placements for the graduating students through a robust campus recruitment process.
- Facilitate internships and live projects for the students across Skill Faculties based on programme objectives.
- Manage and support student career services, including career counselling, grooming and helping students for interviews, CV preparation, LinkedIn profiles, etc.
- Work with key stakeholders including alumni, faculty members, administration, marketing & admissions teams to achieve both career services and larger institutional objectives.
- Create a network with industry HR community, work with senior professionals in HR and functional leaders to support placements of University students.
- Create new placement, partner-based placement, and manage existing placement partners.
- Organise and conduct industry engagement activities such as career counselling lectures, panel discussions, students' workshops, etc.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.27 Incharge Industry Integration**

- Support the University in interacting with the Industries for creating linkages for the off-campus and on-campus programmes conducted by the University.

- Serve as a single point of contact of University for the organizations on various industry-University initiatives like OJT, internships etc.
- Engage more industry partners for the University's existing as well as upcoming programmes.
- Conduct industry research to identify future job trends to understand the job roles relevant for each industry for conduct of training.
- Support visits of faculty members to industry for study and discussions on industrial processes, capabilities, job roles, project design, etc.
- Coordinate the on-the-job training of students in industries with the Skill Faculties.
- Interact with the industry periodically as laid down to ensure any issues related to the MOU or otherwise are addressed in a timely fashion.
- Renewal of all MoU with various industry partners as per the laid down timelines in the SOP.
- Create KRAs for team members.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## **7.28 Incharge Innovation**

- Encourage students to work on new ideas, modules, projects, and promote creative thoughts focussed on reshaping skill education to harness the full potential of students.
- Make diligent efforts in understanding the issues/problems of the industry and propose innovative skill projects in due consultation with industries.
- Support and encourage Skill Faculties to undertake innovative live student project.
- Promote impactful research in innovative and upcoming fields and organise expert sessions of eminent professionals on innovation to motivate the students and faculty members of the University.
- Encourage innovation activities in the University and industry partners for mutually beneficial linkages and act as a catalyst and facilitator.
- Create an ecosystem that facilitates various stakeholders on all aspects of innovation process.

- Promote innovative thinking, facilitate and provide various incentives for activities that benefit various stakeholders and manage the growth of innovation in the skill ecosystem.
- Organise innovation-based exhibitions and events like hackathons, etc.
- Explore the new opportunities for research mapped with employability within the state and nation.
- Initiating programmes on innovative processes and solutions.
- Support faculty members and students in the registration for and awarding of patents.
- Establish Innovations Laboratories.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.29 Incharge MOOCs**

- Frame and design the MOOCs policy of the University
- Develop transfer of MOOCs credits policy.
- Establish the studio and develop the MOOCs relevant to programmes of the University.
- Suggesting and ensuring the MOOCs to be incorporated in all programmes of the University as per UGC guidelines and NEP.
- Create budgets and manage finances for projects.
- Ensure successful student sign-ups, engagement, and completion of the MOOCs by coordinating with the nodal officer of the Skill Departments.
- Conduct competitive research to understand the MOOCs market in general.
- Partner with institutions/organizations to conduct sessions/workshops to create awareness about MOOCs.
- Conduct training to staff and students for utilizing the MOOCs facility.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.

- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

### **7.30 Incharge NSQF Alignment & Curriculum Development**

- Design policies and framework for NSQF alignment of programmes for all Skill Faculties.
- Facilitate and finalise outcome-based curriculum for OJT in consultation with Incharge Pedagogy Department.
- Train staff of each Skill Faculty on the development and implementation of curricula to meet academic, industry, and NSQF standards.
- Support the Skill Faculties in creating the required Qualification Packs and National Operational Standards for any new programmes being commenced in consultation with the industry.
- Lead a collaborative curriculum development process aligned with the Industry.
- Conduct industry consultations and meetings for industry specific inputs to finalise the course curriculum under programmes for all Skill Faculties.
- Ensure regular updation and alignment of existing programmes as per NSQF.
- Facilitate the Skill Faculties in preparation of DPR for new programme as per NSQF.
- Facilitate and finalise qualification files for approval of NSQF.
- Interact regularly with the Coordinator Government Guidelines/Schemes/Projects & Applying to Regulatory Bodies for NSQF related matters.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

### **7.31 Incharge OJT Coordination**

- Implement concept of “skill” and its effective way of learning through innovative teaching pedagogy, effective teaching-learning, hands on practice in laboratories, OJT (On Job Training), workshops, mentoring etc. in tune with NSQF.

- Effective implementation, visualization and systemization of OJT'S dynamic scheduling and its implementation in OJT diary/digital platform and linking its outcome to the skills gained by the students (preparation of skill matrix).
- Ensure that the concerns/challenges of the students deployed at OJT are addressed.
- Define the critical processes of OJT with respect to the programme and in proper consultation with the concerned Dean/Programme Coordinator.
- Co-ordinate OJT planning and compliance.
- Ensure monitoring and analysis of OJT progress and suggest improvements.
- Define and ensure compliance of learning outcome as per industry demand are met.
- Ensure that the OJT reports of students are prepared and presented by the OJT coordinators of Skill Faculties.
- Monitor the co-ordination of OJT planning and progress.
- Design methodology for continuous and comprehensive evaluation of OJT.
- Identification of Skill Attributes to be developed during the programme.
- Coordinate with Skill Departments, industry mentors and Industry Integration Department for OJT progress mapping.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.32 Incharge Pedagogy**

- Implementation of pedagogy policy in all the Skill Departments for all programmes of the University.
- Developing outcome-based pedagogy for the evaluation of all programmes including OJT.
- Training on pedagogy to all the staff members of the University.
- Train staff members to develop pedagogy suitable for vocational education, experiential learning and outcome based.
- Organising workshop for the staff members on pedagogy.

- Implementation of the pedagogy as per the pedagogy policy in a way that is relevant to students, aligning with Industry needs and outcome based.
- Create processes to assess teaching methods being used by various Skill Faculties and faculty members.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress and ranking.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.33 Incharge Research & Consultancy**

- Coordinate the PhD programme as per PhD Ordinance and other research activities related to PhD programmes.
- Coordinate with all Skill Faculties in reference to all PhD programmes and research activities.
- Coordinate and facilitate research grants, seed money, and patents.
- Coordinate the launch of PhD programmes including admissions, brochures, defining programme guidelines and SOPs, etc.
- Formulate guidelines to ensure the conduct of quality research and research publication in the University.
- Create and maintain database regarding research expertise, publications, and sponsored research projects of faculty members.
- Motivate and facilitate faculty members to conduct research, consultancy, and/or project work.
- Guide researchers to connect with industries.
- Communicating the consultancy requirements from Industries/institutions to the concerned Skill Faculties.
- Support research scholars in attending research seminars, conferences, and workshops.
- Coordinate with industry mentors or research scholars for their inputs and to know the progress of research scholars.
- Ensure the availability of research facilities in the University for research scholars.
- Demonstration of work through effectiveness of achieved objectives.

- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.34 Incharge Short-Term Programmes**

- Coordinate with Skill Departments for running short term training programmes.
- Ensure signing of MoUs with industry partners to run short-term programmes.
- Prepare status reports and progress report for all short-term programmes.
- Ensure timely launch of the short-term programmes in coordination with Skill Faculties.
- Develop Qualification files for approval of NSQC for short term programmes.
- Finalise course content and study material for short-term programmes in coordination with Skill Faculties.
- Finalise course content and pedagogy for OJT and practical components of the programmes, in coordination with Skill Faculties.
- Support curriculum development and DPR preparation and acquire approval from the BOS and Skill Council.
- Finalise the teaching pedagogy and evaluation strategies for short-term programmes.
- Identify relevant learning resources.
- Finalise infrastructure and laboratory facilities for practical programme components.
- Coordinate the recruitment of trainers and evaluators for short-term programmes.
- Conduct feasibility study of existing short-term programmes based on industry requirements.
- Identify and suggest innovative demand based short-term training programmes in coordination with industry partners and communicating to the relevant Skill Department.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.35 Incharge Shri Guru Nanak Dev Centre of Innovative Leadership & Entrepreneurship**

- Implement relevant schemes launched by state and central governments in the field of entrepreneurship to assist budding entrepreneurs from various programmes to create a successful business models with seed funding from various agencies.
- Align students with start-ups for handholding, mentoring for their ideas to be converted into business models.
- Organise Entrepreneurship Awareness Programmes (EAPs), camps, and events like Hackathons, etc.
- Conduct research to identify areas mapping entrepreneurial skills leading to employability, in the district, state, and nation.
- Implement the latest practices in the field of entrepreneurship.
- Support the local entrepreneurs by providing them entrepreneurship development training and infrastructure facilities for their upliftment
- Prepare a calendar of annual activities focussed on leadership and entrepreneurship development.
- Demonstration of work done through the effectiveness of objectives achieved.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

### **7.36 Incharge Skill Internship Cell**

- Formulate policy, guidelines, and procedures for developing internship projects/assignments under each of the skill faculties for in-campus programmes.
- Facilitate the skill faculties in identifying the areas where internship projects/assignments can be integrated into the various in campus programmes.
- Develop evaluation matrix for projects/assignments assigned to the students.
- Motivate students to develop technical knowledge and soft skills in terms of career planning, goal setting
- Preparation including the training content during internship.

- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Make budgetary provisions with the approval of competent authority in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

### **7.37 Incharge Student Engagement Programme/Cultural Activities & Mentoring**

- Organising cultural activities such as cultural festivals, youth festivals, foundation day, etc.
- Organise activities and workshops for the engagement of students in the University campus, in coordination with other committees (sports, clubs/societies).
- Overall coordination of and participation in zonal, inter-zonal, national and international youth festivals.
- Implement the mentoring policy and manage the overall implementation of the mentor-mentee programme across all Skill Faculties.
- Prepare an annual activity calendar in coordination with the Chief Warden, Proctor, and the Academics team.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

### **7.38 Incharge Student Outreach Programme & Competitions**

- Organise various social initiatives and programmes such as adopting a village, providing free education, organizing awareness campaigns, etc., for the greater benefit of the society.
- Coordinate campus tours and visits for community agencies.
- Conduct meetings, conferences, and special events related to student outreach.
- Facilitate a coordinated approach to outreach activities on behalf of the Government Administrative Authorities.

- Organise trainings and schedule activities to prepare students for participation in competitions inside and outside the University at district, state, national and international levels.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

### **7.39 Incharge Quality & Standardisation Audit**

- Implement quality benchmarks/parameters for various academic and administrative activities of the institution.
- Coordinate the University's quality assurance system including strategic planning, assessment and evaluation for continuous improvement, statistical analysis of instrumentation to establish validity and reliability, and data dissemination.
- Create and develop the Quality Culture in the institution and maturation of faculty members to adopt the required knowledge and technology for participatory teaching and learning process.
- Conduct internal academic as well as administrative audits as per laid down frequency and guidelines.
- Collect feedback response from students, faculty members, and other stakeholders on quality-related institutional processes.
- Provide information on various quality parameters of higher education.
- Organise inter and intra institutional workshops and seminars on quality related themes.
- Manage all ISO certification activities.
- Document various programmes/activities leading to quality improvement and maintenance of institutional database for the purpose of maintaining/enhancing the institutional quality.
- Prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of accreditation, to be submitted to NAAC.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.

- Ensure that the records are maintained as per the guidelines for accreditation NAAC and NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

#### **7.40 Centre Head, Centre for Culture, Heritage Studies and Lok Kala**

- Promotion and revival of various traditional arts and crafts practiced in the State of Haryana.
- Manage budgets and carry out strategic planning as well as secure funding from external sources
- Support the department of Pedagogy and Capacity building in development of course curriculum, training pedagogy and course content for the traditional arts and crafts courses.
- Support the Curator in Administration of the Skill Museum
- Promotion of literary, visual and performing arts in the State of Haryana
- Liaise with external agencies such as funding bodies, professional associations, other heritage organisations, tourist bodies and regional development agencies, to deliver co-funded and joint-venture projects
- Observation of centenaries and anniversaries of important national personalities and events
- Promotion of institutional and individual non-official initiatives in the fields of art and culture
- Entering into cultural agreements with various Government departments.
- Creating cultural awareness from the grass root level to the international cultural exchange level.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

## 7.41 Centre Head for Monitoring of Employability

- Develop the overall framework, for conducting skill gap, employability and impact assessment studies in the priority sectors of the University with relevant data collection and analytics systems.
- Development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Review the quality of existing data in the subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for skill gap study/employability study/ impact evaluation.
- Develop baseline data for each project component and for all project indicators.
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Develop a plan for project-related capacity-building on Monitoring and to develop system for any computer-based support that may be required.
- Organize and undertake training with collaborating partners on Monitoring as required.
- Collect data on a regular basis to measure achievement against the performance indicators.
- Maintain and administer the Monitoring database; analyse and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Identify areas where technical support to project partners is required. Organize refresher training on Monitoring for partners as required.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project and to provide advice on improving course curriculum development using Monitoring findings.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Make budgetary provisions with the approval of competent authority in advance and track its utilization.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

## 7.42 Controller of Finance

- Exercise general supervision over the finances of the University and advise the University regarding its financial policies.
- Hold and manage the property and investments of the University including trust and endowed property.
- Ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
- Be responsible for the preparation of annual accounts and the annual and revised budget of the University and for their presentation to the Finance committee and Executive Council.
- Keep constant watch on the state of the cash and bank balances and on the state of investments of the University.
- Watch progress of the collection of revenue and advise on the methods of collection to be employed.
- Ensure that registers of buildings, land, furniture and equipment are maintained up-to-date and that stock checking of equipment and other concerned material in all offices, special centers, specialized laboratories maintained by the University is conducted.
- Submit quarterly report on all aspects of finances of the University to the Vice Chancellor.
- Bring to the notice of the Vice Chancellor any unauthorized expenditure and other financial irregularities and suggest action to be taken against the person responsible for it.
- Call for, from any officer, center, laboratory maintained by the University, any information or returns that may be considered necessary for the performance of his/her duties.
- The receipt of the Controller of Finance or person duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Perform such other functions as may be assigned to him by the Vice Chancellor or as may be prescribed by the Statutes/Ordinances etc.

## 7.43 Curator for Skill Museum

- Developing and organising new collections to expand and improve educational and research facilities
- Extensively researching, negotiating prices on and buying items such as sculptures, statues and paintings that can add value to the collection
- Maintaining records and cataloguing acquisitions
- Researching, compiling and preparing written information about catalogues and publishing it on the institution's website
- Collaborating with other institutions for displaying various artefacts in the museum.
- Ensuring that collections are properly preserved
- Support the University raising funds and grants for running the skill museum
- Deal with enquiries from researchers and the public
- Design and analyse visitor feedback surveys.
- Develop new ways to present the attraction or collection to maximise visitors' enjoyment and understanding
- Administer the collection of entrance fees, donations, sponsorship and memberships
- Keep up to date with developments in the field and with historical research into topics related to the attraction
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time

## 7.44 Principal Feeder School

### 7.44.1 Role of Principal Feeder School

- The Principal of the Feeder School is responsible for ensuring compliance with all provisions of CBSE and NSQF. The Principal shall execute all academic and administrative duties required of a head of educational institute as per the laid down Government guidelines. The Principal shall implement vocational training as per the NEP and design learning pathways for students, aligned with NSQF and industry specific job roles.
- The Principal shall provide support to the school staff, aligning their personal and professional goals with the overall vision and mission of the school. The Principal shall

collaboratively work with the respective Deans of Skill Faculties to achieve common objectives.

#### **7.44.2 Duties and Functions**

The functions of the Principal are as under:

- Execute all Academic and Administrative duties required of a head of educational institute as per the laid down Government guidelines.
- Ensure all provisions of CBSE as given time to time are strictly complied with.
- Implement vocational training as laid down by the Government of Haryana.
- Ensure reduced dropout rates at the secondary/senior secondary level.
- Design learning pathways for students after class 8th in the skilling framework aligned with NSQF and industry specific job roles.
- Develop creditised modular formats in skill education with vertical and horizontal mobility.
- Interact with respective Deans of Skill Faculties for activities like laboratory visits and use of infrastructure.
- Create and implement vocational training curriculum as per NEP.
- Ensure hiring induction orientation and training of members of the teaching faculty.
- Create and implement a robust and fair appraisal system for teaching and non-teaching staff.
- Ensure creation and implementation of the academic calendar by the teaching staff.
- Arrange for special remedial teaching of the children belonging to the weaker sections of the community and also of other children who need such remedial teaching.
- Plan and implement informal training classes for academically weaker students.
- Plan and execute sports and co-curricular training activities as part of the calendar.
- Ensure adequate training infrastructure and laboratories.
- Ensure availability of adequate safety, hygiene and infrastructure facilities as per laid down guidelines.
- Ensure judicious and transparent management of grants and funds as per Government guidelines.
- Act as a custodian for all property and equipment of the school.
- Timely response to all Government queries.

- Be in-charge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers for the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government/Board from time to time.
- Help and guide the teachers to promote their professional growth and actively encourage their participation in programmes designed for in service education.
- Ensure classroom teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
- Develop and organize the library resources and reading facilities in the school and ensure that the students and teachers have access to and use of books and journals of established value and usefulness.
- Send regularly the progress reports of the students to their parents/guardians.
- Promote the physical well-being of the students, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- Be responsible for sending teachers for the evaluation of answer scripts in respect of Board's Examinations and other duties related to academics, training and conduct of examinations as per requirements of the Board from time to time.
- Make budgetary provisions in advance and track its utilization.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Organise activities and maintain records as per the guidelines of accreditation and other bodies such as NAAC, NBA, NIRF etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

#### **7.45 Nodal Officers of Centres/Cells**

- The Chairpersons will nominate a Nodal officer for all Centres/cells in the Department for coordination with Centres/Cells at University level notified by the Dean. The Nodal officers shall:
- Act as single point of contact for the Chairpersons, for all the activities of centres/ cells assigned at the Department level.

- Prepare an activity calendar in coordination with the in charge of respective centres/cells at University level and execute tasks pertaining to the respective centres/cells at the Department level.
- Present report and analysis as per the directions of the Chairperson.
- Regularly monitor the activities and tasks in their respective centres/cells.
- Execute all decided activities under the assigned centres/cells
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Maintain the records of activities of centres/cells as per the guidelines shared by in charge at University level and accreditation bodies NAAC, NBA etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

#### **7.46 Nodal Officers of short-term training programme and RPL**

Each of the Skill Faculties will nominate one nodal officer from their respective skill faculties as a Nodal officer for short term training & RPL.

- Preparation of calendar for short term training and RPL programme in coordination with the chairperson and programme coordinator of the respective programme/department.
- Ensure monitoring and compliance of all the activities related to short term programme and RPL as per the stipulated timelines.
- Present report and analysis as per the directions of the dean of skill faculties.
- Support in executing all the decided activities under short term programmes and RPL.
- Demonstration of work through effectiveness of achieved objectives.
- Periodic monitoring, tracking and tabulation of information and progress.
- Maintain the records of activities of cell as per the guidelines shared by in charge at university level and accreditation bodies NAAC, NBA etc.
- Carry out any other responsibility as may be assigned by the competent authority from time to time.

## **8 ORDINANCE VIII – AWARD OF DEGREES (Under Section 24 C of SVSU Act)**

1. When the Skill Council has sanctioned the admission of any such person to any degree, he/she shall be entitled to be formally admitted to that degree. The date of formal admission to a degree shall be the date on which the Vice Chancellor has approved the admission of such student to any degree. The Skill Council shall, from time to time approve the names of all students who have passed the examination required for the various degrees of the University and have become qualified for admission to such degrees. The date of formal admission to a degree shall be the date on which he/she has taken admission.
2. For conferment of degrees, the Vice Chancellor may approve the same and report to Skill Council and the Executive Council every year before the Convocation.
3. Not less than 15 days' notice shall be given by the Registrar for University Convocation.
4. The Registrar shall, with the notice, issue to each member of University Convocation, a programme and the procedure to be observed at the Convocation
5. The candidates for degrees/diplomas must, 10 days before the date fixed for the University Convocation inform the Registrar in writing of their intention to be present. No candidate shall be admitted to the Convocation who has not sent his name to the Registrar within the prescribed time. Provided that if an application is received by the Registrar not later than 72 hours before the time of the Convocation and is accompanied by a fee as prescribed in each case, the candidate may be admitted to the Convocation, with the permission of the Vice Chancellor.
6. If the Vice Chancellor is satisfied that the Convocation cannot be held for good reasons, the degrees/diplomas shall be awarded without holding a Convocation. The degrees which remain undistributed with the colleges/Institutions/University Departments due to non-attendance in the Convocation by the candidates, may not be returned to the University and be distributed to the candidates concerned either in person or be sent to them by post under registered cover on payment of prescribed fee, if any, in each case. The amount so realized shall be credited to Amalgamated Fund.

## 9 ORDINANCE IX – STUDENTS’ DISCIPLINE (Under Section 22 (g) of SVSU Act)

### 9.1 Definitions

- Department means the teaching Skill Departments of the University to which the student, found involved in the act of indiscipline, belongs.
- “Committee on Students Discipline & Welfare” (Proctorial Committee) means the Committee as laid down in the Ordinance, constituted by the Vice Chancellor.
- “Dean” means the Dean of the Skill Faculty, appointed by the University to which the student belongs.
- Chairperson of the Department means the Chairperson of the Skill Department to which the student belongs.
- Student means the student found involved in any act of indiscipline for which the proposed action as provided in this Ordinance is to be taken.
- Teacher means any member of the faculty/OJT mentor/Incharge taking a class, giving a lecture, taking practicals, being incharge of excursion games and tours of students or OJT or coaching in campus and includes Professors, Associate Professors, Assistant Professors, and Coaches.
- “Warden” means the Wardens of the hostels within whose precincts indiscipline of misbehavior occurs, if such act or a part of it happens in Hostel.
- Without prejudice to the general meaning of indiscipline, the” act of indiscipline” inter alia includes the following:
  - Misconduct or misbehavior in the classroom/OJT/Industry/center of excellence or anywhere on the University campus or outside the campus when on authorized visits/deputed by the University or during tours/trips/surveys/internship (in company training) forming part of curriculum.
  - Causing damage to or defacement of University/Industry property.
  - Instigating or causing to instigate, organization of strikes or participation therein, demonstration or disturbances of any kind including gheraos, lock-outs which may disrupt the Convocation, admissions, teachings, examinations, work-shops, conference and other functions of the University/working of industry partner.
  - Disobedience or disregard of instructions or notifications issued by Chairpersons/Incharges, members of faculty, and other officers of the University/Industry partner.

- Instigating or causing to instigate, misguiding the employees/workers of the University to indulge in activities contrary to the interest and discipline of the University/Industry partner.
- Persuading students to be absent from classes/OJT and examinations, disrupting the conduct of classes/OJT in any manner and other academic activities of the University/Industry.
- To act or cause/instigate others to act in such a manner as to create disturbance or annoyance to other students/inmates of hostels/employees of University/Industry partner/residents of the campus community/any other person on the University campus/Industry or otherwise or to act or cause/instigate others to take law into their own hands.
- Keeping, carrying, using or supplying of any arms, lethal weapons, knives with a blade of more than four inches' length in the hostel or outside within the University/Industry premises.
- Keeping, using or supplying intoxicants/drugs in any form in the hostels, within the University campus/Industry premises.
- Gambling/betting in any form on the University campus/industry premises.
- Ragging, bullying or harassing students in the classes/OJT/hostels/within/outside the University campus/industry premises.
- Ragging, for the purpose of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which
  - Involve physical assault or threat to use physical force.
  - Violate the status, dignity and honour of female students and the students belonging to the scheduled castes and tribes.
  - Expose students to ridicule and contempt and affect their self -esteem.
  - Entail verbal abuse and aggression, indecent gestures and obscene behaviour.
  - Recourse to violence, assault, intimidation, rioting within or outside the campus/industry.
  - Disturbing other students in their studies.
  - Attending or organizing unauthorized meetings and participating in such meetings.
  - Displaying notices, leaflets, or posters, not signed or countersigned by competent authority at the hostel/University notice boards or other places or distributing such notices or leaflets or defacing University buildings/Industry or writing slogans and undesirable things on the buildings/property/Industry premises walls etc.:

- Forging of signatures in any way of the faculty member/students at the time of registration/any other time, submitting fake certificates;
- Eve-teasing, molestation and physical assault, or threat to use physical force against any member of the teaching and non-teaching staff of any Institution/Department (Branch Officer/library) and against any student within the University/industry premises.
- To give shelter to outsiders/students in the hostel when the stay/visit of such student/outsider has been expressly barred by the orders passed by the University for a specific period or for a general period.
- To indulge in an act which may bring disrepute to the University/industry in any manner.
- Any practice- whether verbal or otherwise-derogatory to women.
- Creating ill-will or intolerance on religious, caste or communal grounds.
- Any other act which in the opinion of the Vice Chancellor or any other officer authorized by the Vice Chancellor in this regard is considered to be an act of indiscipline.

## 9.2 Discipline

Discipline includes the observance of good conduct and orderly behaviour by the students of the University;

## 9.3 Rules

The following and such other Rules as framed by the University from time to time shall strictly be observed by the students of the University;

- Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
- No student shall visit places or areas declared by the University as "Out of Bounds" for the students;
- Every student shall always carry his/her Identity Card issued by the competent authority of the University;
- Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
- Any student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
- The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority of the University and also to the local Police Station.
- If a student is found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may,

however, be readmitted within the next fortnight by the University on payment of the prescribed readmission fee, etc. He/she will not be readmitted beyond the prescribed period.

## 9.4 Indiscipline

Indiscipline shall include:

- Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
- Causing disturbance to a Class or the Office or the Library, the Auditorium and the Play Ground etc.;
- Disobeying the instructions of teachers or the authorities;
- Misconduct or misbehaviour of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;
- Misconduct or misbehaviour of any nature at the Examination Centre;
- Misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
- Causing damage, spoiling or disfiguring to the property/equipment of the University;
- Inciting others to do any of the aforesaid acts;
- Giving publicity to misleading accounts or rumour amongst the students;
- Mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
- Visiting places or areas declared as 'Out of Bounds' for the students;
- Not carrying the Identity Cards issued by the competent authority;
- Refusing to produce or surrender the Identity Card as and when required by Proctorial and other Staff of the University;
- Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race etc.;
- Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and
- Any other conduct anywhere which is considered to be unbecoming of a student.

## 9.5 Punishment

Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:

- Fine
- Campus Ban
- Expulsion
- Rustication

However, no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself/herself. This shall not preclude the Vice Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him/her.

## 9.6 Powers Relating to Discipline and Disciplinary Action

All powers relating to discipline and disciplinary action in relation to the student shall vest with the Vice Chancellor. However, the Vice Chancellor may delegate all or any of his powers as he/she deemed proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.

## 9.7 Discipline Committee

- Without prejudice to any provision in the Act or Statute, there shall be a Discipline Committee comprising of the following members:
  - i. Dean Students' Welfare (DSW) - Chairman.
  - ii. Three Deans of the Schools to be nominated by the Vice Chancellor.
  - iii. Dean and Head of the concerned Skill Faculty and the Department/Centre.
  - iv. Chief Warden and the Warden of the concerned hostel.
  - v. Proctor - Member Secretary
- Subject to any powers conferred by the Act and the Statute on the Vice Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
- The said Committee shall, make such rules as it deems fit for the performance of its functions and these rules and any other orders under them shall be binding on all the students of the University.
- The recommendations of the Discipline Committee shall be submitted to the Vice Chancellor whose decision will be final and binding. However, the Vice Chancellor, if he/she is of the

opinion that the case merits' review, may refer the case back to the Discipline Committee for reconsideration.

- Appeal against the decision may be submitted to the Vice Chancellor who may refer the same to the Discipline Committee for their reconsideration and the decision taken by the Vice Chancellor on appeal shall be final and binding.
- Half of the total members shall constitute the quorum for a meeting of the said Committee.

## **10 ORDINANCE X – PROHIBITION OF RAGGING (Under Section 24 (k) of SVSU Act)**

To provide for prohibition of ragging in the Shri Vishwakarma Skill University, its maintained institutions and educational institutions affiliated to it and for matters connected therewith or incidental thereto.

1. This Ordinance may be called the University Prohibition of ragging in Educational Institution Ordinance, 2021.
  
2. In this Ordinance, unless the context otherwise requires, -
  - (a) “Committee” means an anti-ragging Committee constituted under section 5 of the Ordinance.
  - (b) “Educational Institute” means a school, college, University or an institute and its constitution unit and includes canteen, hostel or transport provided by school, college or University, whether within or outside the premises;
  - (c) “Government” means the State Government of Haryana.
  - (d) “Head” means the Vice Chancellor of the University, Principal of the affiliated or constituent College or Principle/Headmaster of the School, as the case may be head of an institution or Director of an educational institute by whatever name called;
  - (e) “Institution” means general, skill, technical and professional institute and includes institution imparting education and research facilities;
  - (f) “Ragging” means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat of intimidation or outrage of the modesty or injury to a student and includes the following acts, namely
    - i. abetment to ragging;
    - ii. criminal conspiracy to ragging;
    - iii. unlawful assembly and rioting while ragging;
    - iv. public nuisance created during ragging;
    - v. verbal abuse and aggression, indecent gestures and obscene behaviour;
    - vi. outraging the modesty;
    - vii. injury to body, causing hurt or grievous hurt;
    - viii. wrongful restraint;
    - ix. wrongful confinement;

- x. use of criminal force;
- xi. assault as well as sexual offence;
- xii. extortion;
- xiii. trespass;
- xiv. offence against property;
- xv. criminal intimidation;
- xvi. physical or psychological humiliation;
- xvii. defamation or threat to defame;
- xviii. any type of abuse through electronic media;
- xix. threat to commit any or all of the above-mentioned offences;

(g) "State" means the State of Haryana;

(h) "Student" means any person pursuing education in the University or its affiliated or constituent College/School;

(i) "University" means Shri Vishwakarma Skill University, Dudhola, Palwal:

3. (a) There shall be a complete prohibition of ragging of a student in the University and all the constituent or affiliated educational institution, in any form and nature;
- (b) No educational institute shall permit or condone any incident of ragging in any form and shall take all necessary and required measures including but not limited to the provisions of the Ordinance to achieve the objectives of eliminating ragging within the educational institute or outside.
- (c) No student shall practice ragging in any form, within or outside the premises of an educational institute.
- (d) All educational institutes shall take action in accordance with the Ordinance against those found guilty of ragging.

4. The Head shall:

- (a) be overall responsible to stop and prevent ragging and take all necessary preventive measures to prohibit ragging in educational institute and shall ensure that no person practice ragging in any form within or outside the premises of an educational institution and adopt required measures to achieve the object;
- (b) obtain an undertaking in writing from the students, in case he/she is eighteen years of age or above and from his/her parents/guardian and the student concerned in case

he/she is less than eighteen years that he/she shall not attempt, abet or commit ragging inside or outside the educational institution at the time of admission;

- (c) give full publicity to the provisions of the Ordinance and about the members of the committee along with their mobile numbers etc. by placing the same at prominent places as well as at notice board in the educational institution and also make it a part of prospectus and upload on its website;
- (d) give full publicity to the punishments to be awarded for ragging through open circulars and suitable posters in the educational institution; and
- (e) notify any change in the constitution of the committee immediately and shall take necessary action as per Clause (iii) above.

5. (a) There shall be constituted with immediate effect one or more committee (s) in all educational institutions by the Head, depending upon strength of students, vastness of premises of the educational institution and the number of Departments etc.

- (b) Each committee shall consist of three senior faculty members out of which at least one shall be a woman and senior most amongst them shall be the Chairperson. The committee shall also consist of two representatives from amongst the parents of the students including a woman to be nominated by the Head;

Provided that in case of an educational institution exclusively for boys or girls, all the members may be male or female, as the case may be.

- (c) The parents of the students nominated in a committee shall hold office for a maximum term of two academic sessions.

6. (a) The committee or any member thereof shall have power to inspect any class room, hostel room or any other enclosure where it apprehends that any incident of ragging is being committed or there is apprehension of the same.

- (b) The committee may take appropriate steps and suggest such measures as deemed necessary to the Head.
- (c) On receipt of an information by any member of the committee from the Head, a student, parents or any source in writing or through any electronic media that an act of ragging is being committed or there is apprehension of the same, he/she shall intimate the same to the Chairperson and may conduct raid, if necessary or take other appropriate steps to stop the act of ragging.
- (d) The member or the committee may conduct on the spot inquiry observing a fair and transparent procedure and the principle of natural justice and shall give an adequate opportunity to the victim student and student accused of ragging and other witnesses

and may also ask them to produce other documents or witnesses, if necessary, concerning the incident of ragging.

- (e) The committee shall submit the inquiry report to the Head within seventy-two hours of the incident for appropriate action under the Ordinance.

Provided that in case an offence is committed under the provisions of Indian Penal Code, 1860 (45 of 1860) and is a cognizable offence, the member shall immediately report the matter to the Head.

7. (a) The Head shall examine the report and if satisfied will take appropriate action as per the gravity of offence.
- (b) On receipt of the report of ragging, the Head will direct the committee to make an inquiry and report.
- (c) The committee on receipt of any information concerning any reported incident of ragging, the Head, shall immediately determine if a criminal offence is made out and if so, it either on his/her own motion or through a member of the committee authorized by him/her, proceed to file First Information Report immediately.

Provided that the educational institution shall also continue with its own inquiry and other measures without waiting for action on the part of the police and such remedial action shall be initiated and complete immediately.

- (d) If the Head is not satisfied with the report made by the committee, he/she may, himself/herself, conduct an independent enquiry and pass any appropriate orders in writing, for reasons to be recorded therein.

He/she may also decide to lodge First Information Report (FIR) if an offence is found to have been committed under the Indian Panel Code, 1860 (45 of 1860) and is a Cognizable offence.

8. (a) In a proven case of ragging, whether First Information Report (FIR) has been lodged or not, the Head shall impose a punishment of suspension for at least a period of two semesters or one annual academic year, as the case may be, and may also impose any one combination, of penalties as described in (i) to (x) of sub-section (2):
- (b) Depending upon the nature and gravity of the offence as reported by the committee, the Head may impose any one or combination of the following punishments upon the students(s) found guilty
- i. withholding or withdrawing scholarship
  - ii. or fellowship and other benefits;
  - iii. forfeiting campus placement opportunities or recommendations;

- iv. debarring from appearing in any test or examination or other evaluation process;
  - v. withholding of result;
  - vi. debarring from representing the educational institution in any regional, national or international meet, tournament, youth festival etc.
  - vii. suspension or expulsion from the hostel;
  - viii. cancellation of admission;
  - ix. rustication from the educational institution for a period, ranging upto three years;
  - x. expulsion from the educational institution and consequent debarring from admission to any other educational institution for a period of three years;
  - xi. imposition of fine up to thirty-five thousand rupees.
9. The Head shall ensure that there is no contravention of the provisions of this Ordinance or direction or order made there under by an educational institution.
10. The provisions of this Ordinance shall be in addition to and not in derogation of the Indian Penal Code 1860 (45 of 1860), the Code of Criminal Procedure, 1973 (2 of 1974), and the provisions of the University Act and other Laws.

## **11 ORDINANCE XI – EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEES (Under Section of 30 & 24 (L) of SVSU Act)**

There shall be a constituted mechanism for the redressal of the grievances of Employees and Students of the University.

Unless otherwise mentioned:

- Student means all students who are enrolled for a Programme of study in any Skill Faculty/School/Centre/Skill Department/College or Campus maintained or affiliated by the University.
- Employee means any person appointed by the University, its affiliated colleges, including teachers and other staff of the University.

### **11.1 General Principles of Grievances Committee**

The Grievances Committee shall observe the following general principles:

- i. The Campus and its affiliated Community should be made fully aware of the grievance redressal mechanism;
- ii. Every grievance from the student/staff should be registered and acknowledged;
- iii. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
- iv. As a matter of general rule, no grievances should be pending beyond the limit of three months;
- v. The officer nominated by the Vice Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
- vi. He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation may approach the Vice Chancellor for a decision.

### **11.2 Students' Grievance Redressal Committee**

- i. Dean of Students' Welfare (DSW) – Chairman
- ii. Proctor – Member

- iii. Two Nominees of the Vice Chancellor (one male & one female) – Members
- iv. Two Representatives of Students (one male & one female) – Members
- v. Dean of the School concerned – Member
- vi. Chief Warden – Member
- vii. Secretary to the Committee to be nominated by the DSW – Secretary

### **11.2.1 Powers and Functions**

- i. to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- ii. to enquire into the grievances, and make recommendations and report to the Vice Chancellor for redressal or suitable action; and
- iii. to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

### **11.3 Teachers' Grievances Committee**

There shall be a Committee constituted by the Vice Chancellor and approved by the Executive Council consisting of the following:

- i. Vice Chancellor or his/her nominee – Chairman.
- ii. Five representatives from the teachers' community representing gender, minority, SC, OBC. - Members:
- iii. Two outside experts not below the rank of Professor (one male & one female). - Members:
- iv. Secretary to the Committee to be nominated by the Vice Chancellor - Secretary

### **11.3.1 Powers and Functions**

- i. to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- ii. to enquire into the grievances, and make recommendations and report to the Vice Chancellor who may place it to the Executive Council for redressal or suitable action; and
- iii. to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

### **11.4 Non-Teaching Staff Grievances Committee**

There shall be a Committee constituted by the Vice Chancellor consisting of the following:

- i. Chairman to be nominated by the Vice Chancellor.
- ii. Five representatives from the non-teaching staff representing gender, minority, SC, OBC - Members
- iii. Two outside experts to be nominated by the Vice Chancellor (one male & one female). - Members
- iv. The Registrar or his nominee shall be the Member-Secretary of the Committee.

#### **11.4.1 Powers And Functions**

- i. to entertain and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- ii. to enquire into the grievances, and make recommendations and report to the Vice Chancellor for redressal or suitable action; and
- iii. to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

#### **11.5 Tenure of the committees**

Three years.

However, if there is any vacancy in membership, the same may be filled from the respective category for the residual period.

#### **11.6 Quorum**

Fifty percent of the total membership of the respective committee.

## **12 ORDINANCE XII – GAMES AND SPORTS COMMITTEE (Under Section 22 (j) of SVSU Act)**

### **12.1 Constitution**

- There shall be a Games and Sports Committee consisting of the following members, namely: -
  - i. The Vice Chancellor or his/her nominee- Chairman
  - ii. Dean Students' Welfare (DSW)
  - iii. Presidents of various Games and Sports Committees/Clubs
  - iv. Two outside outstanding sportspersons (one male & one female) to be nominated by the Vice Chancellor who have won State/National or International championship.
  - v. Two Outstanding Sportsman (one male & one female) from among the students on rolls, nominated by the Chairman for a period of one year
  - vi. Director/Deputy Director of Sports, who shall be the Ex-Officio Member-Secretary of the Games and Sports Committee
- The Chairman of the Committee shall hold office for a term of two years if he/she is nominated by the Vice Chancellor.

### **12.2 Duties and Functions**

- The Committee shall:
  - i. make arrangements and supervise the games and sports of the University and frame regulations in this regard;
  - ii. recommend to the University the budget for games and sports;
  - iii. allocate finances to the various sports activities/Clubs;
  - iv. maintain the play-grounds, gymnasias, swimming pools of the University;
  - v. hold contests, competitions, tournaments, athletic meets etc.;
  - vi. recommend to the Vice Chancellor the names of outstanding players and sportsmen to be nominated for admission to various programmes.
  - vii. perform such other functions, as may be assigned to it by the Skill Council from time to time; and
  - viii. take measures to attract the sports talent available in the University. The Director/Deputy Director, Sports will operate the budget under the supervision of DSW.

- The Committee shall hold its meetings at least once in a semester under the supervision of the DSW.
- Half of the total members shall form the quorum for a meeting of the Committee.

## 13 ORDINANCE XIII – GRANT OF FREESHIPS TO STUDENTS (Under Section 24 (E) & 22 (F) of SVSU Act)

1. The Dean of Students Welfare (DSW) on the recommendation of a Committee consisting of the following shall grant free-ships up to the percentage which may be prescribed by the University in this regard:
  - i. DSW-Chairperson;
  - ii. Deans/Heads of concerned Skill Faculty/Departments/Centres of the University;
  - iii. Two students (one male & one female) from the University to be nominated by the Vice Chancellor on the recommendation of the DSW (preference may be given to the students availing benefit of free-ship).
2. If number of applicants for free-ships is more than the number of free-ships available, the committee referred to in Sub-Clause (i) may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage.
3. Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School concerned through the Head of the Department/Centre latest by 31st August or by such other date as may be specified by the Dean Students Welfare. Applications received after that date shall not ordinarily be entertained.
4. The following factors shall be taken into account while making recommendation on the applications of students for grant of free-ships:
  - i. Academic record of the student;
  - ii. His/her progress in studies in the case of renewal of freeships;
  - iii. His/her financial position; and
  - iv. Any other factor such as natural calamity, pandemic etc., which the committee may consider relevant shall also be recorded.

The list of students to whom concessions have been awarded shall ordinarily be notified as early as possible but not later than 31st December of the year.

**Note:** The student should fulfil the means criteria and in order to prove the means criteria, the student is required to submit Income Certificate issued by the competent authority on their prescribed format, clearly indicating the annual income from all sources with separately indicating the sources of income of their parents/guardians. Any deliberate falsification in the Income Certificate and/or other enclosed documents with the application discovered at any stage will be considered as a grievous offence and may invite serious disciplinary action under the rules of the University.

5. Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.
6. A free-ship granted to a student may be cancelled if his/her conduct or progress in studies is found to be unsatisfactory or if his/her financial condition improves and he/she is no longer in need of fee concession.
7. The fee concession (free-ship/half-free-ship) is confined to tuition fees of that particular academic year only. However, in exceptional cases the committee may also recommend to provide assistance for other charges/dues in addition to the free-ship of tuition fee.
8. If a student, who has been sanctioned free-ship/half free-ship, has already paid the fees, the fee may be reimbursed. If, the student has not paid the fees, the fee concession shall be adjusted towards fees and any other dues.
9. In exceptional cases mentioned in serial no. 4(iv) above may be considered in special meeting(s) of the committee as and when required irrespective of above-mentioned time frame.

## **14 ORDINANCE XIV – AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES (Under Section 246 (C1) & Section 22 (F) (xii) and Section 28 (1) (f) of SVSU Act)**

1. In order to encourage meritorious and deserving students to pursue Courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
2. There shall be instituted Scholarships in every subject to be awarded to the students of the University/Affiliated Colleges (wherever applicable) subject to availability of funds. Rules for award of the same will be laid down in the Regulations.
3. There shall be fee concession in the form of half and full Freeships of tuition fee in each School and teaching Departments as per norms of the UGC.
4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every subject will be awarded Scholarship the quantum of which shall be decided by the University from time to time.
5. All types of Scholarships and Freeships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
6. There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding Agencies from time to time.
7. There shall be a scheme to award medals/ prizes to the meritorious students of the University and Affiliated Colleges I Institutions (wherever applicable) for their best performance in various University Examinations.
8. The University shall have power to institute endowments from time to time in accordance with the Central Universities Act 2009.
9. There shall also be a Committee constituted by the Vice-chancellor for administration of each endowment and to implement the objects of the endowment.
10. Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.

## **15 ORDINANCE XV – HONORARY PROFESSORS (Under Section 7 (K) of SVSU Act)**

1. Any distinguished scholar, whose association with the University would help furtherance of the academic life and activities of the University, may with the approval of the Executive Council, be invited by the Vice Chancellor to function as Honorary Professor in the University for such period as may be determined.
2. An Honorary Professor is expected to be associated with normal academic activities of the Department to which he is attached and the Department shall provide adequate facilities to him.
3. Persons invited to join the University as Honorary Professors may be paid traveling expenses, accorded hospitality and other facilities in the manner as may be decided by the Vice Chancellor.

## **16 ORDINANCE XVI – ADJUNCT PROFESSORS (Under Section 7 (K) of SVSU Act)**

1. With a view to encourage and promote greater interaction in various areas between the University, industry, research, and other centres of repute, a distinguished person having special competence in skill/education/sectorial Subject Matter Experts be appointed as Adjunct Professor by the Executive Council from Industry/Research/Institutions and other establishments based on the recommendations of the sector-wise Search Committee, approved by the Vice-Chancellor.
2. Adjunct Professor would be associated with the Department to which he/she is attached for academic activities for which adequate facility will be provided by the Department.
3. Persons appointed as Adjunct Professor may be paid suitable remuneration, traveling allowance and would be provided free accommodation in the University Guest House/Faculty House.
4. Candidate for adjunct faculty should satisfy the following norms:
  - i. For Conventional Higher Education Programmes:
    - a. Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory councils from time to time. OR
    - b. A person of eminence with or without a postgraduate or Ph.D. qualifications.
  - ii. For Skill based Programmes:
    - a. Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. OR
    - b. Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role.

They are also expected to have an understanding of industry requirements, National Occupational Standards (NOSs) and Assessment & Certification for skills.

In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.

### **16.1 Selection Criteria**

Adjunct Faculty will be shortlisted by a nominated Search Committee and appointed by the competent authority based on the recommendation of a Committee. Period of empanelment will vary from 06 months to 03 years as decided by the Institution on mutually agreed terms and conditions. It is expected that any application/recommendation from the Search Committee, for adjunct faculty, is first discussed at the department level. The department may forward the

application/suitable nominees with comments specifying the suitability of such candidate(s) in the department / institution level academic activities. If the department recommends a case for adjunct faculty, the same should be examined by a Selection Committee comprising of following:

- i. Head of the Institution or his nominee (Chair).
- ii. Head of the concerned Department.
- iii. Dean (Academic / Research) in case of University / senior most faculty in case of college.
- iv. One External Expert (Nominated by head of the institution).

OR

Representative of Sector Skill Council / Industry Associations (for skill-based programmes).

- v. Registrar / Vice-Principal / Bursar or equivalent person (Convener).

If the committee recommends the case, the same would be forwarded to the competent authority for consideration and necessary approval. The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time.

## 16.2 Roles & Responsibilities

The empaneled adjunct faculty is expected to undertake following assignments:

- i. Teaching
  - a. Conventional Higher Education Programmes: Adjunct faculty will be expected to teach programmes directly related to his specific expertise and professional experience or the areas of his specialization. He may also contribute to the institution's activities like counseling of students, developing new programme(s) and pedagogical improvements.
  - b. Skill based Vocational Programmes: The core subjects pertaining to specialized skills / trades may be imparted by the adjunct faculty from industry, Sector Skill Councils approved trainers or other persons with appropriate skill proficiency. Such faculty, imparting education and training to learners in skill-based programmes, should have relevant NSQF qualifications, preferably certified by the relevant Sector Skill Council.
  - c. Research Programmes: Adjunct faculty may also be involved in the M.Phil / Ph.D. coursework based on his professional and research proficiency adjudged by the concerned institution.
- ii. Training

Adjunct faculty will be expected to facilitate the setting of workshops and laboratories, providing hands on training in the relevant domain areas, development of soft skills, and focus on ensuring competency-based learning outcomes among students.

iii. Research

Adjunct faculty is expected to interact with and supervise the research students in the area of his specialization or professional proficiency. However, there should be preferably one core faculty member associated as Supervisor / Cosupervisor for smooth induction and coordination of academic procedures. The adjunct faculty may lack a traditional academic background in such case, they are not expected to contribute to the institution's research and creative mission by participating in traditional scholarly activities (i.e. they are not expected to conduct independent research and/or publish in peer-reviewed journals). Instead, he may participate by advising faculty on their research projects, serving as a liaison between the institutions and industry or government entities to identify research and/or funding opportunities or by working with faculty to identify research projects that would benefit private industry and/or government entities.

iv. Services

Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on departmental committees, serving as advisors/mentors to faculty and/or undergraduate and post graduate students, helping students network, and active collaboration with the industry / employer providing internship and job opportunities.

### **16.3 Cost and Honorarium**

- i. Adjunct faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back, maximum six (06) times per academic year. No reimbursement for hiring accommodation will be permissible. However, she/he will be provided free lodging and boarding in the Guest House.
- ii. He/She will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 80,000/- (Rs. Eighty Thousand Only) per month. The Adjunct Faculty will work at the host institution for a minimum of 02 days per visit.

## **16.4 Monitoring**

At the end of assignment, every Adjunct Faculty will submit a 'performance report' to the host University / college. The performance report, may be considered for his/her continuation / renewal of next tenure.

## **17 ORDINANCE XVII – VISITING PROFESSORS, VISITING FELLOWS (Under Section 7 (K) of SVSU Act)**

1. Distinguished persons/Eminent Subject Matter Experts from Academic and Industry, having special competence in one or the other field of study/industrial sectors may, with the approval of the Vice Chancellor be enlisted to function as Visiting Professors/Visiting Fellows the University. These Visiting Professors/Visiting Fellows can be drawn either from India or abroad.
2. Such Visiting Professors/Visiting Fellows will, according to the arrangements entered into in each individual case, deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in furtherance of teaching and research work in the University.
3. Persons invited as Visiting Professors/Visiting Fellows may be paid such salary and honorarium, traveling expenses, hospitality and other facilities as may be decided in each case by the Vice Chancellor.
4. Subject to the above, the Vice Chancellor will determine such other terms and conditions as may be required in the case of any Visiting Professor/Visiting Fellows, including the duration of the appointment and salary/honorarium to be paid, keeping in view the guidelines prescribed by the UGC/AICTE and other regulatory bodies.

## **18 ORDINANCE XVIII – PROFESSOR EMERITUS (Under Section 7 (K) of SVSU Act)**

1. The Executive Council may confer the title of 'Professor Emeritus' on any Professor of the University, who has outstanding reputation in his field, after his retirement.
2. The Vice Chancellor may recommend to the Skill Council the conferment of the title of 'Professor Emeritus' and on the recommendation of the Skill Council, the Executive Council may confer the title.
3. The 'Professor Emeritus' will be free to do academic work in the Department to which he is attached for which adequate facilities will be provided by the Department.
4. The conferment of the title of 'Professor Emeritus' will be for life or for a term to be specified by the Executive Council.
5. The Vice Chancellor may, if deemed necessary, sanction any honorarium to the 'Professor Emeritus', keeping in view the guidelines prescribed by the UGC/AICTE.

## 19 ORDINANCE XIX – PROFESSOR OF PRACTICE (Under Section 7 (K) of SVSU Act)

1. To strengthen Industry Academia collaboration, the UGC has taken a new initiative to bring the industry and other professional expertise into the academic institutions through a new category of positions called “Professor of Practice”. This will help to take real world practices and experiences into the classrooms and also augment the faculty resources in higher education institutions. In turn, the industry and society will benefit from trained graduates equipped with the relevant skills.
2. The University shall formally associate with persons of eminence and encourage them to participate in experiential learning, research, training, skilling, entrepreneurship and extension and to play mentoring role.

### 19.1 Eligibility

- i. Distinguished experts who have made remarkable contributions in their professions from various fields such as engineering, science, technology, entrepreneurship, **management, hospitality, healthcare**, commerce, social sciences, media, literature, **languages**, fine arts, civil services, armed forces, legal profession and public administration among others. Those who have proven expertise in their specific profession or role with at least 15 years of service/experience, preferably at a senior level, will be eligible for Professor of Practice.
- ii. A formal academic qualification is not considered essential for this position if they have exemplary professional practice in lieu. These experts will also be exempted from the requirement of publications and other eligibility criteria stipulated for the recruitment of faculty members at the Professor level. However, they should possess the skills to carry out the duties and responsibilities specified in the following section
- iii. The number of Professors of Practice in the University, at any point in time, should not exceed **20%** of the sanctioned posts.

### 19.2 Duties and Responsibilities

- i. Involve in the development and designing of courses and curriculum.
- ii. Introduce new courses and deliver lectures as per institutional policies.
- iii. To encourage students in innovation and entrepreneurship projects & provide necessary mentorship for these activities.

- iv. To focus on enhanced industry-academia collaborations.
- v. Conduct jointly in collaboration with regular faculty member of the institution, workshops, seminars, deliver special lectures and training programmes.
- vi. Carryout joint research project or consultancy services in collaboration with the regular faculty member of the University.

### **19.3 General Conditions**

- i. The engagement of Professor of Practice will be for a fixed term.
- ii. The engagement of Professor of Practice will be exclusive of the sanctioned posts of a university/college. It will not affect the number of sanctioned posts and the recruitment of regular faculty members.
- iii. Professor of Practice is not open for those in teaching profession- serving or retired.

### **19.4 Categories of Engagement**

It is envisioned that Professor of Practice can be engaged in one of the following categories:

- A. Professor of Practice funded by Industries
- B. Professor of Practice funded by HEIs from their own resources
- C. Professor of Practice on Honorary basis

#### **19.4.1 Professor of Practice funded by Industries**

Today's industry looks for graduates with specific skill sets. But the higher education system is churning out graduates who fall short of the required skills. As a result, many industries now hire graduates and provide adequate training before employing them. Involving experts from industry in teaching will benefit both the industry and the higher educational institutions. For engaging industry experts and professionals in this category, University may collaborate with the industries to support the Professor of Practice positions.

#### **19.4.2 Professor of Practice funded by University from their own resources**

As per the policy directives of NEP 2020, graduate programmes are revised with the holistic and multidisciplinary approach. University may assess the required gap areas in different fields and engage experts working in leadership positions in various fields. In this category, the

remuneration for the Professor of Practice is made by the University from their its resources as indicated below:

**Remuneration:**

Part-time/Full-time engagement: Consolidated amount, mutually agreed between the institution and expert.

### **19.4.3 . Professor of Practice on Honorary basis**

Experts fulfilling the eligibility criteria for the Professor of Practice may like to share their expertise with students and come forward to teach on honorary basis. Such experts may be engaged on honorary basis as Professor of Practice and their services may be utilized for the benefit of the students. The University will decide on the amount of honorarium to be paid to the Professor of Practice in this category from their own resources.

## **19.5 Procedure for selecting Professor of Practice**

- i. The Vice-Chancellors/Directors may invite nominations from eminent experts for Professor of Practice positions.
- ii. The experts willing to serve may also be nominated or they can send their nomination to the Vice-Chancellor/Director with a detailed biodata and a brief write-up about their potential contribution to the University.
- iii. Such nominations will be considered by a selection committee consisting of two senior Professors from the University and one eminent external member. Based on the recommendations of this committee, the Academic Council and the Executive Council or statutory bodies of the University will decide on the engagement.

## **19.6 Tenure**

The engagement may be initially for up to one year. At the end of the initial engagement or subsequent extension, the University will make an assessment and take the decision about extension. The University will devise its own assessment procedure for extension based on the contribution and requirement of the experts engaged as Professors of Practice. The maximum duration of service of Professor of Practice at a given institution shall not exceed three years and is extendable by one year in exceptional cases and the total service shall not exceed four years under any circumstances.

## **20 ORDINANCE XX – DEVELOPMENT OF POLICIES/GUIDELINES FOR THE UNIVERSITY (Under the Schedule 8.1 (a), (e), (g) of SVSU Act)**

The University from time to time shall develop policies/guidelines to give directions regarding methods of instructions, evaluation of research of improvements in academic standards etc.

The policies/guidelines so developed are a mechanism for establishing operating rules to ensure consistency in carrying out the duties, functions, and responsibilities that reflect the mission and values of the University. This mechanism must be an effective process for recommending, coordinating, writing, approving and distributing these rules. Policies are guidelines for faculty, staff, students, and outline the University's expected standard operating procedures with respect to various areas of focus such as faculty development, pedagogy and capacity building, consultancy etc.

### **1. Faculty development policy:**

Shri Vishwakarma Skill University, Haryana, envisages empowerment of its Skill Faculty Members / Teachers / Educators with a series of capacity-building training, workshops, FDPs, Seminars, Conferences, etc. so as to prepare them to identify, define and implement the changes through wants to address this challenge by developing an effective Faculty Development Policy.

The Faculty Development Policy (FDP) of the Shri Vishwakarma Skill University (SVSU), aims at the professional skill development of its skill faculty members.

### **2. Pedagogy Policy**

The technology and methodology used for the performance on a job are rapidly undergoing change and advancement. Change and advancement in Technology can have significant impact on the methods of doing organizational work. New methods of doing organizational work is a reason for evolution of new jobs or modification of existing. Effective performance on the new and modified job roles needs learning of new skills or practicing of the old skills in a modified way. Learning of new skills is possible by effective training and training can be imparted by the use of appropriate pedagogical methods.

The utmost important responsibility of skill institutions is to identify the newly emerged job roles and designing skill learning programmes. These skill learning programmes can be developed by including such sets of knowledge, skills and abilities which are helpful in the development of desired competencies for effective performance on the job. Desired competencies can be developed only by the practice of best and innovative pedagogical methods by the trainers. So, the use and practice of best and innovative pedagogical methods by the trainers is crucial factor in the effective imparting of skill.

Understanding the significance of the pedagogy in the skill development, the Pedagogy Department, Shri Vishwakarma Skill University, Haryana shall framed the Pedagogy Policy of the University.

### **3. Consultancy Policy**

Consultancy and Research at academic Institutes is "A way of life" to faculty members and the institution as a whole. Consultancy and research go hand in hand along with teaching in the institute. This also enriches practical knowledge for faculty members to take it to classrooms while teaching. Consultancy is essentially a knowledge-based profession and consultants play an important role in technological, industrial and economic development and are effective agents of change in the society.

Over the years, consultancy capabilities have grown in several sectors, public and private and more recently a number of foreign consultants have also started operations in India. However, the domestic consultancy capabilities need to be strengthened and skills be upgraded continually in several sectors, since the consultancy profession growth in India has not kept pace with the industrial and economic developments over the years. Consultancy plays an important role in providing a competitive edge to an organization. The intangible assets of an organization such as technical know-how and expertise of the staff, are today, often more valuable than its physical assets. Over the last few decades, legitimate appreciation of the commercial value of technical know-how has grown both within the academic / non-academic community and in the society at large.

Keeping in view the importance of higher education in spawning societal changes and transforming the economic fortunes of a country by emphasizing innovations, Shri Vishwakarma Skill University wishes to take several measures for promoting innovative academic research and technical innovations by encouraging interdisciplinary research through inter-university, intra-university and university-industry collaborations.

Shri Vishwakarma Skill University has got faculty/Instructors who are not only qualified in terms of their specialization in various fields but many of them have diverse industry backgrounds as of part of their professional experience apart from academics. This in fact helps University to focus on consultancy across industries/cross functional areas of business/institutions/research organisations specifically involved in development of skill ecosystem. Keeping in mind the intellectual strength of Shri Vishwakarma Skill University, is keen to grow awareness about the innovative research of commercial value and the need for collaboration with other organizations for mutual benefits. The Consultancy rules have been formulated to provide guidance to the Faculty/ Departments/Centres, etc. and other Professionally/Technically well qualified employees of Shri Vishwakarma Skill University, interested in the consultancy work. The Skill University Consulting Policy will help in formulating the norms for consultancy work that will help in developing the liaison between institutions, faculties, different industries, commercial organisations, government agencies and individual interest user of technical expertise available in the University.

**The detailed policies/guidelines shall be developed by the University for the aforementioned areas as well as for other areas relevant to the University.**

## 21 ORDINANCE XXI – ACADEMIC COSTUMES (Under Section 23 (Schedule Section 16) of SVSU Act)

1. In these rules, academic costumes mean the costume prescribed in Clause-4 hereunder.
2. Full academic costume shall be worn by all the members of Court, Executive Council, Skill Council and all graduates of the University, and may be worn by all graduates of other Universities at the Convocation.
3. If a member of the Court, Executive Council and Skill Council, is a graduate of any other University, he may wear either the costume of his degree, or the costume to which he is entitled as a member.
4. Members of the Court, Executive Council, Skill Council and graduates of the University are entitled to wear academic costumes as follows:

S. No.	Designation	Academic Costume	
		Colour of Patkas/Stole with University insignia	Dress Code
1	Chancellor	VVIP sash of Maroon velvet with green border, golden lace, jhalar and two University logos, and Khadi Jacket (to be provided by the University)	<p>For Men: White Colour full sleeves Shirt and white Trouser with black shoes and white socks. OR White Pyjama, White Kurta and black shoes/sandals.</p> <p>For Women: Cream Colour golden boarder Saree with half sleeves blouse of cream colour and black shoes/sandals. OR White Kameejk with red boarder, white Salwar, white Dupatta, black shoes/sandals.</p>
2	Vice Chancellor	VVIP sash of Maroon velvet with green border, golden lace, jhalar and two University logos, and Khadi Jacket (to be provided by the University)	
3	Chief Guest	VVIP sash of Maroon velvet with green border, golden lace, jhalar and two University logos, and Khadi Jacket (to be provided by the University)	
4	Registrar	VVIP sash of Maroon velvet with green border, golden lace, jhalar and two University logos, and Khadi Jacket (to be provided by the University)	
5	Honoris causa	VVIP sash of orange velvet with green border golden lace, jhalar and two University logos, and Khadi Jacket (to be provided by the University)	

S. No.	Designation	Academic Costume	
		Colour of Patkas/Stole with University insignia	Dress Code
6	Member of University Authorities	Sash of golden satin with green border and 1 inch of golden lace, jhalar, two University logos (Machine Embroidery) (to be provided by the University)	<p>For Men: White Colour full sleeves Shirt and white Trouser with black shoes and white socks. OR White Dhoti/Pyjama, White Kurta and black shoes/sandals.</p> <p>For Women: Cream Colour golden boarder Saree with half sleeves blouse of cream colour and black shoes/sandals. OR White Kameej with red boarder, white Salwar, white Dupatta, black shoes/sandals.</p> <p>NOTE: The Convocation Dress will be managed at their own.</p>
7	Deputy & Assistant Registrars	Orange with Silver Lining + Teachers & Staff on duty (to be provided by the University)	<p>NOTE: The Convocation Dress will be managed at their own.</p>

S. No.	Designation	Academic Costume	
		Colour of Patkas/Stole with University insignia	Dress Code
8	For Doctorate Degree	Maroon with Golden Lining (two University logo)	For Boys: White Shirt full sleeves and white pant with black colour belt and black shoes with white socks. OR White Kurta, white Pyjama and black shoes with white socks/sandals.
9	For Master's Degree	Green with Golden Lining (two University logo)	For Girls: White Sarees with red border, half sleeves white blouse and black leather shoes/sandals. OR White Kameej with red boarder, white Salwar, white Dupatta, black shoes/sandals.
10	For Bachelor's degree	Grey with Golden Lining (two university logo)	

# Chapter II

## 1 Preliminaries

- An academic year shall consist of two semesters (odd & even) inclusive of the period of examination and semester break.
- This Ordinance shall apply to the Programmes offered by this University. The award levels will lead to Certificate/Diploma/Advanced Diploma/Degree.

S. No.	Entry	Level	Award	Duration	Normal Duration After 8th Class
1	After 8th Std.	L1	Certificate	One Year	1
2	After 9th Std.	L2	Certificate	One Year	2
3	After 10th Std.	L3	Certificate	One Year	3
4	After 11th Std.	L4	Advance Certificate	One Year	4
5	After 12th Std.	L5	Diploma	One Year (L5)	5
	After 10th Std.		D.Voc.	Three Years (L3 to L5)	
6	After Diploma	L6	Advance Diploma	Two Years	6
7	After Advanced Diploma	L7	Degree (B.Voc.)	Three/Four Years	7
8	After Graduation	L8	Post Graduate Degree	One Year	8
9	After B.Voc	L9	Degree (M.Voc.)	Two Years	10
10	After Post Graduation	L10	Ph.D	Three Years (Min) including pre Ph.D course work	13

- Eligibility:

The eligibility criteria for admission to each programme, fee structure, academic calendar, scheme of studies and examinations, examination schedule, sports calendar and cultural activity calendar etc. for the academic year shall be published in the prospectus as well as on the University website.

## 2 Short-Term Programme

- The University need to organize industry and sector specific short-term skill programmes for those job roles which are heavily populated and largely unrecognized on the skill landscape. This effort needs to be made largely with following intentions in mind:

- Inclusion of a large number of workforce which lies in unrecognized and unorganized sector.
- Impart technical and skill training to improve technical threshold and efficiency of the workforce.
- To promote inclusivity in sectors and job roles by training women and people from other marginalized sectors of the society.
- Offer opportunity of skill education and livelihood training to unemployed youth.

To complement the overall vision of University of imparting skill education and training, undertaking research work in the sectors of economy—agriculture, manufacturing, services— the University needs to enroll the candidates in short term programmes (in the ration of 1:4 i.e. 4 short term programmes for every undergraduate programme) aligned with job roles and award them the certification at different levels.

### 3 Curriculum

- The curriculum in each of the years of the programme would be a combination of general education and skill development components. Curriculum details should be worked before introduction of the programmes.

#### 3.1 Skill Development Components

- The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude so as to make them work ready. The skill development components should be relevant to the industries as per their requirements.
- The curriculum should necessarily embed within itself, the National Occupational Standards (NOSs) of specific job roles within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs.
- The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
- In case NOS is not available for a specific area/job role, the University/college should get the curriculum for this developed in consultation with industry experts.
- The curriculum should also focus on work-readiness skills in each of the subsequent years.
- Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.

### **3.2 General Education Component**

- The general education component should adhere to the normal University standards. It should emphasize and offer programmes which provide holistic development. However, it should not exceed 40% of the total curriculum.
- Adequate emphasis should be given to language and communication skills.
- The University/college will develop the curriculum in consultation with industry. The industry representatives will be an integral part of the academic bodies of the University/college. While doing so, they should work towards aligning the skills components of the curriculum with the NOSs developed by the respective Sector Skill Councils.
- The practical/hands-on portion of the skills development components of the curriculum should be transacted normally in face to face mode, either within the institution or at a specified industry partner location. However, if due to the nature of the skill to be learnt, the industry prescribes its acquisition through blended or distance mode, the same may be followed. In nutshell, the emphasis should be on learning outcome and not the input and processes. The general education component of the curriculum may be transacted in any mode without compromising on quality.
- The specialization chosen by the University/college should be based on the existing/forecasted skill gaps in the industry.
- Relevance of programmes offered, along with that of the curriculum, is important. Therefore, monitoring, evaluation and updating of the curriculum needs to be done periodically in consultation with industry, keeping in view their requirements and changes in the NOSs. The University/college should incorporate this as a continuous and dynamic process in-built in their system.
- The University/college should appropriately use technology to improve the effectiveness of the delivery of programmes.

## **4 Industry Integrated Model**

- The Campus-Industry Model draws its inspiration from the German Dual Education model. The system produces highly skilled, ready-to-work employees for the industry. In this model, industry's participation in training is far greater than traditional academic and vocational skilling initiatives and programmes. Students work and study at the industrial premises and industry-simulated University campus for the entire duration of On Job Training (OJT).
- The University intends to integrate National Apprenticeship Promotion Scheme (NAPS) with its Skill Qualification as an integrated format where students "Learn & Earn". The NSQF framework, adopted by the University, provides an option of vertical and horizontal mobility across the levels. The rich learning provided through this model will not only make them job seekers but also job creators.

- The University intends forging joint-working relationships with those industries which have substantial capacity of in-house training, a keen intent to contribute towards creating a skilled talent pool and has a requisite requirement for absorbing this talent.
- The University shall collaborate with such industries for executing industry-specific training programmes, with industry as a key stakeholder. Industry would participate in design and deployment, providing technical, infrastructural and opportunity support to the University and students.

#### 4.1 On-the-Job Training

- The On-the-Job-Training (OJT) is an important component of all programmes of the University. The University has signed MoUs with various Industries to provide OJT to students.
- OJT activity provides an opportunity for students, to gain accurate, sufficient knowledge and skills relevant to work habits necessary to become competitive in the market. The OJT also assists students in developing professionalism and interpersonal skills necessary for success at the workplace.
- The University needs to set up Skill Instructors/OJT Coordinators under Academic Team for seamlessly managing OJT & to drive industry engagement.
- The Academic Team will assign Skill Instructor/OJT Coordinators to enable, drive and monitor OJT implementation.
- The OJT should comprise of following elements:
  - Calendar
  - Reporting Formats: Daily Report, Weekly coaching Report, Attendance, Assessment Scores
- Student OJT Diary
  - Mid-term and End term Viva
  - Skill Knowledge Matrix/OJT Areas
  - Internal Assessment Questionnaire & Report
  - Job Roles
- "Student OJT Diary" of the University is daily report of students on the job activities, which are recorded daily by students and regularly monitored by the University Mentors, Industry Mentors and Experts. This diary is cumulative reflection of Skill Process, defined at University level, which results in learning and skill enhancement of students. OJT is key for attaining skills by creating experiential learning, by hands, while working on shop floor/work floor in real manufacturing environment/business eco system. (Language is more towards explaining the element/component than being prescriptive/definitive.)

- Students will record their daily work on "OJT Daily Report by Student" page for continuous 2 weeks. There will be a Self-Assessment by student after every 2 weeks. After this self-assessment, performance of student's is evaluated quantitatively as marking scheme with Maximum Marks = 100 (needs to be checked). Student is evaluated on 28 key skills parameters. This performance is evaluated by University Mentor and vetted by Industry Mentor and Project Coordinator of SVSU. There are 2 such assessments every month which are followed by a Monthly Assessment by Industry Mentor.
- Monthly Assessments by Industry Mentor is of 100 Marks and is of 5% value (Marks Equivalence = 17.5) in the Final OJT Marks. This process is repeated 4 times and thus equalizes to 20% value (Marks Equivalence = 70) of Final OJT Marks. 30% value of Final OJT Marks (Marks Equivalence = 105) are awarded for Attendance of student. Mid Term Via and End Term Via each are of 10% value (Marks Equivalence = 35) in Final OJT Marks.
- OJT accomplishment of every student is based on analysis of cumulative OJT attributes. This is recorded for every student with inputs from OJT Incharge, Programme Coordinator, Dean and Dean Academics Affairs.
- This is how the student's OJT performance is evaluated and recorded in Students' OJT Diary. The process is expected to remain in Manual Mode of capturing the data for current and next Semester. (time with dates/session may be put here)
- Industry Partners are the key success enablers of the OJT and thus the regular feedback mechanism with them is planned and executed. Every Industry Partner has their own skill parameters to assess their resources. These parameters are studied to map with the actual OJT data being captured in the diary. New version of OJT will be released every time any new parameters is added.
- Dean Skill Faculty ensure Stakeholder Engagement for detailed study of Job Roles by Identifying industry leaders, Single Point of Contact (SPOC), Subject Specialist, Content Specialists, etc. to provide the necessary inputs for Job role development, curriculum and content development. The Industry orientation and direct understanding of job role to enable OJT pivoted curriculum aligned to industry standards and requirements.
- The Deans of Skill Faculties needs to Conduct a Shop floor readiness assessment for inducting Students for OJT prior to OJT deployment and make necessary changes to meet programme specifications
- Detailed Monitoring of OJT will be based on the Process manual approved.

## 5 Examination

The examination for the odd semester examination should be held in the month of December/January and for the even semester in June/July month of the year.

The date(s) of commencement of examination as well as the last date(s) for the receipt of the examination forms and fees shall also be notified by the Controller of Examinations on the website of the University.

The examination shall be open to a candidate who:

- (i) has attended regularly the prescribed course of studies for the relevant semester examination in the department/affiliated institutions recognized by the University for different level of Awards.
- (ii) has his/her name submitted to the Controller of Examinations by the Chairperson/HOD/Programme Coordinator of the department
- (iii) has a good moral character.
- (iv) has a minimum of 75 % attendance of the lectures delivered (In theory and practical's combined) and 90% attendance of On-the-Job-Training (OJT). A deficiency up to 5% may be condoned by The Chairperson of University Teaching or Skill Department/Principal of affiliated college/Institute. A further condonation of 5% in attendance may be allowed in severe/ Compassionate circumstances by the Vice-Chancellor on recommendation by Dean of concerned skill faculty. It is further clarified that the student sent by the University/Institute to participate/attend an event shall be treated as present during the days of event including journey days, if any, subject to the condition that the student must have attended at least 55% of the general education component classes (In theory and practical's combined). However, it may not be treated as a matter of right by the students.
- (v) The percentage of attendance of a candidate shall be calculated from the date of admission of the candidate or first day of start of semester.

A candidate who has appeared and failed in one or more paper(s) in any semester shall be allowed to study and appear in the Subsequent Semesters. However, if students fail to clear his examination of subsequent semesters and passes OJT during the programme, he/she shall be awarded OJT certification only if he/she pass at least 50% subjects (theory and practical) of Semester Examinations taken together in 1<sup>st</sup> Year, 2<sup>nd</sup> Year and 3<sup>rd</sup> Year, respectively.

In case of 1/2-year duration programme, the examinations for reappear in any subject(s) in the odd semester and that of in the even semester shall be held in the respective semesters along with the regular students. In addition to above, examination for reappear in the subjects in odd semesters will also be held during the even semesters examinations and vice-versa.

In addition to above, examination for reappear in the subjects in odd semesters will also be held during the even semesters examinations and vice-versa for final year semester except students of 3 years course having reappear in 5<sup>th</sup> semester may be allowed to appear along with main examination of 6<sup>th</sup> semester and Vice-versa on such dates as may be fixed by the Controller of Examinations as per the schedule provided by the University.

While re-appearing in the Examination the candidate shall be exempted from re-appearing in the paper(s), Seminar, Dissertation/Project Report, Training Report, Viva-Voce in which he/she has obtained pass marks including the marks for Internal Assessment.

The amount of examination fee to be paid by a candidate for each semester shall be as prescribed by the University from time to time.

The medium of instructions and Examination shall ordinarily be English except or otherwise specified by the Skill Council. The question papers will be set in English, except or otherwise specified by the board of studies concerned and approved by the Skill Council.

Candidates shall be examined according to the scheme of examination and syllabus as approved by the BoS/Skill Council from time to time.

The courses of study and the subjects of examinations shall be approved by the Skill Council of the University from time to time. The examination will be as follows:

- i. There will be two components of examination: internal and external. Every course will have marks as per the scheme of the Programme.
- ii. Course may have both practical as well theory component as per the scheme in such cases 50% marks will be assigned to theory and 50% mark to the practical exam as stated in the scheme with its credits.
- iii. In case of theory examinations, the 70% will be awarded on the basis of end semester examination and 30% will be awarded on the basis of continuous internal assessment.

- iv. In case of practical the 30% will be awarded on the basis of end semester examination and 70% will be awarded on the basis of continuous internal assessment.
- v. The Assessment for 40% General education component will be assessed by SVSU & 60% Skill Enhancement Component will be assessed by SVSU/Industry partner or Jointly. The internal evaluation of OJT will be done by the Concerned Industry where the student has undergone the training programme, whereas, the end semester evaluation of OJT will be through the recognized assessor on the panel of SVSU.

### Marks Distribution for Theory Examination

Total Marks	End Semester Exam (Marks)	Internal Assessment (Marks)	Internal Assessment (30%)			
			Attendance Marks (10%)	Class Performance (Assignment Classes) Marks (5%)	Presentation Marks (5%)	Class test Marks (10%)
100	70	30	10	5	5	10
50	35	15	5	2.5	2.5	5

### Marks Distribution in case of Practical Examination

Total Marks	End Semester Exam (Marks)	Internal Assessment (Marks)	Internal Assessment (70%)					
			Attendance Marks (10%)	Class Performance Marks (20%)	Presentation Marks (10%)	Mid-term Viva Marks	File Work Marks (10%)	Internal End Sem Viva Marks (10%)

						(10%)		
100	30	70	10	20	10	10	10	10
50	15	35	5	10	5	5	5	5

### OJT Assessment by Industry Partner

- **Internal (70%):** Marks distribution of OJT & Attendance/ Project Integrated Training / Industrial Project aligned with NSQF Level, Mid-term Viva and End-term Viva

Total Marks 100%	External Marks (30%)	Internal Marks (70%)	Internal Marks Distribution						
			OJT Performance & Attendance (Marks)						
			1 <sup>st</sup> (5%)	2 <sup>nd</sup> (5%)	3 <sup>rd</sup> (5%)	4 <sup>th</sup> (5%)	Attendance (30%)	Midterm Viva Marks (10%)	Report and End term viva Marks (10%)
350	105	245	17.5	17.5	17.5	17.5	105	35	35

### OJT Assessment

- The assessment of OJT will be arranged by the examination branch by the empaneled assessor approved by Chairman of Board of Studies.

## 5.1 Grading system

For the award of grades in a subject, all component-wise evaluation shall be done in marks. The marks would be converted to grades as per the guidelines given below:

Award of Grades Based on Absolute Marks

5.1.1 The University will follow system of grading for all (irrespective of no. of students) based on absolute marks (after applying moderation if any) as given below:

Marks	Grade	Grade Point	Category
90-100	O	10	Outstanding
80≤marks<90	A+	9	Excellent
70≤marks<80	A	8	Very good
60≤marks<70	B+	7	Good
50≤marks<60	B	6	Above Average
45≤marks<50	C	5	Average
40≤marks<45	P	4	Pass
<40	F	0	Fail
Absent	AB	0	Absent

5.1.2 To pass in each semester examination, a candidate must obtain at least:

- (i) 40% marks in each written paper (End Semester Examination);
- (ii) 40% marks in the Sessional/ Practical work (Project, Seminar, Internal assessment Test, Viva-Voce examination etc.); and
- (iii) 40% in aggregate of sessional and end semester theory examinations for each theory and practical subject provided that a candidate, who fails to obtain the requisite marks in aggregate of sessional and end semester theory examination, shall be required to reappear in the concerned subject in the subsequent theory/practical examination(s) subject to clause 6(iv). Such candidates will not be required to repeat the sessional (internal assessment) works.
- iv. Minimum pass grade in each course is 'P' grade. Grade will be awarded after adding the marks of sessional (internal assessment) and major test/practical examination.
- v. SGPA of 4.0
- vi Where a course is evaluated on the basis of sessional (internal assessment) marks only i.e. there is no end-semester examination, the candidate will be required to secure at least 40% marks to pass the course.

vii A candidate who fails to obtain the requisite marks/grade in any course shall be required to appear in the concerned course in the subsequent examination(s) as per the clause 5.1.2.iii & (iv).

NOTE: A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

- 'F' Grade

The F grade denotes poor performance, i.e. failing a subject (or subject component). A student has to reappear in the semester examination only, in which he/she obtains 'F' grades, until a passing grade is obtained, within the stipulated time of completion of that programme.

- 'Ab' Grade

If any student, who is otherwise eligible for appearing in the semester examination as per the ordinance, but he/she is unable to appear in the semester examination then he /she will be awarded 'Ab' grade. The candidate will be allowed to take up the examination next time along with regular students and he /she will be awarded the grade as per grade system explained above.

- AP/AF Grade

These grades are awarded to qualifying/Non-Credit subject(s) (as per scheme supplied by concerned departments). The candidate will not be eligible for award of degree without qualifying these courses.

5.1.3 Provided that a candidate will be allowed to stay for maximum period at different levels mentioned below of his admission failing which he will be deemed to be unfit for the course and shall not be allowed to appear as a regular student or as an ex-student unless has been otherwise allowed by the Skill Council of the University.

<b>Sr. No.</b>	<b>Level</b>	<b>Award</b>	<b>Duration (Maximum Allowed to Complete the Course)</b>
1	L1	Certificate	2 Years
2	L2	Certificate	2 Years
3	L3	Certificate	2 Years
4	L4	Advance Certificate	2 Years

5	L5	Diploma / (D.Voc.)	2 Years/5 Years
6	L6	Advance Diploma	2 Years
7	L7	Degree (B.Voc.)	6 Years
8	L8	Post Graduate Diploma	2 Years
9	L9	Degree (M.Voc.)	4 Years
10	L10	Ph.D	6 Years

- The candidate admitted to the Course shall not be allowed to pursue any other course except certificate course in any Indian or Foreign Language or computer application being conducted by this University on part-time basis in the evening with prior permission of the University otherwise his candidature for the course will be cancelled forthwith.
- The Controller of Examinations shall publish the result and issue Detailed-Marks-Cards as soon as possible after the declaration of the result of the Examination.
- Every candidate admitted to the course shall be required to undergo 6-8 weeks Corporate Training/Corporate Profile Presentation/On Job Training during each Semester examination, in an Industrial/Commercial/Co-operative Institution whether in Private, Public, Cooperative, Joint Sectors approved by the Director of the Institute subject to the scheme approved for the courses.
- The successful candidates after passing Semesters examinations of the Course will be awarded certificate/diploma/ advance diploma. Post graduate diploma/Degree as per examination ordinance.
- At the end of each semester examination, the COE shall publish the result, provided that in a case where candidate who was permitted to take examination for higher semester but has not cleared the lower semester examination his result for the higher semester examination will be declared provisionally. Each successful candidate shall be issued a Detailed Marks Card of the result on having passed the semester examination.
- The provision and scheme for the examination will be dependent on the changes that are made in the examination Ordinance of the University.

#### 5.2 Eligibility for the promotion -

A Candidate shall be eligible for Promotion to next semester even if has failed in all previous semesters.

## 6 Industry's Stipend support

Stipend will be given during the OJT/Internship/Industrial Training as per the industry rules/policies.

## 7 SVSU's Merit Awards

Following Awards and certificates will be given to overall high percentage holders. (The merit will be prepared on the basis of overall marks in the programme, curricular activities, Sport activities, attendance record and participation in other activities):

- Chancellor Award (Trophy, certificate and a cash award of Rs 31,000/-)
- Vice-Chancellor Award (Trophy, certificate and a cash award of Rs 21,000/-)

The awards shall be distributed for undergraduate (B.Voc, D.Voc, BBA, B.tech) and post-graduation programmes (M.Voc, MBA, M.Tech) i.e. one for undergraduate programmes and one for post-graduation programmes.

The following shall be the criteria for the distribution of awards:

1. A student must have obtained 90% attendance and 65% marks in aggregate in their undergraduate/post-graduation degree to be eligible for the awards.
2. Weightage for awarding the medals and certificate shall be as given below:
  - Academic Performance- 60%
  - Cultural Activities- 10%
  - Sports Activities- 10%
  - Other Activities\*- 10%

3. The weightage of Academic performance may be calculated as

$$\text{Academic Performance} = \frac{(\text{Marks Percentage} - 65)}{35} * 100$$

### NOTE:

- a. The candidate must have passed the examination in the regular period of the programme in first attempt/sitting semester and year wise i.e. there has been no reappear in any subject (s)/ course (s) during the period of his/ her study. However, if a candidate passes the subject(s) after re-evaluation of the main examination then it shall be treated as single attempt. Such re-evaluated marks shall be considered for ascertaining the award of Gold Medal.
- b. The candidate who got re-appear on account of absence in any paper/subject in exam will not be eligible for award of gold medal

4. The performance of the students in activities other than academics may further be given weightage based upon the participation of a student in the event as under:
  - International Level (50%)
  - National Level (30%)
  - State Level (20%)
5. Student securing the highest marks based on the above-mentioned criteria shall be awarded the Chancellor Award (Trophy, certificate and a cash award of Rs 31,000/-)
6. Student securing the second highest marks based on the above-mentioned criteria shall be awarded the Vice Chancellor Award (A cash award of Rs 21,000/-)
7. The specifications of the medals will be approved by the Vice-Chancellor

### **7.1 Powers Relating to Distribution of Awards**

All powers relating to distribution of awards shall vest with the Vice Chancellor. However, the Vice Chancellor may delegate all or any of his powers as he/she deemed proper to the competent authority or to the Awards Committee as the case may be or any functionary of the University.

### **7.2 Awards Committee**

- Without prejudice to any provision in the Act or Statute, there shall be a Awards Committee comprising of the following members:
  - i. Dean of Skill Faculty- Chairman- Nominated by Vice Chancellor
  - ii. Dean of Student's Welfare (DSW)
  - iii. One Associate professor- to be nominated by Vice Chancellor
  - iv. AR academics- Member Secretary
- Subject to any powers conferred by the Act and the Statute on the Vice Chancellor, the Committee shall take cognizance of all matters relating to distribution of awards to the students of the University
- The said Committee shall, make such rules as it deems fit for the performance of its functions and these rules and any other orders under them shall be binding on all the students of the University.

- The recommendations for the distribution of awards shall be submitted to the Vice Chancellor whose decision will be final and binding. However, the Vice Chancellor, if he/she is of the opinion that the case merits' review, may refer the case back to the Awards Committee for reconsideration.
- Appeal against the decision may be submitted to the Vice Chancellor who may refer the same to the Awards Committee for their reconsideration and the decision taken by the Vice Chancellor on appeal shall be final and binding.
- Half of the total members shall constitute the quorum for a meeting of the said Committee.